

DAGGETT COUNTY COMMISSION AND RDA MEETING AGENDA
Tuesday, July 7, 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-tigt-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 Update To Planning & Zoning Bylaws
- 3. Discussion And Consideration Of Bus Use Between Daggett School District & Daggett County For The Tower Rock Run
- 4. Discussion And Consideration Of LPG Tank Lease, Installation & Service Agreement With Mountain West Propane
- 5. Discussion And Consideration Of Planning & Zoning New Board Member Applications For Joe Bowthorpe, Steven Wood & Donovan Allpin Jr.

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 June 16, 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 attended in person. Commissioner Lytle was excused. Auditor Keri Pallesen, Clerk Larinda Isaacson and Attorney Kent Snider attended virtually. The meeting was called to order at 9:00 am by Commissioner Tippetts. The invocation was given by Cordell McCracken. Commissioner Tippetts then led those in attendance in the Pledge of Allegiance.

Present In Person: Cordell McCracken, Mayor Kathi Knight, Peggy White

Present Online or by Phone: Curt Smith, Jordynn Hewitt, Jay Springer, Cody Ivie

Motion to Go In and Out of Redevelopment Agency (RDA): Commissioner Asay moved to go in and out of the Redevelopment Agency (RDA) Meeting Agenda. Commissioner Tippetts 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 June 9, 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 June 9, 2026 Commission and RDA Meeting. Commissioner Tippetts 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 nothing new at this time.

MBA: There was nothing new at this time.

Affordable Workforce Housing: There are no dates set for completion of the self help homes. They do hope it will be by the end of summer.

Sheriff Office, EMS, Code Enforcement: No new reports were available for these departments at this time.

Airports: Nothing new to report at this time.

Clinic: Things are moving along.

Roads: We did get our permit from the Army Corps for the bike path. We are hopeful to have completion early summer of next year.

Tourism: History day was on Saturday. We did not advertise it well enough. It was a great program. We wish we had more people to be there. The DL Invitational is this Friday and Saturday. There will be a concert in the rodeo grounds after the rodeo on Friday night.

Recess for MBA at 9:31 am.

Returned from recess at 9:43 am.

Citizen Comment: There were no citizen comments.

Legislation: There were no new updates.

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 Asay motioned to acknowledge receipt of the Cash Summary and Accounts Receivable Report for the County and RDA dated June 12, 2026. Commissioner Tippets seconded the motion. The Commissioners voted as follows on the motion:

	Yes	No	Abstained	Absent
Commissioner Tippets:	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 June 12, 2026 in the amount of \$48,346.76. Commissioner Tippets seconded the motion. The Commissioners voted as follows on the motion:

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

The motion carried.

Reimbursement Register: The Reimbursement Register was provided by the Auditor's Office and reviewed by the Commissioners. Commissioner Asay motioned to approve the Reimbursement Register dated May 24, 2026 to June 6, 2026 in the amount of \$56.55. Commissioner Tippets seconded the motion. The Commissioners voted as follows on the motion:

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

The motion carried.

Disbursement Summary: The Disbursement Summary was provided by the Auditor's Office and reviewed by the Commissioners. Commissioner Asay motioned to acknowledge

receipt of the Disbursement Listing as being reviewed from June 4, 2026 to June 12, 2026 for Daggett County Zion's checking in the amount of \$209,403.23 with no void amount. Commissioner Tippetts 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 for MBA at 9:59 am.

Returned from recess at 10:35 am.

Calendar /Correspondence: Early voting for the upcoming election is currently underway. Election Day is June 23, 2026. There will be no commission meeting that day due to the election.

There is a UBOAG Board meeting on June 25, at 10:00am.

Duck's Unlimited Fishing Derby is the 27th and 28th of June.

There is a Road District meeting on the 29th at 7:00pm.

POLICY AND LEGISLATION

Ratification Of The 2026 Tax Sale: Time was given to Keri Pallesen. There was some discussion. Commissioner Asay motioned to ratify and approve the 2026 Tax Sale. Commissioner Tippetts 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.

Discussion And Consideration Of Setting A Date For The RV Dump Appeal And Possible Public Hearing: Documentation regarding this project was presented by Mayor Kathi Knight, who addressed several inaccurate rumors. She provided evidence from UDOT confirming that the site does not present a safety concern. The conversation then turned to potential future fees and further deliberations concerning the RV Dump Station. Commissioner Tippetts motioned to set the date for the rv dump appeal for June 24 at 10:00 am. 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.

Discussion And Consideration Of Awarding The Proposal Of Provider For The DCHBCC: This was tabled until June 30, 2026.

RDA Policy And Legislation

Discussion And Consideration Of The Amendment And Restatement Of The 2025 JOMAC Participation Agreement: There was some discussion. JOMAC is not requesting any current capacity, they are requesting increasing the capacity of the system to adequately have services for their development. There are at least three (3) participation agreements in place. Commissioner Tippetts motioned to approve the Amendment and Restatement of the 2025 JOMAC participation agreement. 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 11:42 am

Back from Recess at 4:03pm

With nothing further to discuss, Commissioner Tippetts adjourned the meeting by acclamation at 4:09 pm.

Draft Minutes of the Meeting of the Daggett County Commission and the Daggett County Redevelopment Agency held on **Tuesday June 30, 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, Randy Asay and Jack Lytle attended in person. Clerk Larinda Isaacson, Attorney Kent Snider attended virtually. Auditor Keri Pallesen attended both virtually and in person. The meeting was called to order at 9:03 am by Commissioner Tippetts. The invocation was given by Commissioner Asay. Commissioner Tippetts then led those in attendance in the Pledge of Allegiance.

Present In Person: Bryan Gibson, Sean Hughes, Jordynn Hewitt, Chad Reed, Jesse Platt

Present Online or by Phone: Lynn Sitterud, Mechelle Miller, Cordell McCracken, Josie Wood, Steven Wood, Manila Clinic

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 June 16, 2026 Commission and RDA Meeting were unavailable due to a server being down in the county.

Citizen Comment: Chad Reed stated that he has been traveling around the state and has seen a lot of things marketing the county. He congratulated Jordynn Hewitt on her hard work. It was also stated that this positive trend is evident in the TRT tax figures from the initial months of the year, which show an increase over the previous year, following a similar upward trajectory from the year prior. These results provide clear proof of the effective marketing strategies being implemented for the county, and the effort is much appreciated.

Issue Updates

RDA: Nothing new at this time.

MBA: They are working on the back up generator for the water treatment plant in Dutch John.

Affordable Workforce Housing: There was a meeting with UBOAG last week.

Sheriff Office, EMS, Code Enforcement:. With the upcoming holiday weekend, a high volume of visitors is anticipated. Although other scheduled festivities will proceed as planned, the fireworks display in Dutch John has been called off because of active fires across the state.

Mechelle Miller reported an active month, noting the release of anticipated funding and current efforts to close out grants. The state EOC has returned to level three status following

previous wildfire-related activity at level two. Mechelle Miller is covering Grand County due to the Snyder fire, which necessitated the redistribution of Liaison Officers. Coordination with Colorado partners continues as they monitor the situation. Additionally, there are three Fire Management Assistance Grants (FMAGs) currently in place for these fires. On the subject of the drought, while a state declaration exists, it is recommended that the county maintains its own local declaration for the records.

Airports: Nothing new at this time.

Clinic: Progress continues on the clinic project. They are still working on the X-Ray machine and will get that drywalled soon. The parking lot will get asphalt shortly. They are still working on the concrete and tile.

Roads: Sean Hughes provided updates regarding road maintenance and upcoming projects. Magwater treatments have been completed for Jarvis Ranch Road, South Valley, Dump Road, and the Pines and Acres area. State Line Road is scheduled for treatment on July 15th. Sean plans to coordinate with contractors today to confirm readiness for the chip seal contract set for July or August. Following the completion of crack sealing at Birch Creek and some minor patchwork, the team will proceed with sealing Birch Creek and Lower Airport Road, which remains a double chip seal. Work on Sky View is now finished. Additionally, Deer Run is closed, and the Forest Service has requested a road base application from Highway 191 to the gate; however, it was noted during discussion that this is not a county-maintained road. The county water truck was reported as totaled. Following a discussion on Sean's inquiry and the insurance company's recommendation against a buy-back, the commissioners decided not to repurchase the vehicle due to the extent of the damage. Regarding the bike path, a meeting is set for the 15th, after which the project will be opened for bidding.

Code Enforcement: Current initiatives are proceeding as scheduled. Regarding the legal matter in Captain's Cove, criminal charges have been filed against the individual involved, and a compliance review is slated for the coming week.

Tourism: Jordynn Hewitt was asking about the water truck to water the arena for the Cow Country Rodeo next weekend. The Flaming Gorge Car show is Saturday. Fireworks have been cancelled. America 250 potluck is on Sunday starting at noon at the park.

Legislation: There were no new updates.

Cash Summary and Accounts Receivable Reports: The Cash Summary and Accounts Receivable Reports were not available at this time

Open Invoice Register: The Open Invoice Register was not available at this time

Reimbursement Register: The Reimbursement Register was not available at this time.

Disbursement Summary: The Disbursement Summary was not available at this time

Calendar /Correspondence: OAC for the Clinic is Thursday at 10:00 am. The 4th of July celebration is this weekend. The Car Show will be at Flaming Gorge Lodge from 12:00 to 5:00 PM. America 250 will be held in Manila on July 5th.

Utah Air Quality Board Meeting on Wednesday July 1, 2026 in Salt Lake City at 1:30 pm.

Recess for MBA at 9:41am. Returned from recess at 9:55am.

POLICY AND LEGISLATION

Discussion And Consideration Of Letter Of Recommendation And Final Draft Of The Accessory Dwelling Unit Ordinance For Planning & Zoning: There was some discussion. The County Attorney stated that Planning and Zoning has been very proactive with this. And he recommends that it is approved. Commissioner Tippetts motioned to table this for further information to be gathered.

Discussion And Consideration Of Recommendation Regarding A Change In The Commercial And Industrial Use Zones For Planning & Zoning: There was some discussion. Commissioner Tippetts motioned to table this for further information to be gathered.

Discussion And Consideration Of Letter Of Recommendation For Some Changes Of Permitted Or Conditional Use Changes In All Residential, Multiple Residential, Rural Residential Multiple Use And Agricultural Zones: There was some discussion. Commissioner Tippetts motioned to table this for further information to be gathered.

Discussion And Consideration Of Potential Fireworks & Fire Restrictions: There was some discussion on supporting the executive order from Governor Cox. The Commissioners decided that Daggett County was going to support the executive order.

Recess was taken at 11:03 am. Back from Recess at 11:18 am.

Discussion And Consideration Of Tower Rock Run Forest Service Application: Commissioner Lytle motioned to approve the Tower Rock Run Forest Service Application. 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.

Discussion and Consideration of Daggett County's Election Requirements For This Year's Secure Rural Schools (SRS) Act Funds: Brianne Carter requested that this be tabled for a later time.

Discussion and Consideration Of Purchase Request For IT To Beyond Trust, In The Amount Of \$6,298.00 For Privileged Remote Access: Commissioner Lytle motioned to approve the purchase request and Sole Source for IT To Beyond Trust, In The Amount of \$6,298.00 To Beyond Trust, For Privileged Remote Access. Commissioner Asay seconded the motion. The commissioners voted as follows on the motion:

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

The motion carried.

Discussion and Consideration Of Approval Of The Certified Tax Rates: Commissioner Asay motioned to approve the Certified Tax Rate as presented. Commissioner Lytle seconded the motion. The commissioners voted as follows on the motion:

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

The motion carried.

Discussion and Consideration Of County Options To "Pick Up" Employee Contributions And / Or Contribute An Additional Percentage To Employee 401(K)s Time was given to Keri Pallesen. Commissioner Lytle motioned to approve To "Pick Up" Employee Contributions And / Or Contribute An Additional Percentage To Employee 404(K)s. Commissioner Asay seconded the motion. The commissioners voted as follows on the motion:

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

The motion carried.

Discussion and Consideration Of Provider Proposals For DCHBCC: Commissioner Tippetts read off a letter that came from the Uintah Basin Health Clinic. This letter was dated June 26, 2026 regarding the official 90 day notice, they will no longer provide services after the 2nd of October. If your RFP awardee begins providing services prior to the 90 days, our clinic employees may cease prior to that date. In the event that they cannot start prior to our 90 day notice we are willing to work on extending the date under our current agreement.

Discussion and Consideration Of Worksite Learning OJT And EIO Employer Agreement For Victor Ezell: Commissioner Lytle motioned to approve The Worksite Learning OJT And EIO Employer Agreement For Victor Ezell . 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.

A closed session was needed for the purpose of discussing the Character, professional competence, or physical or mental health of an individual. Commissioner Lytle motioned to go into closed session for the purpose stated. 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.

Closed session at 12:31pm.

An additional purpose for the closed session was needed. The purpose being Purchase, Exchange or Lease of Real Property scheduled at 1:30 pm.

Closed Session at 1:41 PM.

Commissioner Asay motioned to go into Open Session. Commissioner Tippetts seconded the motion. Commissioner Lytle stepped out and was excused. The commissioners voted as follows on the motion:

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

The motion carried.

Back into open session at 3:47 pm.

With nothing further to discuss, Commissioner Tippetts adjourned the meeting by acclamation at 3:48 pm.

Draft



Vicki Tanner <vtanner@daggettcounty.org>

Fwd: UPDATED Flaming Gorge Notification: June 30, 2026

1 message

Larinda Isaacson <larindai@daggettcounty.org>
To: Vicki Tanner <vtanner@daggettcounty.org>

Thu, Jul 2, 2026 at 11:21 AM

----- Forwarded message -----

From: **UpperGreenResOps, BOR UCR** <bor-sha-ucr-upgnrsop@usbr.gov>
Date: Tue, Jun 30, 2026 at 2:13 PM
Subject: UPDATED Flaming Gorge Notification: June 30, 2026
To: UpperGreenResOps, BOR UCR <bor-sha-ucr-upgnrsop@usbr.gov>

Greetings,

Updated schedule due to forecast changes.

Beginning on **July 01, 2026**, Flaming Gorge daily average releases shall follow the schedule below. Hourly releases from Flaming Gorge Dam will be scheduled through the Western Area Power Administration (WAPA). Hourly release schedules issued by WAPA for power production may include daily fluctuations to meet power demand contracts.

Date	Initial Daily Average Release (cfs)	Change (cfs)	Final Daily Average Release (cfs)
07/01/2026	1,750	+50	1,800
07/02/2026	1,800	+50	1,850
07/03/2026	1,850	+50	1,900
07/04/2026	1,900	+50	1,950

The daily average release of 1,950 cfs will continue thereafter or until a new notification is issued.

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.

BY-LAWS OF
THE DAGGETT COUNTY
PLANNING AND ZONING COMMISSION

1. **NAME:** The official name of the board shall be the Daggett County Planning and Zoning Commission, which shall hereafter be referred to as the Planning Commission or Commission.

2. **ORGANIZATION**

- a. **Membership:** The Planning Commission shall consist of five members and two alternates appointed by the County Commissioners. Planning Commission members and alternates shall serve for a term of three years. Members may serve multiple terms.
- b. **Election of Chair and Vice Chair:** The Planning Commission, at its regular meeting in December of each year, shall elect a Chair and Vice Chair, who shall serve for a term of one year each, starting in January. Officers may be re-elected.
- i. A special election may be held by a majority vote of the Planning Commission in the event that the Chair or Vice Chair is unable to fulfill their elected term.
- c. **Officer Duties:** The Chair shall preside at all meetings of the Commission and shall provide general direction for the meetings.
1. **Duties of the Chair**
- a. The Chair shall preside at all meetings of the Planning Commission and shall call the meetings to order on the day and hour as scheduled and proceed with the order of business.
- b. To announce the business before the Commission in order in which it is to be acted upon.
- c. To receive and submit in the proper manner, all motions and propositions presented by the members of the Commission.
- d. To put to vote all questions which are properly moved, or necessarily arise in the course of proceedings and to announce the results of the motions.
- e. To inform the Commission any point of order or practice. In the course of discharge of this duty, the chair shall have the right to call upon legal counsel for advice.

- f. To authenticate by signature all of the acts, findings, orders, and proceedings of the Commission as needed.
- g. To maintain order at the meetings of the Commission.
- h. To move the agenda along, hold down redundancy by limiting time allowed for comments if necessary, set guidelines for the public input, and reference handouts and procedures during meetings.
- i. Recognize speakers and Commissioners prior to receiving comments and presentations.
- j. The Chair may vote on all issues before the Planning Commission unless the Chair vote will result in a tie.

2. Duties of the Vice Chair

- a. The Vice Chair, during the absence of the Chair, shall have and perform all the duties and functions of the Chair.

3. Temporary Chair

- a. In the event of the absence or a conflict of interest of both the Chair and Vice Chair, the Chair or the Vice Chair shall appoint another Planning Commission member to serve as Chair until the Chair or Vice Chair returns. In such an event, the temporary Chair shall have all the powers and perform the functions and duties assigned to the Chair of the Commission.

4. Secretary

- a. The County Planning and Zoning Staff member shall serve as secretary of the Planning Commission. The Secretary may also serve as an alternate member of the Commission upon approval of the County Commission.

i. Secretary Duties

- 1. To post public notices of regular and special Planning Commission meetings, consisting of a quorum, 24 hours prior to the meetings.
- 2. To attend every meeting of the Commission to take and record the roll, to ready any communications, resolutions or other papers which may be ordered to be read by the Chair of

the meeting and to receive and bring to the attention of the Commission all messages and other communications from other sources.

3. To keep the minutes of the proceedings of the Commission and to record them.
4. To keep and maintain a permanent record file of all documents and papers pertaining to the work of the Commission.
5. To ensure Planning Commission members receive materials pertinent to regularly scheduled Commission meetings twenty four (24) hours prior to Planning Commission meetings.
6. To work with other County Staff, including the Building Inspector to advance the work of the Commission.
7. To perform such other duties as may be required.

3. RIGHTS AND DUTIES OF MEMBERS

- a. **Meeting Attendance:** Every member of the Commission shall attend the sessions of the Commission unless unable to attend due to extenuating circumstances. Any member desiring to be excused shall notify the secretary. The secretary shall inform the Chair of the absence.
 - i. If the Commission member misses three consecutive meetings or six meetings in a calendar year, the Chair shall confer with the member regarding the ability, interest and commitment of the member to continue his/her membership on the Commission.
 - ii. If the Commission member continues to miss meetings, the Chair shall bring the matter to the full attention of the Commission. The Commission will decide upon an appropriate recommendation to the County Commission as to whether the member shall be removed from the Planning Commission.
 - iii. A Planning Commissioner may be removed for cause by majority vote of the Planning Commission and approval of the County Commission.
- b. **Conflict of Interest:** A Planning Commission member must declare a conflict of interest for specific agenda items. Members of the Planning

Commission who feel they or any other member of the Commission may have an actual, apparent, or reasonably foreseeable conflict of interest on any matter that is on the Commission agenda shall explain the apparent conflict to the Commission. The Commission may then vote to decide whether the requested disqualification is justified. After declaring a conflict of interest, a Planning Commission member shall not participate in the public meeting, a public hearing, the discussion, and vote of that matter, nor attempt to use his/her influence with the other Commissioners before, during or after the meeting. Below are some guidelines for conduct:

- i. There may be a conflict of interest if there are personal, familial, or financial ties between a Planning Commissioner and proponent/ opponent of any item of business.
 - ii. A Planning Commissioner may appear before the Commission through his/her employment as an advocate or agent for a proponent only after the Commissioner's disqualification on the subject matter.
 - iii. A Planning Commissioner must not sell or offer to sell services or solicit prospective clients or employment by stating an ability to influence Planning Commission decisions.
 - iv. A Planning Commissioner must not use the power of the office to seek or obtain a special advantage that is not in the public interest nor any special advantage that is not a matter of public knowledge.
 - v. A Planning Commissioner shall not have any ex parte discussions regarding any business before the Commission. For the purpose of Planning Commission policy, ex parte discussions include any communication with one side of any issue coming before the Planning Commission, prior to the Commission's final decision.
- c. **Explaining the Vote:** After the vote is taken, any member of the Commission desiring to explain his/her vote shall be allowed an opportunity to do so.
- d. **Not to Vote Unless Present:** No member of the Commission shall be permitted to vote on any motion unless the member shall be present; by phone or any electronic means are considered present also, when the vote is taken and when the result is announced. No member shall give his/her proxy to any other person
- e. **Place:** All meetings of the Committee shall be held in the County Commission Chambers of the Daggett County Courthouse in Manila, Utah or at such other place as the Commission or Planning Staff may designate. A meeting having been convened at the place designated, maybe adjourned by the Commission to any other place within Daggett

County for the sole purpose of investigating some particular matter of business which may be more conveniently investigated at such other place, or may be adjourned to any other room more convenient for conducting the business of the Commission, so long as proper notice of the meeting location is posted for the general public.

- f. **Meetings:** Meetings of the Planning Commission shall be held as posted at the beginning of each calendar year, or such other appropriate day as determined by the Planning Commission. At the discretion of the Chair, field trips or work sessions may be held on such other days as determined by the Planning Commission. The Planning Commission shall meet at least once a month.
- g. **Special Meetings:** The secretary shall give notice of the time and purpose of every special meeting of the Commission at least 24 hours prior to the meeting. Such notice shall be delivered to each member of the Commission personally, or by telephone, fax or email.
- h. **Meetings, Matters Considered:** Other business items pertaining to the affairs of the Daggett County Planning Commission and falling within the authority and jurisdiction of the Commission may be considered and acted upon at any regular meeting of the Commission.
- i. **Quorum:** Three (3) members of the Commission shall constitute a quorum for the transaction of business. Any member disqualified because of conflict of interest shall not be considered when determining whether a quorum is constituted. Members abstaining from a vote, however, shall count toward consideration of a quorum. Alternate members may participate and vote when needed to constitute a quorum. A majority vote of the Commission members present at a meeting shall be required and shall be sufficient to transact any business before the Commission. No business shall be conducted at a meeting of the Planning Commission without a quorum present.

4. **PROCEDURE-ORDER OF BUSINESS**

- a. **Order of Business:** The order of business shall be as follows:
 - i. Field trip (When needed and advertised)
 - ii. Welcome, Call to Order
 - iii. Roll Taken by secretary
 - iv. Public Hearings (When needed and advertised)
 - v. Approval of the minutes
 - vi. Public Comments
 - vii. Consideration of New business items
 - viii. Consideration of Old Business/Follow-up from previous meetings

- ix. Other business at the discretion of the Chair
 - x. Review date and next meeting agenda items
-
- b. **Field Trips:** On those occasions when site inspections are deemed advisable, field trips shall be held prior to the Planning Commission meetings, the time of the field trip to be posted on the agenda. Only Planning Commission members and pertinent Planning Staff shall be allowed to attend the field trip. The public shall be allowed at the sites of the field trip, but encouraged to present their case at the Planning Commission meeting, not during the field trip. Field trips shall be for the purpose of gathering information, not for discussing decisions. No final decisions shall be made at that time.
 - c. **Agenda for Meetings:** The secretary, with the assistance of the Chair, shall prepare a written agenda for each meeting as far in advance as possible and shall place such agenda in the hands of each member of the Commission prior to the commencement of the meeting. Such agenda shall be delivered to the members of the commission at least 24 hours prior to each meeting.
 - d. **Staff Report:** All major issues presented to the Planning Commission for their consideration may be accompanied by a staff report detailing the overview, background, analysis and staff recommendation(s) which shall include findings of fact and conditions for approval. Staff reports may address the portion of the Zoning Ordinance affected by petitioner's request and how it fits within the guidelines of the ordinance and the applicable master plan(s). Staff reports shall be as concise as possible while allowing for adequate coverage of the subject matter and shall be made available to anyone requesting a copy of the staff report.
 - e. **Submission of Written Materials:** Any written material submitted for Planning Commission review should be submitted to the Secretary 24 hours prior to the scheduled Planning Commission meeting, allowing time for incorporation into the Planning Commission meeting, allowing time for incorporation into the Planning Commission packet. Materials submitted after that time may be delivered to the Commission, but may cause that item to be tabled due to insufficient time for review and not on the agenda.
 - f. **Notification of Public Hearings:** Notices of all items scheduled for Planning Commission public hearings shall be provided to the appropriate parties within 10 days prior to the Planning Commission meeting, consistent with Utah State code requirements, application and public hearing procedures

5. PROCEDURE

- a. **Order of Consideration of items:** The following procedure will normally be observed, however, it may be rearranged by the Chair for individual items if necessary for the expeditious conduct of business:
 - i. Item introduction by Chair
 - ii. Staff presentation and recommendations
 - iii. Petitioner/developer presentation of proposal (there shall be a 10 minute maximum petitioner presentation unless the Chair authorizes additional time).
 - iv. Opening of the public portion of hearings
 1. Planning Commission presentations/response (there shall be a 5 minute maximum presentation unless the Chair authorizes additional time).
 2. Opponents/Proponents comments (there shall be a 2-3 minute maximum presentation or comment period per person unless the Chair authorizes additional time).
 - v. Public hearing closed by motion.
 - vi. Planning Commission discussion and vote. The discussion is closed to staff, the petitioner and public unless the Planning Commission requests additional information. Chair outlines possible actions: approval, denial, continuation or approval with conditions. If additional information is required, the public hearing portion of the meeting may be reopened by a majority vote.
 - vii. A five (5) minute recess will be taken every 90 minutes of public hearings.
 - viii. During the course of conducting Planning Commission business other than public hearings, the Chair may elect to receive comment or take testimony from the audience. However, the Planning Commission is not obligated to take any comment from the audience and any comment is at the will of the Chair.

6. Procedure-Motions

- a. **Making Motions:** Any Planning Commissioner may make a motion.
 - i. Motions should state findings at the beginning of the motion followed by the recommendation to the appropriate body, if any, and should be concluded with the conditions of approval. The motion may refer to the staff report for the detail of the findings of fact and conditions for approval if the author of the motion finds them acceptable.

- ii. The staff summary should be sufficient in detail to assist the Commission in stating findings.
 - iii. Motions may be repeated for clarification following discussion and prior to the vote at the request of any Commissioner.
 - iv. Planning Commissioners may request legal advice from the County Attorney in the preparation, discussion and deliberations of motions.
- b. **Second Required:** Each motion of the Commission must be seconded with the exception of motions to amend a motion and motions to adjourn the Planning Commission meeting.
 - c. **Withdrawing a Motion:** After a motion is stated, the motion shall be in possession of the Commission but may be withdrawn by the author of the motion prior to the vote. Withdrawal of a second is not necessary.
 - d. **Motion to Table:** A motion to table an agenda item for further study should be accompanied by specific reasons for continuing the matter and whenever possible, a specific date to rehear the matter should be scheduled. If there is no specific date it will go to the next meeting.
 - e. **Amending Motions:** When a motion is pending before the Commission, any member may suggest an amendment without a second, at any time prior to the Chair putting the motion to a vote. The amendment must be accepted by the author and the second of the motion in order for it to amend the stated motion. The author and the second may choose not to accept the amendment.
 - f. **Amending Amendments to Motions:** An amendment to a motion may be amended, no second required, at any time prior to the Chair putting the motion to a vote. The amendment to the amendment must be accepted by the author and the second of the motion in order for it to amend the stated motion. The author and the second may choose not to accept the additional amendment.
 - g. **Substitute Motions:** A substitute motion, which shall replace the original motion, may be made prior to a vote on the original motion. (by whom and with or without a second?)
 - h. **To Rescind a Motion:** A motion to rescind or make void the results of a prior motion may take place when the applicant and other persons directly affected by the motion have not materially changed their position in reliance on the Commission's action on the motion.
 - i. **To Reconsider a Motion:** To recall a previous motion for further evaluation and/or action, a motion for reconsideration may be made by a Commissioner who voted with the majority. The motion to reconsider must pass with a majority vote. If it is determined that the motion should stand

as previously approved, no formal vote is necessary. If the former motion is to be amended or made void, the motion shall be put to a formal vote of the Commission. Motions to reconsider a previous motion must take place during the same meeting the motion was made or when the minutes containing that particular item are approved.

- j. **Motion to Open and Close Public Hearings:** The Chair shall open and close the public portion hearing prior to Planning Commission discussion and vote on the matter.
- k. **Motion to Recess:** The Chair may call for a break for a specific purpose while also stipulating a specific time to reconvene the meeting. The time to reconvene must be during the same day as the meeting in which the motion to recess was made.
- l. **Adjournment:** The Chair shall adjourn the meeting at the end of each Planning Committee meeting.

7. PROCEDURES-DEBATE

- a. **Changing a Vote:** No member shall be permitted to change his/her vote after the decision is announced by the Chair.
- b. **Tie Votes:** Tie votes shall result in no Planning Commission action.
- c. **Conflict of Interest/Disqualification:** Any member declaring a conflict of interest shall be disqualified from participating in that agenda item and not participate in the discussion and vote pertaining to that particular matter.
- d. **Abstention:** Any member abstaining from a vote may remain seated at the table and participate in the discussion. Reasons for abstention must be stated at the time of the abstention and such reason shall not be considered a conflict of interest.

8. PROCEDURES-SUSPENSION OF RULES

- a. **Suspension or Alteration of Rules:** No standing rules of the Commission shall be altered, amended, suspended or rescinded without the vote of a majority of a quorum of the Commission.

9. APPROVAL AND AMENDMENT OF RULES OR PROCEDURE

- a. These rules and procedures may be amended at any meeting of the Planning Commission held after at least 24 hours of written notice of the proposal to amend the rules, upon a majority vote of all of the members of the Planning Commission. The County Commission must approve all amendments prior to taking effect.

10. RECORDING OF THE RULES

- a. These rules and all subsequent amendments shall be furnished to each member and alternate members of the Commission, and placed on the Planning and Zoning webpage by the Secretary.
- b. **Orientation:** All new Planning Commissioners and Alternates are required to have an orientation meeting with the Secretary to receive current Planning Commission documentation including these rules prior to attending and participating in a Planning Commission meeting.

EFFECTIVE DATE:

APPROVED BY DAGGETT COUNTY PLANNING COMMISSION:

_____ 2025

APPROVED BY DAGGETT COUNTY COMMISSION:

_____ 2025

Signature of Chair
Daggett County Planning Commission

Signature of Chair
Daggett County Commission

Left Blank

p&z approved draft june 16, 2026



95 North 1st West, Manila Utah 84046

June 30, 2026

Letter of Recommendation to the Daggett County Commissioners

Updated Daggett County Planning and Zoning By-Laws

The Daggett County Planning and Zoning Board held several work sessions and public meetings regarding updating the Daggett County Planning and Zoning By-Laws. The Daggett County Attorney reviewed the draft and recommended the formatting be adjusted. After the board reviewed and approved the final draft the Planning and Zoning Board held a public meeting on June 16, 2026. Tamara Twitchell motioned to approve the final draft and move it to the County Commissioners. Chad Reed second the motion. All in favor, motion carried.

Daggett County Planning & Zoning Board

Chad Reed, Chair
Allan Wood, Vice Chair
Tamara Twitchell
Carrie Poulsen, alternate

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 X 120

Deputy Assessor/DMV

Tamara Twitchell
ttwitchell@daggettcountry.org
435-784-3222 X121

Planning and Zoning

Carrie Poulsen
cpoulsen@daggettcountry.org
435-784-3222 X230

Bus Use Indemnity Agreement between DAGGETT School District and DAGGETT COUNTY (governmental entity)

Pursuant to Legislative authorization in Utah Code Ann. §41-12a-301, the governmental entity, Daggett County (hereinafter "User"), and DAGGETT School District (hereinafter "the District") have agreed that User may use 2 of the District's buses on August 08, 2026 for the purpose of transportation of Tower Rock Run Participants to the starting line.

In consideration of the District's allowance of the school bus use, User agrees:

- 1) to indemnify, hold harmless and defend the District for any claim that arises from the school bus use including a claim directed at the District, unless the claim arises from the sole negligence of the school district, and, at the option of the District, to defend the District, its board, officers, directors, agents, representatives, employees, assigns, affiliates, insurers, including the State of Utah Division of Risk Management, and any successors in interest, from and against all claims, lawsuits, damages, losses and expenses, including but not limited to attorneys' fees and costs of litigation, or other liabilities or losses of any kind or nature whatsoever arising out of or in any way related to the use of the District's buses by User, its employees, agents, volunteers, attendees, and invitees, including, but not limited to, death or bodily injury to any passenger in a District vehicle, or damage or destruction to any property of either party to this agreement;
- 2) to provide, prior to the use of the buses, a certificate of insurance to the District showing that User has owner's or operator's security as the primary insurer to cover the school bus use in an amount that is greater than or equal to the governmental immunity liability limits set forth in Utah Code Ann. §630-7-604 and Rule R37-4-3 Limitations of Judgments by Calendar Date;
- 3) In the event drivers other than those employed by the District are used during the period of use, User agrees to hire qualified and competent drivers for all trips and make any drivers of the school buses (including the District's drivers, if District drivers are used), agents of User and named insureds or permissive users under the User's policy. Any act, negligent, intentional or otherwise, of a driver during the use will be considered to be an act of User and not the District, and any such act will not be considered to be negligence of the District;
- 4) that the buses will not leave the State of Utah at any time or for any reason;

THE UNIVERSITY OF CHICAGO

THE UNIVERSITY OF CHICAGO
CHICAGO, ILLINOIS 60637
TEL: 773-936-3000
WWW.CHICAGO.EDU

The University of Chicago is a leading institution of higher learning, offering a wide range of undergraduate and graduate programs. Our faculty consists of some of the world's most distinguished scholars, and our students are among the brightest and most motivated. We are committed to the pursuit of knowledge and the advancement of the human spirit. Our campus is a beautiful and historic one, with many of our buildings dating back to the early days of the university. We offer a variety of extracurricular activities, including sports, music, and student organizations. Our location in Chicago provides a unique opportunity for students to experience the city's rich cultural and intellectual life. We are proud to be a part of the University of Chicago community and to the progress of the world.

The University of Chicago is a leading institution of higher learning, offering a wide range of undergraduate and graduate programs. Our faculty consists of some of the world's most distinguished scholars, and our students are among the brightest and most motivated. We are committed to the pursuit of knowledge and the advancement of the human spirit. Our campus is a beautiful and historic one, with many of our buildings dating back to the early days of the university. We offer a variety of extracurricular activities, including sports, music, and student organizations. Our location in Chicago provides a unique opportunity for students to experience the city's rich cultural and intellectual life. We are proud to be a part of the University of Chicago community and to the progress of the world.

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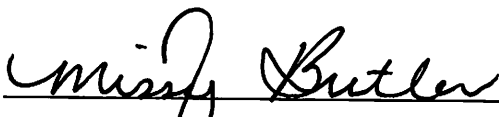
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- 5) that User will reimburse the District in accordance with the schedule set by the District to include fuel, depreciation, and other incidentals, and User will not commit, nor suffer to be committed, any destruction or damage beyond reasonable wear and tear, shall maintain and return the buses in a clean and safe condition, and shall reimburse the District within thirty (30) days of receipt of a written invoice for any out-of-the-ordinary clean-up or damage incurred as a direct result of the User's use of the buses,
- 6) that the buses will not be rented or given by User to any third party, nor shall this agreement be assignable to a third party; and
- 7) that User shall have no recourse against District, its board, officers, directors, agents, representatives, employees, assigns, affiliates, insurers, and successors in interest, and User waives on behalf of itself and its insurers, if any, any and all rights of recovery, including but not limited to subrogation rights, against District, its board, officers, directors, agents, representatives, employees, assigns; affiliates, insurers, and successors in interest.

To the extent any part or portion of this indemnity agreement is held to be unenforceable the parties intend that part or portion be reformed to be consistent with the law and public policy and that it be enforced to the fullest extent permitted by law and that all other parts be enforced.

This indemnity agreement is not intended to waive any defense available as to third parties under the Utah Governmental Immunity Act, Utah Code Ann. § 630-7-101 et. seq. and constitutes an integration of the entire understanding and agreement of the parties, and all prior negotiations, discussions, statements, agreements and understandings are merged herein and superseded hereby. Any statement, representation, warranty, promise or condition not specifically set forth herein, including exhibits, or any contractual rights set forth separately, not contained herein, shall not be binding upon any of the parties to this Indemnity Agreement.

Either party may terminate this Agreement at any time and for any or no reason by giving the other party no less than thirty (30) days prior written notice.


District Representative

6-25-26
Date

County Representative

Date

LPG TANK LEASE, INSTALLATION AND SERVICE AGREEMENT
WITH
MOUNTAIN WEST PROPANE, INC.



“Where our *Service*
is your *Safety*”

mountainwestpropane.com	DATE: 6/29/2026	HOME: _____
Roosevelt, UT: 435-353-4562	NAME: _____	CELL: _____
Vernal, UT: 435-789-8466	MAILING ADDRESS: _____	2 ND CELL: _____
Craig, CO: 970-824-0374	CITY/STATE: _____	WORK: _____
Collbran, CO: 970-487-3018	ZIP CODE: _____	EMAIL: _____
	ROUTE AREA: Manila	CREDIT LIMIT: _____

The above named applicant hereafter called the Customer, whether one or more, hereby requests Mountain West Propane, Inc., hereafter called the Company, to furnish and install a bulk liquefied petroleum (LP) tank with a capacity of 1000 gallons, Serial No.: M2615461 , Manufacturer: Triarc Tank , Year: 2026 at **Physical Address:** _____ , Tank Name(opt) _____
GPS location _____ Comments(opt) _____ n/a

- hereafter called the premises, upon the following terms and conditions to which the Customer and the Company agree:
1. The ownership of said tank and attached regulator is retained by the Company. The Company will sell the Customer LP gas in bulk through said tank by delivering gas into said tank at the premises above mentioned from time to time.
 2. Company agrees that the tank and equipment installed by it will be in compliance with and installed in accordance with all applicable rules, regulations and codes (NFPA Pamphlet 58). Customer agrees that all appliances owned by Customer on the premises, and using LP gas from the tank installed by the Company, are in compliance with such rules, regulations and codes (NFPA Pamphlet 54) and if not in compliance, will be put in compliance by the Customer before Company will open supply gas valve on said tank.
 3. The Company may at its option, at any time, require cash payment for all LP gas on delivery. If credit is extended by the company, the invoice must be paid within 30 days of the delivery date. Customer agrees to pay interest at the rate of 1.5% per month on any invoice not paid within 30 days and all costs, commissions, and attorney fees incurred in collection of past due accounts.
 4. Customer shall notify Company prior to removing or adding an appliance using propane; so a leak test can be done.
 5. Customer agrees to purchase all LP gas used in said tank from the Company; and to pay a rental amount of \$ 5 per year, payable on November 1st each year; and Customer further agrees to purchase a minimum quantity of 1100 gallons of LP gas in bulk, based on purchases from April 1st through March 31st each year. If customer does not purchase the minimum quantity in any such year, the Company shall have the option to exchange the tank for a smaller size or charge an additional annual fee of \$ 125.00 . If 0 (zero) usage, rent amount is TBD (to be determined) by Mountain West Propane, Inc.
 6. The Company shall have the right to terminate this agreement without notice and remove its equipment on the happening of any one of the following: (A) Customer using less than minimum gallons of liquefied petroleum gas per year or (B) Failure to pay any amount owing the Company at any time or (C) Any aspect of the Customer’s gas system becomes non-compliant with respect to rules, regulations & codes or (D) Default in any other Customer obligation hereunder.
 7. Customer will not use or permit the use of the Company’s equipment for storage of any other LP gas except that sold by the Company so long as this contract is in force. The Company may exchange or alter the tank at any time, so long as the tank installed will satisfactorily serve the appliances in use. Any adjustments, connections, and disconnections of the Company’s tank shall be made only by the Company.
 8. The Company and its delivery equipment shall have free ingress and egress to the premises for the rendering of gas service to the Customer. Customer’s roads and driveways must be maintained and safely passable for company’s delivery equipment to get within at least 100 feet of the tank, as well as maintain a clear line of sight from point of delivery truck to the tank.
 9. The Company shall not be responsible for delay in supplying LP gas if delay is caused by strike, flood, fires, accidents, delays, embargo, transportation difficulties, or other causes beyond the Company’s control.
 10. Customer must choose to be a **Will Call** or **Route** customer. _____ (Type or write “Will Call” or “Route”.) “Will Call Customers” must give 5-10 working days notice when scheduling a delivery. If a will call customer would like an immediate delivery, a delivery fee may be charged to cover the cost. “Route Customers” will be filled periodically as Company deems necessary. Route customers must notify Company if usage changes (an appliance is added or removed). Company will not be held liable for any damages that may result if a tank runs completely out of gas. Customer agrees to follow Company’s out of gas policy.
 11. The Company shall not be obligated to deliver LP gas in quantities less than 150 gallons.
 12. The Customer understands that gas supplied hereunder is flammable and in certain proportions and mixtures may explode and that tanks which contain gas must not be subjected to excessive heat, temperature or fire. Weeds and dry grass should be kept under control within 10 feet of the tank. Smoking or open flames shall not be permitted within 25 feet of the tank.
 13. The Company shall not be at any time responsible for loss, damage or injury resulting from escaping gas from the installed equipment. The Customer will hold the Company harmless from any and all claims of loss, damage or injury due to any act or omission of the Customer and will pay all the Company’s loss, expense and attorney’s fees caused by act or omission of the Customer.
 14. If a Customer should sell, rent or loan his property without notification to the company and the new tenant or owner should not pay the fees incurred, then the Customer shall be assessed all incurred and collection fees, if any. Notification should be given 5 days prior to any change in occupancy.
 15. This agreement shall not be changed or varied except in writing signed by the parties. This agreement shall not be binding until signed by an authorized representative of the Company.
 16. Customer assumes the risk of loss or damage to the tank(s), and agrees to reimburse the Company for the value of the tank in the event of loss or damage.

This agreement constitutes the only agreement between the Company and the Customer. There are no express or implied warranties between Customer and the Company as to the equipment or its installation.
This agreement shall be binding upon the heirs, executors, administrators, successors and assigns of the parties hereto.

Trinity Young

Customer

Mountain West Propane, Inc.