**DAGGETT COUNTY MUNICIPAL BUILDING AUTHORITY AGENDA**
**Tuesday, July 21, 2026 AT 9:30 A.M.**
**Daggett County Courthouse (95 North 1st West; Manila, UT 84046)**
**Public Access Is Available Through Electronic Means At**
**meet.google.com/ewi-tjqt-axg**

## 9:30 A.M. STANDING BUSINESS

A. Welcome And Introduction Of Those Attending Electronically By Name
B. Review of Minutes
C. Issues Updates – Discussion Only
   a. Water Treatment Plant Project
   b. New Clinic Building Project
   c. Legislation Discussion
D. Citizen Comments - 5 minutes
E. MBA Cash Summary Report & MBA Accounts Receivable Report
F. MBA Open Invoice Register & Reimbursement Register
G. MBA Disbursement Summary
H. MBA Correspondence – Discussion Only
I. MBA Calendar Review

## POLICY AND LEGISLATION

1. Discussion And Consideration Of Contract For DCHBCC
2. Discussion And Consideration Of Change Order PATR-0001-New Doors For Dutch John Water Treatment Plant In The Amount Of $5,192.00
3. Discussion And Consideration Of Purchase Request From Trevor Brooksby To Mountain West Propane Inc. In The Amount Of 10,349.72

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

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.

# County of Daggett
## Cash Summary
## All Bank Accounts as of 07/16/2026

| Bank Account | Account No. | Account Name | Amount |
|---|---|---|---|
| Zions Checking | 10.1122 | Zions Checking - General | ($436,734.52) |
| Zions Checking | 11.1122 | Cash - checking - Zions Fd 11 | $1,599,633.01 |
| Zions Checking | 12.1122 | Cash - checking - Zions Fd 12 | $185,614.12 |
| Zions Checking | 13.1122 | Cash - checking - Zions Fd 13 | $425,498.75 |
| Zions Checking | 15.1122 | Zions Checking - General | ($50,429.15) |
| Zions Checking | 17.1122 | Cash - Checking - Zions Fd 17 | $10,861.08 |
| Zions Checking | 18.1122 | Cash - Checking - Zions Fd 18 | $39,844.61 |
| Zions Checking | 19.1122 | Zions Checking - General | $395,848.66 |
| Zions Checking | 20.1122 | Cash-Checks-Zions fd 20 | $3,667.26 |
| Zions Checking | 22.1122 | Cash - checking Zions Fd 22 | $417,021.34 |
| Zions Checking | 23.1122 | Cash - checking - Zions Fd 23 | $491,961.95 |
| Zions Checking | 24.1122 | Cash - checking - Zions Fd 24 | $4,529.54 |
| Zions Checking | 25.1122 | Cash - checking - Zions Fd 25 | $731,738.98 |
| Zions Checking | 27.1122 | Cash - checking - Zions Fd 27 | $3,745.51 |
| Zions Checking | 28.1122 | Cash - checking - Zions Fd 28 | $479,129.97 |
| Zions Checking | 30.1122 | Cash - Checking - Zions Fd 30 | $17,120.21 |
| Zions Checking | 32.1122 | Cash - checking Zions FD 32 | $77.38 |
| Zions Checking | 33.1122 | Cash - checking - Zions Fd | ($78,008.54) |
| Zions Checking | 34.1122 | Cash-Checking-Zions Fd 34 | $1,020,272.74 |
| Zions Checking | 35.1122 | Zions Checking | ($22,835.64) |
| Zions Checking | 37.1122 | Zions Checking - Combined | $24,787.35 |
| Zions Checking | 40.1122 | Cash - checking - Zions Fd 40 | $251,729.86 |
| Zions Checking | 45.1122 | Cash - Checking - Zions Fd 45 | ($1,114,775.55) |
| Zions Checking | 47.1122 | Zions Checking - General | $19,791.16 |
| Zions Checking | 49.1122 | Checking - Zions Fd 49 | $58,472.72 |
| Zions Checking | 50.1122 | Cash-Checking-Zions Fd 50 | $27,667.63 |
| Zions Checking | 72.1122 | Cash - checking - Zions Fd 72 | $17,403.56 |
| Zions Checking | 74.1122 | Cash - checking - Zions Fd 74 | $18,718.40 |
| Zions Checking | 75.1122 | Cash - checking - Zions Fd 75 | $19,991.87 |
| Zions Checking | 76.1122 | Cash - checking - Zions Fd 76 | $30,285.62 |
| Zions Checking | 77.1122 | Cash - checking - Zions Fd 77 | ($196.53) |
| Zions Checking | 78.1122 | Cash - checking - Zions Fd 78 | $10,643.39 |
| Zions Checking | 80.1122 | Cash - checking - Zions Fd 80 | $11,437.05 |
| Zions Checking | 81.1122 | Zions Checking - General | $3.20 |
| | | | **$4,614,516.99** |
| PTIF 2259 General Accounts | 10.1151 | PTIF 2259 General | $13,954.91 |
| PTIF 2259 General Accounts | 11.1151 | PTIF 2259 General | $255,562.97 |
| PTIF 2259 General Accounts | 12.1151 | PTIF 2259 General | $42,844.09 |
| PTIF 2259 General Accounts | 13.1151 | PTIF 2259 | $103,949.81 |
| PTIF 2259 General Accounts | 19.1151 | PTIF 2259 General | $108,574.55 |
| PTIF 2259 General Accounts | 50.1151 | PTIF 2259 General | $170.00 |
| | | | **$525,056.33** |
| PTIF 2552 General Fund | 10.1161 | PTIF 2552 General Fund | $6,272.22 |
| PTIF 2552 General Fund | 28.1161 | PTIF 2552 Home Sales | $21,066.06 |
| | | | **$27,338.28** |
| PTIF 2772 Farm & Ranch Protection | 10.1162 | PTIF 2772 General Fund | $20,991.50 |
| PTIF 2772 Farm & Ranch Protection | 47.1162 | PTIF 2772 General Fund | $18.21 |
| | | | **$21,009.71** |
| PTIF 2834 General Fund | 10.1153 | PTIF 2834 General Fund | $196.16 |
| PTIF 3465 General Fund | 10.1163 | PTIF 3465 General Fund | $24,011.02 |
| PTIF 3932 General Fund | 10.1154 | PTIF 3932 General Fund | $12,621.92 |
| PTIF 5583 Daggett County RDA Fund | 25.1151 | PTIF 5583 Daggett County RDA | $1,419,772.25 |
| PTIF 5610 Daggett County Redevelopment #1 | 25.1158 | PTIF 5610 Daggett County RDA | $878,013.91 |
| PTIF 8676 Water Revenue Bond | 28.1168 | PTIF 8676 Water Revenue Bond | $125,427.36 |
| PTIF 8699 WT Bond Reserve Account | 28.1169 | PTIF 8699 WT Bond Reserve Account | $25,625.36 |
| PTIF 8700 WT 2015 Replacement Account | 28.1170 | PTIF 8700 WT 2015 Replacement Account | $123,991.24 |
| Zions Tax Collection 026134668 | 81.1130 | Zions Checking - Tax Collection | $194,294.43 |
| PTIF 3200 Motor Vehicle | 81.1131 | PTIF 3200 Motor Vehicle | $47,238.74 |
| UNDEPOSITED PAYMENTS | 10.1175 | Cash clearing | $19,301.69 |
| UNDEPOSITED PAYMENTS | 12.1175 | Cash clearing | $0.02 |
| UNDEPOSITED PAYMENTS | 24.1175 | Cash clearing | $10.00 |

# County of Daggett
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| Bank Account | Account No. | Account Name | Amount |
|---|---|---|---|
| UNDEPOSITED PAYMENTS | 25.1175 | Cash Clearing | $956.33 |
| UNDEPOSITED PAYMENTS | 28.1175 | Cash clearing | $31,759.70 |
| UNDEPOSITED PAYMENTS | 32.1175 | Cash clearing | $7,177.00 |
| UNDEPOSITED PAYMENTS | 33.1175 | Cash clearing | $2,325.88 |
| UNDEPOSITED PAYMENTS | 35.1175 | Cash Clearing | $1,118.32 |
| UNDEPOSITED PAYMENTS | 40.1175 | Cash Clearing | $0.01 |
| UNDEPOSITED PAYMENTS | 72.1175 | Cash clearing | $21,455.35 |
| UNDEPOSITED PAYMENTS | 74.1175 | Cash clearing | $740.12 |
| UNDEPOSITED PAYMENTS | 76.1175 | Cash clearing | $278.00 |
| UNDEPOSITED PAYMENTS | 80.1175 | Cash clearing | $594.69 |
| UNDEPOSITED PAYMENTS | 81.1175 | Cash clearing | $26,346.41 |
| | | | **$112,063.52** |
| **General Ledger Cash Total:** | | | **$8,151,177.22** |

# County of Daggett
## Cash Summary
## All Bank Accounts as of 07/16/2026

| Description | Amount |
|---|---|
| Zions Checking | $4,614,516.99 |
| PTIF 2259 General Accounts | $525,056.33 |
| PTIF 2552 General Fund | $27,338.28 |
| PTIF 2772 Farm & Ranch Protection | $21,009.71 |
| PTIF 2834 General Fund | $196.16 |
| PTIF 3465 General Fund | $24,011.02 |
| PTIF 3932 General Fund | $12,621.92 |
| PTIF 5583 Daggett County RDA Fund | $1,419,772.25 |
| PTIF 5610 Daggett County Redevelopment #1 | $878,013.91 |
| PTIF 8676 Water Revenue Bond | $125,427.36 |
| PTIF 8699 WT Bond Reserve Account | $25,625.36 |
| PTIF 8700 WT 2015 Replacement Account | $123,991.24 |
| Zions Tax Collection 026134668 | $194,294.43 |
| PTIF 3200 Motor Vehicle | $47,238.74 |
| UNDEPOSITED PAYMENTS | $112,063.52 |
| **General Ledger Cash Total:** | **$8,151,177.22** |

# Accounts Receivable Report for Commission

| Who: | Fund: | What: | How Much: | Received: | Notes: |
|---|---|---|---|---|---|
| UDOT | 50 | Advertising Invoice for SR-43 Trail | $1,320.00 | | Submitted 08/06/2025 |
| State of Utah | 28 | DJ Water System | $6,120.25 | 07/14/2026 | Submitted 06/09/2026 |
| CIB | 45 | Manila Health Clinic | $452,749.07 | 07/14/2026 | Submitted 07/02/2026 |
| UCIP | 19 | Water Truck Total Loss | $50,726.75 | 07/14/2026 | Submitted 06/30/2026 |

# Dutch John water treatment plant

831 N Maintenance Road, Dutch John, UT 84063

Change orders report generated by Kaylee Lee (Patriot Construction)

## Change Order PATR-0001 - New Doors

| | | | |
|---|---|---|---|
| **Creator** | Kaylee Lee (Patriot Construction) | **Total cost** | 5,192.00 USD |
| **Assignee** | Kaylee Lee (Patriot Construction) | **Reason** | — |
| **Status** | Pending approval | **Reference number** | — |
| **Due date** | — | **Schedule impact?** | — |
| **Responsible company** | Patriot Construction | **Company address** | — |
| **Description** | — | | |

## Response (rev.0)

| | | | |
|---|---|---|---|
| **Responded by** | — | **Responded on** | — |
| **Notes** | — | | |
| **Attachments** | — | | |

## Cost (rev.0)

| | | | |
|---|---|---|---|
| **Submitted by** | Kaylee Lee (Patriot Construction) | **Submitted on** | 07/10/2026 |
| **Notes** | — | | |
| **Backup documents** | Cange order 1.pdf | | |

| **Cost summary (USD)** | |
|---|---|
| Original contract | 1,483,536.00 |
| Previously approved changes | 0.00 |
| Current contract | 1,483,536.00 |
| **This change order** | **5,192.00** |
| **New contract with this change order** | **1,488,728.00** |

**Submitter signature** **Date**

**Approver signature** **Date**

## **Cost breakdown** (rev.0)

### Subcontractor

| # | ITEM NAME | QUANTITY | UNIT TYPE | UNIT COST (USD) | ITEM COST (USD) |
|---|---|---|---|---|---|
| 1 | SHCE  New Doors | 1.0 | Lump sum | 4,720.00 | 4,720.00 |
| | | | | **SUBCONTRACTOR** | 4,720.00 |

| | |
|---|---|
| **SUBTOTAL** | **4,720.00** |

## Final Markups

| # | ITEM NAME | APPLIED TO (USD) | PERCENTAGE | ITEM COST (USD) |
|---|---|---|---|---|
| 1 | — | **Subtotal + Markups:** 4,720.00 USD | 10.00% | 472.00 |
| | | | **FINAL MARKUPS** | 472.00 |

| **THIS CHANGE ORDER** | **5,192.00** |
|---|---|

Daggett County

# Purchase Request Form

| | | |
|---|---|---|
| **Date of Request:** 7-16-2026 | **Date Required:** | **Vendor Name:** Mountain West Propane, Inc |
| **Requested By:** Trevor Brooksby | | **Vendor Contact:** Alan Bolton |
| **Department Head Approval:** | | **Ship to Address:** DJ Water Plant |
| **Auditor's Approval (budget purposes only):** 7/16/26 | | |
| ***Special Instructions, Quotes, Etc.:*** | | |

| *Qty* | *Item # or Account code* | *Desctiption* | *Price Each* | *Total Price* |
|---|---|---|---|---|
| 1 | | 120GPH Ransom Vaporizer | 8394.00 | 8394.00 |
| 1 | | 1" Industrial Relief Valve | 505.16 | 505.16 |
| 3 | | 3/4" BLK Pipe, Sch 80 Per Foot | 15.54 | 46.62 |
| 3 | | 1" BLK Pipe, Sch 80 Per Foot | 12.98 | 38.94 |
| 10.5 | | Labor Rate Per Hr | 130.00 | 1365.00 |
| | | | | |
| | | | | |
| | | | | |
| | | | **TOTAL** | 10349.72 |

| Account Code | Dollar Amount |
|---|---|
| Water Treatment Project (CIB) | 10349.72 |
| | |
| | |
| | |

**Commission Approval:** **Date:**

## Purchasing Checklist

## Items between $5,000 and $30,000

TB
Initial

**Documentation of the solicitation of three quotes or reference to the exemption of those requirements**

- ◯ Three quotes

OR

- ◯ Telephone quote sheet

OR

- ◯ State Purchasing Contract

OR

- ⊗ Completed Sole Source Form

**Purchase request form** complete and signed by:

Initial — Elected Official (requesting a PO be generated)

AND

KP
Initial — Auditor (budget allows for this purchase)

AND

Initial — Commission (after approved in a Commission Meeting

Initial — **W-9** form if vendor is new.

Initial — **PO** complete and signed by Elected Official (approving the purchase)

~~If grant related~~ - signed by Treasurer (required notification/documentation received by the Treasurer's Office)

Treasurer

DAGGETT
COUNTY

# Sole Source Request

Note: Please complete all fields below. Requests with mising information will be rejected and returned to requestor for completion.

Sole Source Procurement is appropriate when available from a single source only.

Department Requesting Authorization: Dutch John Water

Contact Person: Trevor Brooksby

Product/Service to be purchased:

Propane Vaporizer and Instalation

Cost: 10,349.72

Recommended Supplier: Mountain West Propane, Inc

Phone number: 435-789-8466

Email: www.mountainwestpropane.com

Address: 4907 S 4625 E

Vernal, UT 84078

Sole Source Request is based on which of the following:

- ○ Compatibility of equipment / service (complete sections A and B)
- ○ Equipment / service is only available fron a single supplier in the U.S. (complete section A)
- ● Compability of professional services (complete Section A)

**Continue on page 2**

**Section A - General Information**

1. What is unique about this product / service to justify a sole source?

   Mountain West Propane is the contracted supplier for the county.

2. Could the product / service be resonably modified to allow for competition?

   Mountain West Propane is the contracted supplier for the county.
   This would require the county to get a new contract with another vender.

3. Explain the market research performed to make the sole source recommendation.

   Mountain West Propane is the contracted supplier for the county.

4. List the names of suppliers contacted, contact person and summary of their responses.

   Mountain West Propane is the contracted supplier for the county.

5. Complete disclosure must be included with this request is the requestor has any personal, financial, or fuduciary relationship with the recommended supplier. (See attched)

**Section B - General Information**

1. Describe the existing equipment that this purchase must be compatible with.

Requested by:

Elected Official

Approved by:

Commission

# Job Materials List

Customer Name Daggett County Date 7/13/2026

Invoice Number Quote Water Treatment Plant Vaporizer

| | Above Ground Parts Description | QTY | Price | TOTAL | Comments |
|---|---|---|---|---|---|
| 1 | 120GPH Ransom Vaporizer | 1 | $8,394.00 | $8,394.00 | |
| 2 | 1" Industrial Relief Valve | 1 | $505.16 | $505.16 | |
| 3 | 3/4" BLK PIPE, SCH 80 PER FOOT | 3 | $15.54 | $46.62 | |
| 4 | 1" BLK PIPE SCH 80 PER FOOT | 3 | $12.98 | $38.94 | |
| 5 | | | | $0.00 | |
| 6 | | | | $0.00 | |
| 7 | | | | $0.00 | |
| 8 | | | | $0.00 | |
| 9 | | | | $0.00 | |
| 10 | | | | $0.00 | |
| 11 | | | | $0.00 | |
| 12 | | | | $0.00 | |
| 13 | | | | $0.00 | |
| 14 | | | | $0.00 | |
| 15 | | | | $0.00 | |
| | Above Ground Parts Subtotal | | | $8,984.72 | |
| | Tax Rate Exempt | | Tax | | |
| | Above Ground Parts Total | | | $8,984.72 | |

| | Below Ground Parts Description | QTY | Price | TOTAL | Comments |
|---|---|---|---|---|---|
| 1 | | | | $0.00 | |
| 2 | | | | $0.00 | |
| 3 | | | | $0.00 | |
| 4 | | | | $0.00 | |
| 5 | | | | $0.00 | |
| 6 | | | | $0.00 | |
| 7 | | | | $0.00 | |
| 8 | | | | $0.00 | |
| 9 | | | | $0.00 | |
| 10 | | | | $0.00 | |
| 11 | | | | $0.00 | |
| 12 | | | | $0.00 | |
| 13 | | | | $0.00 | |
| 14 | | | | $0.00 | |
| 15 | | | | $0.00 | |
| | Below Ground Parts Subtotal | | | $0.00 | |
| | Above Ground Parts Total | | | $8,984.72 | |

| | | | | | | |
|---|---|---|---|---|---|---|
| | | | | Parts Total | $8,984.72 | Comments |
| Labor Rate | $130.00 | Hours | 10.5 | Labor Total | $1,365.00 | Labor to remove, install, and test vaporizer |

| | |
|---|---|
| Estimate Total | $10,349.72 |

(1) ESTIMATE IS VALID FOR 30 DAYS FOR PARTS AND LABOR FROM DATE ABOVE

(2) PROPANE PRICING IS BASED ON MARKET PRICE AS OF DATE ABOVE. PRICE WILL BE ADJUSTED TO MARKET PRICE ON DATE OF DELIVERY

**Municipal Building Authority of Daggett County**
**Disbursement Summary**
**Zions Checking - 06/12/2026 to 07/17/2026**

| Payee Name | Reference No. | Payment Date | Payment Amount | Void Date | Void Amount | Source |
|---|---|---|---|---|---|---|
| Hadfield Construction LLC | 101285 | 6/16/2026 | $ 236,697.69 | | | Purchasing |
| Amazon Capital Services | 101306 | 7/7/2026 | $ 357.87 | | | Purchasing |
| Hadfield Construction LLC | 101351 | 46218 | $ 297,199.90 | | | Purchasing |
| Patriot Construction, LLC | 101356 | 46218 | $ 87,290.93 | | | Purchasing |
| Sunrise Engineering, Inc. | 101361 | 46218 | $ 14,143.25 | | | Purchasing |
| Union Telephone Company | 101365 | 46218 | $ 10.98 | | | Purchasing |
| Jones & DeMille Engineering, Inc. | ACH 7/7/26-3 | 46210 | $ 121,032.92 | | | Purchasing |
| **Total** | | | **$ 756,733.54** | | | |