

SAN JUAN TRANSPORTATION SPECIAL SERVICE DISTRICT

AGENDA

Monday, September 21, 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 General Comment/Declaration of Conflict of Interest
4. [Consider for Approval: June 15, 2026, Minutes \(action\)](#)
5. [Consider for Approval: Payables and Upcoming Payables \(action\)](#)
6. Financial Review (discussion)
7. Funding Requests (discussion/action)
8. [San Juan County Training Requirements for Special Services Districts – Commissioner Maughan \(discussion\)](#)
9. [Managerial and Fiscal Policies – Continued from June 15, 2026, meeting \(discussion\)](#)
10. Consider for Approval: Appointment of San Juan Transportation Special Service District Treasurer (discussion/action)
11. [Consider for Approval: Mileage Reimbursement for Board Members \(discussion/action\)](#)
12. Follow Up Items (informational)
13. Upcoming Agenda Items (informational)
14. Adjourn (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 SJC Transportation Board, the staff, and the public.

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

Eric	Grover	Transportation District	Board Chair – Present
Kaeden	Kulow	Monticello City	Manager - Present
Kirk	Crowley	Transportation District	Administrator - Present
Lori	Maughan	San Juan County	SJC Commissioner - Zoom
Mike	Christiansen	Transportation District	Committee Member - Present
Shane	Shumway	Transportation District	Committee Member - Present
Michael	Haviken	Transportation District	Committee Member - Present
Todd	Adair	San Juan County	Road Department - Present
Lloyd	Wilson	Transportation District	Committee Member - Zoom
Melissa	Gill		Recorder - Present

1. Welcome and Call to Order: Board Chair Grover called the San Juan Transportation Special Service District Meeting to order at 7:04 pm. The above listed were present.

2. Public Comment: There was no public comment.

3. Board Member Comments: There were no Board Member comments.

4. Consider for Approval: March 23, 2026, Minutes (action): MOTION to approve the minutes of March 23, 2026, was made by Board Member Haviken and seconded by Board Member Christensen. The motion passed unanimously.

5. Consider for Approval: Appointment of Melissa Gill as Recorder (action): MOTION to approve Melissa Gill as Recorder was made by Board Member Haviken and seconded by Board Member Shumway. The motion passed unanimously.

6. 2025 Audit Review (discussion): District Administrator Crowley introduced the audit review performed by Larson Certified Public Accountants. The Board reviewed the findings from the audit review.

7. Consider for Approval: Payables and Upcoming Payables (action): Crowley presented a list of all bills discussed and paid following approval at the March 23, 2026, meeting. He further requested authorization to pay the upcoming payables through August 2026. The Board reviewed the request from the Town of Bluff (agenda item 9) before approval.

MOTION to approve the upcoming payables was made by Board Member Shumway and seconded by Board Member Christensen. The motion passed unanimously.

8. Financial Review (discussion): Crowley provided an extensive review of the San Juan Transportation Special Service District finances. The Board reviewed all funds received March 24, 2026, to date along with payments and outstanding loans. Commissioner

Maughan and Crowley provided clarification as to where certain funds came from. There was a great deal of discussion/clarification regarding the disbursement of B&C funds to all areas of the County and municipalities along with when SRS funds could be used.

9.Funding Requests (discussion/action): The funding request from the Town of Bluff was approved during agenda item 7.

10.Proposed Managerial and Fiscal Policies (discussion/action): Crowley presented a draft for the San Juan Transportation Special Services District Fraud Risk Prevention & Internal Controls Policy. He requested all board members review the draft and provide feedback for the final document. Board Member Wilson stated that all board members must complete the State Auditor online training yearly. He further stated that there must be a disclosure statement for conflict of interest on each meeting agenda. Recorder Gill will send Commissioner Maughan an email reminder to review training requirements for all special service districts.

District Administrator Crowley expressed a deep desire to improve internal controls.

11.Follow Up Items (discussion): Board Member Wilson suggested the Board appoint a Treasurer.

12.Upcoming Agenda Items (information): Fraud Risk Prevention & Internal Controls Policy – Appoint Signatures to Checking Account – Fiscal Controls – Treasurer Appointment – Mileage Reimbursement for Board Members

13.Adjournment (action): MOTION to adjourn was made by Board Member Haviken and seconded by Board Member Christensen. The motion passed unanimously and Board Chair Grover adjourned the meeting at 8:03 pm.

San Juan County Transportation Special Service District

Transaction List by Date - Custom Dates
June 15-September 30, 2026

Date	Transaction type	Num	Posting (Y/N)	Name	Memo	Amount
06/15/2026	Check	4353	Yes	Lloyd Wilson	03/23/26 regular meeting Approved 3/23/26	-50.00
06/15/2026	Check	4352	Yes	Michael Haviken	06/15/26 regular meeting	-50.00
06/15/2026	Check	4351	Yes	Shane Shumway	06/15/26 regular meeting	-50.00
06/15/2026	Check	4350	Yes	Kirk Crowley	Mar 2026-May 2026 Administrator Services	-3,000.00
06/15/2026	Check	4349	Yes	Mike V Christensen	06/15/26 regular meeting	-50.00
06/15/2026	Check	4348	Yes	Lloyd Wilson	06/15/26 regular meeting Approved 6/15/26	-50.00
06/15/2026	Check	4347	Yes	Erik Grover	06/15/26 regular meeting	-75.00
06/15/2026	Check	4346	Yes	Melissa Gill	06/15/26 regular meeting, Clerk/Recorder services.	-200.00
06/18/2026	Check	QB061826	Yes	Quickbooks	Online Software	-79.99
06/24/2026	Check	TB062426	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
07/17/2026	Check	QB071726	Yes	Quickbooks	Online Software	-79.99
08/07/2026	Check	ULGT080726	Yes	Utah Local Government Trust	Bond Policy	-200.00
08/17/2026	Check	QB081726	Yes	Quickbooks	Online Software Approved 6/15/26 but the amount changed from 79.99 to 90.65	-90.65
09/21/2026	Check		Yes	Melissa Gill	09/21/26 regular meeting, Clerk/Recorder services.	-200.00
09/21/2026	Check		Yes	Erik Grover	09/21/26 regular meeting	-75.00
09/21/2026	Check		Yes	Lloyd Wilson	09/21/26 regular meeting TO BE APPROVED 9/21/26	-50.00
09/21/2026	Check		Yes	Mike V Christensen	09/21/26 regular meeting	-50.00
09/21/2026	Check		Yes	Kirk Crowley	Jun 2026-Aug 2026 Administrator Services	-3,000.00
09/21/2026	Check		Yes	Shane Shumway	09/21/26 regular meeting	-50.00
09/21/2026	Check		Yes	Michael Haviken	09/21/26 regular meeting	-50.00
TOTAL						\$12,397.38

IT IS ANTICIPATED THAT ANOTHER DEDUCTION FOR QUICKBOOKS WILL BE MADE ON OR AROUND 9/17/26, IN THE AMOUNT OF \$90.65. - TO BE APPROVED 09/21/26.

UTAH SPECIAL SERVICE DISTRICT

TRAINING COMPLIANCE CHECKLIST

District: _____

Calendar Year: _____

Compliance Contact: _____

REQUIRED TRAINING

✓	Training	Who Must Complete	Frequency / Deadline	Documentation
☐	Special District & Special Service District Board Member Training	Each member of the district's governing body	Within 1 year of taking office and within 1 year of each reappointment or reelection to a new term	Keep completion certificate in district records
☐	Open and Public Meetings Act (OPMA) Training	All members of the governing body/public body	Annually	Maintain attendance record or completion certificate
☐	GRAMA Records Officer Certification	Each person designated as a district records officer	Annually	Maintain current State Archives certification
☐	Government Data Privacy Training	District employees who have access to personal data as part of their duties and employees who supervise them	Within 30 days of employment and at least once each calendar year	Maintain completion records; completion percentage is reported in annual privacy report
☐	Records Request/Records Management Training	Officers and employees who receive or process government records requests	As necessary to ensure personnel are trained in Utah records-management and GRAMA requirements	Maintain training documentation

STATUTORY REFERENCES

Board Member Training — Utah Code §17B-1-312

Each board member must complete State Auditor-developed training within one year after taking office. A member "takes office" again upon election or appointment to each new term. Utah

Fwd: Bluff Streets - CTB/Double Chip Seal Project

From Michael Haviken <viken547@gmail.com>
Date Fri 9/18/2026 9:51 AM
To Kirk Crowley <kcrowley@armada3pl.com>

 1 attachment (463 KB)

Bluff_CTB-Double Chip Seal Probable Cost.pdf;

Good morning Kirk,

Please find the cost estimate from Jones and DeMille engineering to upgrade gravel roads in West Bluff.

The Town of Bluff would like to apply for a 50% matching grant from the SJC Transportation Service Area Board.

Please let me know if you have any questions or concerns.

Michael Haviken
C Roads Manager
Town of Bluff, Ut

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

From: **Tim Halper** <tim.h@jonesanddemille.com>
Date: Fri, Sep 18, 2026 at 9:32 AM
Subject: Bluff Streets - CTB/Double Chip Seal Project
To: Michael Haviken <viken547@gmail.com>

Michael,

Here is the cost estimate. Let me know if you have any questions.

Thank you,



Tim Halper, PE

Project Engineer

Jones & DeMille Engineering, Inc.

p: (435) 587-9100 | m: (970) 948-0898

Shaping the Quality of Life.



Jones & DeMille
Engineering

ENGINEER'S OPINION OF PROBABLE COST

In providing estimates of probable construction cost, the Client understands that the Consultant has no control over the cost or availability of labor, equipment or materials, or over market conditions or the Contractor's method of pricing, and that the Consultant's estimates of probable construction costs are made on the basis of the consultant's professional judgement and experience. The Consultant makes no warranty, express or implied, that the bids or negotiated costs of the Work will not vary from the Consultant's estimate of probable construction cost.

Design Engineering	\$ 25,650.00
Contractor Procurement	\$ 7,500.00
Construction Administration	\$ 21,350.00
Materials Testing	\$ 13,350.00
Engineering Total:	\$ 67,850.00

Code §17D-1-106 makes this requirement applicable to **special service districts** and treats the SSD's governing body as the board for purposes of the requirement.

OPMA Training — Utah Code §52-4-104

The presiding officer must ensure that members of the public body receive training on Utah's Open and Public Meetings Act **annually**.

GRAMA Records Officer — Utah Code §63G-2-108

Each designated records officer must successfully complete State Archives online training and obtain certification **annually**.

Data Privacy — Utah Code §63A-19-401.2

Employees with access to personal data, and employees supervising them, must receive privacy training within **30 days of employment and each calendar year thereafter**. The district must track completion for its annual privacy program report.

Records Management — Utah Code §63A-12-103

The governmental entity must ensure officers and employees who receive or process records requests receive required training concerning records management and GRAMA.

ANNUAL DISTRICT COMPLIANCE REVIEW

- ☐ Maintain a current list of all governing-body members and their term dates.
- ☐ Verify board-member training following every appointment/reappointment/election.
- ☐ Conduct and document OPMA training each calendar year.
- ☐ Identify the district's designated GRAMA records officer and verify annual certification.
- ☐ Identify employees subject to data-privacy training and track annual completion.
- ☐ Retain certificates/attendance records in a central district compliance file.
- ☐ Review training status when a new board member or employee begins service.

STATE AUDITOR COMPLIANCE ITEM

The Utah State Auditor's **Fraud Risk Assessment** also awards compliance points based on completion of applicable governing-body training. This is separate from the statutory deadlines above and should be reviewed annually as part of the district's fraud-risk assessment process.

2026 State Auditor courses available:

- Special District & Special Service District Board Member Training
- Open and Public Meetings Act Training

Recommended practice: The district secretary/clerk should maintain a simple training log showing each individual's name, position, term dates, training required, completion date, and certificate location.

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:

- If fraud is suspected, it can be reported to the San Juan County Board of County Commissioners at (435) 587-3223.

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.

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: _____ Printed Name _____

CAO: _____ Printed Name _____

CFO: _____ Printed Name _____

SAN JUAN TRANSPORTATION SPECIAL SERVICES DISTRICT

CONFLICT OF INTEREST DISCLOSURE FORM

Purpose

Utah law (including Utah Code §17B and §67-16) requires officers, employees, and board members of a Special Service District to disclose any actual or potential conflicts of interest. This form ensures transparency, protects public trust, and supports compliance with the Utah State Auditor's Fraud Risk Assessment.

SECTION 1 — PERSONAL INFORMATION

Name: _____

Position/Role: _____ (Board Member, CAO, Employee, Contractor, etc.)

Date: _____

SECTION 2 — FINANCIAL OR PERSONAL INTERESTS

Please check all that apply and provide explanations where required.

A. Financial Interests in Entities Doing Business with the District

Do you, your spouse, or any household family member have a financial interest (ownership, employment, compensation, investment, or other benefit) in any company, vendor, contractor, or service provider that currently does business with the District or may seek to do business with the District?

- ☐ Yes
- ☐ No

If yes, list each entity and describe the nature of the interest:

B. Personal Relationships Affecting District Decisions

Do you have any personal, family, or close relationships with individuals who may benefit from District decisions, contracts, hiring, or procurement?

- ☐ Yes
- ☐ No

If yes, explain:

C. Outside Employment or Activities

Do you engage in outside employment, consulting, or volunteer activities that could conflict with your duties or influence District decisions?

- ☐ Yes
- ☐ No

If yes, describe:

D. Use of District Resources

Have you used or do you intend to use District property, vehicles, equipment, fuel, tools, or funds for personal benefit outside of approved District business?

- ☐ Yes
- ☐ No

If yes, describe:

SECTION 3 — GIFTS, PAYMENTS, OR BENEFITS

Have you received any gifts, payments, discounts, favors, meals, travel, or other benefits from any vendor, contractor, or individual seeking to influence District decisions?

- ☐ Yes
- ☐ No

If yes, list each item, the provider, and the approximate value:

SECTION 4 — CERTIFICATION

I certify that:

- The information provided in this disclosure is true, complete, and accurate.
- I understand that I must avoid participating in decisions where a conflict exists unless properly disclosed and approved according to District policy and Utah law.
- I agree to promptly update this form if circumstances change.
- I understand that failure to disclose conflicts may result in disciplinary action, removal from office, or legal consequences under Utah Code §67-16-9.

Signature: _____

Date: _____

SECTION 5 — DISTRICT REVIEW (Completed by Board Chair or CAO)

Reviewed By: _____

Title: _____

Date: _____

Conflict Identified:

- ☐ Yes
- ☐ No

If yes, describe required mitigation steps or recusals:

Board/Management Determination:

- ☐ No conflict; no action required
- ☐ Conflict exists; individual must recuse from related decisions
- ☐ Conflict manageable with documented controls
- ☐ Conflict unacceptable; corrective action required

Signature: _____

Date: _____

SAN JUAN TRANSPORTATION SPECIAL SERVICES DISTRICT

ETHICAL BEHAVIOR COMMITMENT STATEMENT

Purpose

This Ethical Behavior Commitment Statement affirms the standards of conduct required under Utah Code §67-16 (Utah Public Officers' and Employees' Ethics Act), Utah Code Title 17B (Special Service Districts), and the District's Fraud Risk Prevention & Internal Controls Policy. All individuals acting on behalf of the District must uphold integrity, transparency, and accountability in the performance of public duties.

SECTION 1 — PERSONAL INFORMATION

Name: _____

Position/Role: _____ (Board Member, CAO, Employee, Contractor, etc.)

Date: _____

SECTION 2 — ETHICAL CONDUCT COMMITMENT

By signing this statement, I affirm the following:

A. Duty of Integrity and Honesty

I will perform my duties with honesty, fairness, and transparency. I will not engage in deception, misrepresentation, or any action that undermines public trust.

B. Proper Use of Public Resources

I will use District property, equipment, vehicles, fuel, tools, technology, and funds only for authorized District purposes unless a written exception is approved by the CAO.

C. Avoidance of Improper Influence

I will not accept gifts, favors, compensation, discounts, or benefits intended to influence District decisions or give the appearance of influence.

D. Confidentiality and Protection of Information

I will protect confidential, sensitive, or proprietary information obtained through my role and will not disclose it except as authorized by law or policy.

E. Compliance with Laws and Policies

I will comply with all applicable federal, state, and local laws, including:

- Utah Code §67-16 (Ethics Act)
- Utah Code Title 17B (Special Service Districts)

- District policies on procurement, travel, fraud reporting, internal controls, and conflicts of interest

F. Reporting of Fraud, Waste, or Abuse

I will promptly report suspected fraud, waste, abuse, or unethical behavior through the District's established reporting channels. I understand that retaliation against good-faith reporting is prohibited.

G. Avoidance of Conflicts of Interest

I will avoid participating in decisions where I have a personal or financial interest. I will disclose all potential conflicts using the District's Conflict of Interest Disclosure Form.

H. Professional Conduct and Respect

I will treat colleagues, board members, contractors, and the public with professionalism, respect, and fairness. I will avoid behavior that is hostile, discriminatory, or disruptive.

SECTION 3 — CERTIFICATION

I certify that:

- I have read and understand this Ethical Behavior Commitment Statement.
- I agree to comply with all ethical standards described above.
- I understand that violations may result in disciplinary action, removal from office, termination of contract, or legal consequences under Utah law.
- I agree to renew this commitment annually or upon request by the District.

Signature: _____

Date: _____

SECTION 4 — DISTRICT ACKNOWLEDGMENT

Received By: _____

Title: _____

Date: _____

SAN JUAN TRANSPORTATION SPECIAL SERVICES DISTRICT

MILEAGE REIMBURSEMENT POLICY

1. Purpose

This policy establishes standards for reimbursing authorized mileage expenses incurred by board members, employees, and approved contractors while conducting official business for the San Juan Transportation Special Services District (“the District”). The policy ensures compliance with IRS regulations, Utah Code Title 17B, and the District’s internal control and fraud-prevention requirements.

2. Eligibility for Reimbursement

Mileage reimbursement is available only when:

- Travel is **necessary, reasonable**, and **directly related** to District business.
- A personal vehicle is used **in lieu of** a District vehicle or when no District vehicle is reasonably available.
- Travel has been **pre-approved** by the CAO, Board Chair, or designated supervisor, except in routine operational duties where approval is implied.

Mileage is **not** reimbursable for:

- Normal commuting between home and a regular work location.
- Personal errands, detours, or mixed-purpose travel.
- Travel performed without required documentation or approval.

3. Reimbursement Rate

The District adopts the **IRS Standard Mileage Rate** for business use of a personal vehicle.

- **2026 IRS Business Mileage Rate: 72.5¢ per mile**
- The rate will automatically adjust each January 1 based on the IRS published rate.

The IRS rate is intended to cover fuel, maintenance, depreciation, insurance, and operating costs. No additional fuel or vehicle expense reimbursements will be provided unless expressly authorized.

4. Documentation Requirements

To receive reimbursement, individuals must submit a **Mileage Reimbursement Form** containing:

- Date of travel
- Starting location and destination
- Purpose of travel (specific and business-related)
- Odometer readings or total miles traveled
- Signature of the traveler
- Approval signature from the CAO or Board Chair

Mileage logs must be submitted **within 30 days** of travel unless otherwise approved. Incomplete or vague entries (e.g., “meetings,” “work travel,” “general duties”) will be returned for clarification.

5. Approved Travel Purposes

Examples of reimbursable District business travel include:

- Travel to board meetings, committee meetings, or official District functions
- Travel to inspect District facilities, equipment, or project sites
- Travel to vendor meetings, procurement activities, or regulatory inspections
- Travel for approved training, conferences, or intergovernmental coordination
- Travel for emergency response or operational needs when District vehicles are unavailable

6. Non-Reimbursable Travel

Mileage will **not** be reimbursed for:

- Commuting from home to a regular worksite
- Personal errands or mixed-purpose trips
- Travel performed using a District vehicle
- Travel outside the scope of assigned duties
- Travel for political, campaign, or non-District activities
- Travel already reimbursed by another agency or grant

7. Use of District Vehicles

When a District vehicle is available and appropriate for the task, employees are expected to use it. Mileage reimbursement is permitted only when:

- No District vehicle is reasonably available
- The CAO authorizes personal vehicle use due to operational necessity
- Travel occurs outside normal hours where retrieving a District vehicle is impractical

8. Fraud Prevention and Internal Controls

To comply with Utah State Auditor Fraud Risk Assessment standards:

- Mileage claims may be audited at any time.
- Patterns of excessive mileage, inconsistent routes, or repeated vague entries will trigger review.
- False claims may result in disciplinary action, repayment, removal from office, or referral for legal action under Utah Code §67-16-9.

9. Approval Authority

Mileage reimbursement requests must be approved by:

- The CAO for employees and contractors
- The Board Chair for board members
- The Board for the CAO (or as designated by policy)

No individual may approve their own reimbursement.

10. Payment of Reimbursement

Approved mileage reimbursements will be processed through the District's standard accounts payable system and paid within the next regular payment cycle.

11. Annual Review

This policy will be reviewed annually and updated to reflect IRS rate changes, Utah statutory requirements, and District operational needs.

DRAFT