



BOARD OF COMMISSIONERS WORK SESSION MEETING
117 South Main Street, Monticello, Utah 84535. Commission Chambers
April 07, 2026 at 9:00 AM

MINUTES

The public will be able to view the meeting on San Juan County's Facebook live and Youtube channel

AUDIO: <https://www.utah.gov/pmn/files/1415289.MP3>

VIDEO: <https://www.youtube.com/watch?v=KOpWk04DMfU>

CALL TO ORDER

Time Stamp 0:00:01 (audio) & 0:00:56 (video)

Commission Chair Lori Maughan called the meeting to order at 9:00 a.m.

ROLL CALL

Time Stamp 0:00:09 (audio) & 0:01:04 (video)

Commissioner Chair Maughan called for attendance:

PRESENT

Lori Maughan, Chair

Jamie Harvey, Vice-Chair

Silvia Stubbs, Commissioner

STAFF

Mack McDonald, County Administrator

Lyman W. Duncan, Clerk/Auditor

Jens Nielson, Deputy County Attorney

AGENDA ITEMS

1. Review and Update of the Commission Policies and Procedures

Time Stamp 0:00:16 (audio) & 0:01:11 (video)

Jens Nielson, Deputy County Attorney, opened the discussion for the proposed commission policies and procedures (the commission is required by state statute to update their policies & procedures). They began with the work session meeting items and procedures and what should be part of the actual meeting. The consent agenda, meeting location, public attendance, public participation, decorum, commission voting was reviewed. There were many comments regarding voting, Yea, Nay, Abstentions. The process of using Motions (motion, 2nd, Tabling and Postpone) were brought up and how they are to be correctly used in a meeting.

Commission participation in meetings was discussed; the commissioners are expected to be off their electronic devices, they are not to receive phone calls, or to leave the chambers to receive a call, etc. Public participation is a privilege, not a right. For public comments, the commission felt that extending the time limit of three (3) minutes to six (6) minutes was appropriate. Chair runs the meeting and the public is encouraged to follow the rules of order.

The commission requested a "redlined" and a "clean" document be presented by Jens at the next commission work session. There was concern that any more legal reviews would add additional time to the process.

2. Review of the Updated San Juan County Purchase Card Policy

Time Stamp 1:38:22 (audio) & 1:39:17 (video)

Jens Nielson, Deputy County Attorney, presented the updated Purchase Card Policy for the commission to review. The department heads, human resources, auditors, road department, legal, administration, and commissioners met several times to work through the issues related to the policy. Tranner Sharpe, HR Director, provided additional insight into the meetings which were held with key people to bring the policy forward to the commission.

3. Review of the Updated San Juan County Purchasing Policy

Insufficient time to discuss. The commission agreed to postpone the discussion until a future date.

ADJOURNMENT

Time Stamp 1:47:18 (audio) & 1:48:13 (video)

Motion to Adjourn:

Motion made by Commission Vice-Chair Harvey, Seconded by Commissioner Stubbs.

Voting Yea: Commission Chair Maughan, Commission Vice-Chair Harvey, Commissioner Stubbs

The Board of San Juan County Commissioners can call a closed meeting at any time during the Regular Session if necessary, for reasons permitted under UCA 52-4-205

All agenda items shall be considered as having potential Commission action components and may be completed by an electronic method **In compliance with the Americans with Disabilities Act, persons needing auxiliary communicative aids and services for this meeting should contact the San Juan County Clerk's Office: 117 South Main, Monticello or telephone 435-587-3223, giving reasonable notice**

APPROVED: _____
San Juan County Board of County Commissioners

DATE: _____

ATTEST: _____
San Juan County Clerk/Auditor

DATE: _____