



**BOARD OF COMMISSIONERS MEETING**  
117 South Main Street, Monticello, Utah 84535. Commission Chambers  
February 06, 2024 at 11:00 AM

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**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/1081603.mp3>

**Video:**

[https://www.youtube.com/watch?v=g7NsK4\\_94Z4&list=PLFB2nKz9I9zkK8nc\\_lZSotAE1qoaTfGL4&index=1&t=21s](https://www.youtube.com/watch?v=g7NsK4_94Z4&list=PLFB2nKz9I9zkK8nc_lZSotAE1qoaTfGL4&index=1&t=21s)

**CALL TO ORDER**

**Time Stamp 0:00:5 (audio & video)**

Commission Chair Jaime Harvey called the meeting to order at 11:06 a.m.

**ROLL CALL**

**Time Stamp 0:00:18 (audio & video)**

**PRESENT**

Commission Chair Jaime Harvey  
Commission Vice Chair Silvia Stubbs  
Commissioner Bruce Adams

**STAFF**

Mack McDonald, County Administrative Officer,(CAO)  
Lyman W. Duncan, Clerk/Auditor  
Jens Nielson, Deputy Attorney

**INVOCATION**

**Time Stamp 0:00:39 (audio & video)**

Invocation was offered by Commission Chair Harvey

## **PLEDGE OF ALLEGIANCE**

**Time Stamp 0:02:31 (audio & video)**

The Commission led the public in the Pledge Of allegiance.

## **CONFLICT OF INTEREST DISCLOSURE**

**Time Stamp 0:03:27 (audio & video)**

All three commissioners confirmed there are not any conflicts with today's agenda.

## **PUBLIC COMMENT**

*Public comments will be accepted through the following Zoom Meet link:*

*<https://us02web.zoom.us/j/88279631170> One tap mobile +13462487799,,88279631170# US (Houston)*

*There will be a three-minute time limit for each person wishing to comment. If you exceed that three-minute time limit the meeting controller will mute your line.*

**Time Stamp 0:03:58 (audio & video)**

Mack opened the public comment portion of the meeting to the audience and then checked online. No comments were offered.

## **CONSENT AGENDA (Routine Matters) Mack McDonald, San Juan County Administrator**

*The Consent Agenda is a means of expediting the consideration of routine matters. If a Commissioner requests that items be removed from the consent agenda, those items are placed at the beginning of the regular agenda as a new business action item. Other than requests to remove items, a motion to approve the items on the consent agenda is not debatable.*

**Time Stamp 0:04:37 (audio & video)**

Motion made by Commissioner Adams, Seconded by Commission Vice Chair Stubbs.  
Voting Yea: Commission Chair Harvey, Commission Vice Chair Stubbs, Commissioner Adams

1. Approval of the January 16, 2024 Commission Work Meeting Minutes
2. Approval of the January 16, 2024 Commission Meeting Minutes
3. Approval of all the funds for January 10th to January 30th, 2024 A/P Check Register

4. Approval of the 2024 Basic Emergency Operations Plan
5. Approval of the 2024 Mexican Hat 7-Eleven Beer Renewal Application - Resort Retailers
6. Approval of the 2024 Sunrise Trading - Montezuma Creek Store - Beer Renewal Application
7. Approval of the January Small Purchase of \$10,995.00 for Sheriff Department CVSA Dell Computer
8. Approval of the Memorandum of Understanding with the Utah Attorney General's Office for Assistance on a 1st Degree Murder Case.

## **RECOGNITIONS, PRESENTATIONS, AND INFORMATIONAL ITEMS**

9. Presentation and Recommendation of a Board Member to the Grand County Water Conservancy District (GCWCD). Ben Musselman, Agency Manager, Grand Water & Sewer Service Agency

### **Time Stamp 0:07:35 (audio & video)**

Ben Musselman, from the Grand County Water Conservancy, provided an overview of the organization and its services. The San Juan County seat (1 of 5) is up for selection by the board. Benny requested the commission to review the applicants and prioritize the candidates. The commission selected Brian Backus and Lloyd Wilson as their selections. The Governor will confirm the selections at a later date.

10. Presentation for the Annual Open and Public Meetings Act, Government Records Access and Management Act (GRAMA), and Conflict of Interest Training. Jens Nielson, County Attorney

### **Time Stamp 0:15:04 (audio & video)**

Jens Nielson, County Attorney, presented the annual training for the Open Meetings Act, Governmental Records Access Management Act (GRAMA), and the Conflict of Interest.

## **BUSINESS/ACTION**

11. Consideration and Approval of the 2024 Wildland Fire Program Participating Commitment Between San Juan County and Utah Division of Forestry, Fire and State Lands. David Gallegos, Fire Chief

### **Time Stamp 0:41:15 (audio & video)**

David Gallegos, County Fire Chief, presented the contract for the commission to review and approve. The county's efforts to mitigate fire dangers are credited to the county in reduction of fire charges with the State of Utah.

Motion made by Commissioner Vice Chair Stubbs, Seconded by Commissioner Adams. Voting Yea: Commission Chair Harvey, Commission Vice Chair Stubbs, Commissioner Adams

12. Consideration and Approval of the 2024 San Juan County Senior Center Policy and Procedure Manual. Tammy Gallegos, Director of Aging Services

**Time Stamp 0:46:01 (audio & video)**

Tammy Gallegos, Director for the Senior Centers, presented the updated and reviewed 2024 Senior Center Policy & Procedure Manual, for the commission to review and approve.

Motion made by Commissioner Stubbs, Seconded by Commissioner Adams.  
Voting Yea: Commission Chair Harvey, Commission Vice Chair Stubbs, Commissioner Adams

13. Consideration and Approval for the State of Utah HAVA Grant Funding Award for the Purchase of a DS300 Ballot Tabulating Machine for San Juan County. Lyman Duncan, County Clerk/Auditor

**Time Stamp 0:52:55 (audio & video)**

Lyman W. Duncan, County Clerk/Auditor, presented the Grant Funding contract for the commission to review and approve. The State of Utah will pay 90% of the purchase price of the tabulating machine. The county is responsible for installation & training costs, but Lyman will seek financial help from the Lieutenant Governors Office.

Motion made by Commissioner Adams, Seconded by Commissioner Stubbs.  
Voting Yea: Commission Chair Harvey, Commission Vice Chair Stubbs, Commissioner Adams

14. Consideration and Approval for the Rural Opportunities Grant Contract with the State of Utah Governor's Office of Economic Opportunity. Elaine Gizler Economic Development and Visitor Services

**Time Stamp 0:57:38 (audio & video)**

Elaine Gizler, Economic Development and Visitor Services Director, presented the contract for the commission to review and approve. Part of the funding will be used in the county-wide Housing Assessment.

Motion made by Commissioner Adams, Seconded by Commissioner Stubbs.  
Voting Yea: Commission Chair Harvey, Commission Vice Chair Stubbs, Commissioner Adams

15. Consideration and Approval of the Letter of Support for Southeast Utah Association of Local Governments Aviation project with Utah State University. Elaine Gizler, San Juan County Economic Development and Visitor Services.

**Time Stamp 1:05:42 (audio & video)**

Elaine Gizler, Economic Development and Visitor Services Director, presented the USU Aviation Grant letter of support for the commission to review and approve.

Motion made by Commissioner Adams, Seconded by Commissioner Stubbs.

Voting Yea: Commission Chair Harvey, Commissioner Vice Chair Stubbs, Commissioner Adams

16. Consideration and Approval of the Letter of support for the San Juan County BDO Zone Designation, Elaine Gizler, San Juan County Economic Development Director

**Time Stamp 1:08:01 (audio & video)**

Elaine Gizler, Economic Development and Visitor Services Director, presented the letter of support for the designation of a BDO Zone Designation in the county for the commission to review and approve.

Motion made by Commissioner Stubbs, Seconded by Commissioner Adams.

Voting Yea: Commission Chair Harvey, Commissioner Vice Chair Stubbs, Commissioner Adams

17. Consideration and Approval of the Rainbow Sign and Banner, Inc. Contract for San Juan County Wayfinding Signs, Elaine Gizler San Juan County, Economic Development and Visitor Services Director

**Time Stamp 1:12:41 (audio & video)**

Elaine Gizler, Economic Development and Visitor Services Director, presented the contract with Rainbow Signs for the commission to review and approve. The main sign will be located south of Moab for tourists to see as they leave Grand County and enter into San Juan County. Elaine will continue to apply for additional grants in an effort to bring more signs to the county.

Motion made by Commissioner Adams, Seconded by Commissioner Stubbs.

Voting Yea: Commission Chair Harvey, Commissioner Vice Chair Stubbs, Commissioner Adams

18. Consideration and Approval for the Letter of Support for Seerstone Development LLC, Presented by Elaine Gizler, San Juan County Economic Development and Visitor Services Director

**Time Stamp 1:14:23 (audio & video)**

Elaine Gizler, Economic Development and Visitor Services, presented the letter of support for Seerstone Development for the commission to review and approve.

Motion made by Commissioner Stubbs, Seconded by Commissioner Adams.  
Voting Yea: Commission Chair Harvey, Commission Vice Chair Stubbs, Commissioner Adams

19. CONSIDERATION AND APPROVAL OF AN ORDINANCE GRANTING AN ELECTRIC UTILITY FRANCHISE AND GENERAL UTILITY EASEMENT TO ROCKY MOUNTAIN POWER. Mack McDonald, Chief Administrative Officer

**Time Stamp 1:25:06 (audio & video)**

Mack presented the contract with Rocky Mountain Power for the commission to review and approve. The contract is a continuance of the previous 20 year contract. The contract allows Rocky Mountain Power to have easements in order to bury electrical lines.

Motion made by Commissioner Stubbs, Seconded by Commissioner Adams.  
Voting Yea: Commission Chair Harvey, Commission Vice Chair Stubbs, Commissioner Adams

20. Consideration and Approval of the Standard Contract Agreement with ETJLaw, Inc. for Bond Counsel Services. Mack McDonald, Chief Administrative Officer

**Time Stamp 1:32:50 (audio & video)**

Mack presented the contract with EJTLaw for the commission to review and approve.

Motion made by Commissioner Adams, Seconded by Commissioner Stubbs.  
Voting Yea: Commission Chair Harvey, Commission Vice Chair Stubbs, Commissioner Adams

21. Consideration and Approval of the Notice of Award for San Juan County Public Safety Building Remodel Project Design and Construction Administration Services to ajc architects. Mack McDonald, Chief Administrative Officer

**Time Stamp 1:35:12 (audio & video)**

Mack presented the contract with ajc architects for the commission to review and approve.

Motion made by Commissioner Adams, Seconded by Commissioner Stubbs.  
Voting Yea: Commission Chair Harvey, Commissioner Vice Chair Stubbs, Commissioner Adams

22. Consideration and Approval of a Letter of Support for the 2024 Utah Department of Transportation Grant Request to the United States Department of Transportation for Trail Planning. Mack McDonald, Chief Administrative Officer

**Time Stamp 1:39:40 (audio & video)**

Mack presented the letter of support for the 2024 RAISE Grant Trail Planning request for the commission to review and approve.

Motion made by Commissioner Adams, Seconded by Commissioner Stubbs.

Voting Yea: Commission Chair Harvey, Commissioner Vice Chair Stubbs, Commissioner Adams

23. Consideration and Approval of the Memorandum of Understanding Between Utah State University Preschool Development Grant Activity #5 (PDGA5) Project and San Juan County's Health Department. Grant Sunada, Public Health Director

**Time Stamp 1:42:27 (audio & video)**

Grant Sunada, Public Health Director, presented the USU/Public Health Preschool Grant for the commission to review and approve. The program intends on building bridges within the Latino and Native communities.

Motion made by Commissioner Adams, Seconded by Commissioner Stubbs.

Voting Yea: Commission Chair Harvey, Commission Vice Chair Stubbs, Commissioner Adams

24. Consideration and Approval of the Bailment Agreement Between Utah State University Preschool Development Grant Activity #5 (PDGA5) Project for San Juan County's Health Department. Grant Sunada, Public Health Director

**Time Stamp 1:49:09 (audio & video)**

Grant Sunada, Public Health Director, presented the bailment agreement with Utah State University for the commission to review and approve.

Motion made by Commissioner Stubbs, Seconded by Commissioner Adams.

Voting Yea: Commission Chair Harvey, Commissioner Vice Chair Stubbs, Commissioner Adams

**COMMISSION REPORTS**

**Time Stamp 1:51:52 (audio & video)**

Commission Chair Harvey thanked Commissioner Adams for his service to the county and for the many buildings that he facilitated the construction of in San Juan County. He'll also be attending the National Association of Counties Organization (NACO).

Commission Vice Chair Stubbs spoke of attending many meetings with state legislators and county officials.

Commissioner Adams is meeting with many individuals at the legislature, in an effort to improve the quality of life for the county residents. He thanked Mack for steering the commissioners to the most important meetings and in meeting influential individuals.

**ADJOURNMENT**

**Time Stamp 2:08:19 (audio & video)**

Meeting adjourned at 1:15 p.m.

Motion made by Commissioner Adams, Seconded by Commissioner Stubbs.

Voting Yea: Commission Chair Harvey, Commission Vice Chair Stubbs, Commissioner Adams

\*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: \_\_\_\_\_