



## **BOARD OF COMMISSIONERS WORK SESSION MEETING**

**117 South Main Street, Monticello, Utah 84535. Commission Chambers**

**March 07, 2023 at 9:00 AM**

---

### **MINUTES**

*The public will be able to view the meeting on San Juan County's Facebook live, Youtube channel or Zoom <https://us02web.zoom.us/j/82171709527> Meeting ID: 821 7170 9527 One tap mobile+16699006833,,82171709527# US (San Jose)*

**Audio Link:** <https://www.utah.gov/pmn/files/952747.MP3>

**Video Link:** <https://www.youtube.com/watch?v=bPAdrGofMuc>

### **CALL TO ORDER**

**Time Stamp 0:00:03 (audio & video)**

Commissioner Adams called the meeting to order at 9:02 am.

### **ROLL CALL**

**Time Stamp 0:00:05 (audio & video)**

#### **Present:**

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

#### **Others:**

Mack McDonald, County Administrative Officer  
Lyman W. Duncan, County Clerk/Auditor  
Brittney Ivins, County Attorney

### **AGENDA ITEMS**

1. USU Extension Office Updates - Regan Witsalucy

**Time Stamp 0:00:27 (audio & video)**

Commissioner Adams welcomed the USU Extension Office to their work meeting.

Regan Witsalucy, County/USU Agricultural Extension Agent, gave a thorough overview of the Extension Office and the activities they are involved in throughout the county. The Extension Office has received \$1.2 MM in program funding in addition to the county budget. The program has two faculty positions; four program coordinators who work in gardening, create better health, and one in afterschool care in Blanding. She also spoke of her research in plant sciences and specifically, the Navajo peach. Her efforts were slowed by the many donated genetically impure peach trees. Regan wants to establish Navajo peach orchards throughout the reservation. She also gave an update on their work within the Navajo Nation. The loosening of the Covid-19 laws has helped a great deal. They are participating in a horse castration project. They are considering presenting a grazing project "field days" for the local animal owners. She also mentioned that two new office spaces are becoming available in Monument Valley and in Blanding.

Ryan Benally, Family Consumer Science Lead, introduced himself to the commission as the newly hired USU Extension employee. He is looking forward to working with the Extension Office. Commissioner Harvey invited all of the USU Extension office to remember the Utah Navajo Chapters and encouraged them to be involved with them. The new federal water grant creates the opportunity to help Utah Navajo residents grow crops that can be beneficial in strengthening their family food security.

Jerrica Torres, Office assistant, introduced herself and asked the commissioners if they had any questions for her. They expressed her appreciation for her work within the extension office.

2. Recorder's Department Report by Cindi Holyoak

**Time Stamp 0:30:28 (audio & video)**

Cyndi Holyoak, County Recorder, presented an overview of the Recorder's Office. She stated the office is responsible for recording and documenting of an individual's largest wealth items which are usually land, buildings, or homes. The legislature presented several bills that would have impacted their office a great deal; fortunately, they agreed to standardize daily work processes. The Recorder's Office will participate in a statewide standards committee. Cindi presented a series of graphs highlighting the increased revenue, expenses, and the number of documents processed in their office. The staff has daily "chores" to perform to ensure that all revenue is captured. She indicated the real estate market is slowing, while gas, oil, and mining exploration are increasing.

3. Commission Policy and Procedures Review

**Time Stamp 1:17:52 (audio & video)**

Mack presented the Policy and Procedure documents for the Commissioners to review. He encouraged the Commissioners to read and edit as needed. Mack asked for the ability to prepare support letters on behalf of the commissioners. Department heads sometimes will ask for support letters in-between the two monthly commission meetings. Mack can ask various Commissioners for authorization to use their signature stamp for support letters, on an as needed basis. Commission Communications policies were discussed such as what they can endorse individually and what they can endorse or deny as a commission. The electronic vote option was discussed and Mack encouraged the Commissioners to use the county email exclusively.

The County Attorney section language has changed per state code; this will be tightened up in future commissioner meetings. The work session provides an opportunity to learn from different county programs. Mack will continue to work on the policies and return updated documents in the next few weeks.

## **ADJOURNMENT**

### **Time Stamp 1:54:15 (audio & video)**

Commission Chair Adams called for an adjournment at 10:56 am.

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