



BOARD OF COMMISSIONERS WORK SESSION MEETING
117 South Main Street, Monticello, Utah 84535. Commission Chambers
August 19, 2025 at 9:00 AM

MINUTES

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

CALL TO ORDER

Time Stamp (audio & video)

Commission Chair Silvia Stubbs called the meeting to order at 9:23 a.m.

ROLL CALL

Time Stamp (audio & video)

Commission Chair Stubbs called for attendance:

PRESENT

Commission Chair Silvia Stubbs

Commission Vice-Chair Lori Maughan

Absent -Commissioner Jamie Harvey

STAFF

Mack McDonald, County Administrative Officer, (CAO)

Lyman W. Duncan, Clerk/Auditor

Jens Nielsen, Deputy County Attorney

AGENDA ITEMS

Time Stamp (audio & video)

1. County Commission Policies and Procedures Discussion

Time Stamp (audio & video)

Johnny Miller, Legal Counsel for Utah Counties Insurance Pool (UCIP) presented the Policies & Procedures for the commission to review. Johnny has split in half the Rules of Order and the Procedures for County Governance. He indicated Roberts Rules are to be followed when twelve (12) or more voting members are present, whereas, the commission only has three (3) members.

There was a great deal of discussion as Johnny went through the red-lined document he shared with them. He shared the reasoning behind the deletion of the Chair Pro Tem position (when the Chair and Vice-Chair are absent) therefore, the meeting only has one person in attendance, hence, no quorum. He explained the purpose of the roll call vote, rather than when they all vote at once by yea, or nay. The signature on contracts, resolutions, ordinances and other documents means the commission approved the action or attestation rather than personal liability for the signer.

Johnny instructed the commission, clerk/auditor, and county attorney on our constitutional assigned duties. The attorney role was discussed at length and as to how they represent the county, commission, and even departments. The General Plan and the Land Use segment were discussed as to how the plan is developed. Johnny stated the Planning & Zoning Commission was established by state law, and that they need to keep updating the General Plan and all of its components, rather than have the commission initiate the process.

If the commission asks the county attorney for a legal opinion on a contract, and then chooses to go away from the legal opinion, they then lose legal immunity. The administrative law judge (ALJ) role was discussed regarding their legal opinions.

ADJOURNMENT

Time Stamp (audio & video)

Motion to adjourn:

Motion made by Maughan, Seconded by Stubbs.

Voting Yea: Stubbs, Maughan

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: _____