



**BOARD OF COMMISSIONERS WORK SESSION MEETING**  
117 South Main Street, Monticello, Utah 84535. Commission Chambers  
March 17, 2026 at 9:00 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*

**CALL TO ORDER**

**Time Stamp (audio & video)**

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

**ROLL CALL**

**Time Stamp (audio & video)**

Commission Chair Maughan polled the commissioners for attendance:

**PRESENT**

Lori Maughan, Commission Chair

Jamie Harvey, Commission Vice-Chair

Silvia Stubbs, Commissioner

**STAFF**

Mack McDonald, County Administrator

Lyman W. Duncan, Clerk/Auditor

Mitch Maughan, County Attorney

**AGENDA ITEMS**

1. Review and Update of the Commission Policies and Procedures

**Time Stamp (audio & video)**

Jens Nielson, Deputy County Attorney, presented the discussion for the commission policy and procedures for the commission to review. Jens began by giving the history of the proposed policies and procedures. There was discussion centering on commission administration, the use of legal code UCA over SC, and email communications. The commission spent several minutes speaking about the duties of the Chair and Vice-Chair: To Chair, Presiding Officer, Vice Chair, Control of Chambers, Points of Order, Roll Call Vote, Sign Documents such as Contracts & Agreements, Training on Open Meetings Act, and Voting Rights and Authority.

**ADJOURNMENT**

**Time Stamp (audio & 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: \_\_\_\_\_