



**BOARD OF COMMISSIONERS MEETING**  
117 South Main Street, Monticello, Utah 84535. Commission Chambers  
May 16, 2023 at 11:00 AM

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**AGENDA**

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

**CALL TO ORDER**

**ROLL CALL**

**INVOCATION**

**PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENT**

*Public comments will be accepted through the following Join Zoom Meeting <https://us02web.zoom.us/j/3125521102> One tap mobile +16699006833,,3125521102# US (San Jose)*

*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.*

**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.*

1. Approval of the April 18, 2023 Board of Commission Work Meeting Minutes
2. Approval of the April 18, 2023 Board of Commissioners Meeting Minutes
3. Approval of the Following Small Purchase Orders of \$1,498.47 for Computer and Items for Emergency Operations, \$2,975.70 for Patch Machine Hose Repair for the Road Department, \$5,509.34 for Radios for the Fire Department, \$5,483.00 for Garage Door Repair, \$3,370.00 for Removal and Replacement of Air Conditioning Condenser
4. Approval of the April 13 to May 11, 2023 AP Check Registers

**RECOGNITIONS, PRESENTATIONS, AND INFORMATIONAL ITEMS**

5. Presentation and Update from Utah State University on the Monument Valley Campus. Kristian Olsen, Associate Vice President
6. Presentation from Utah Department Agriculture and Food. Craig Buttars, Commissioner
7. 2022-2023 San Juan Assessment Values Comparison. Lyman Duncan, County Clerk/Auditor

## **PUBLIC HEARING**

8. CONSIDERATION AND APPROVAL OF AN ORDINANCE AMENDING AND UPDATING SAN JUAN COUNTY CODE PROVISIONS RELATING TO ADMINISTRATIVE APPEALS. Judge Lyn Creswell

## **BUSINESS/ACTION**

9. Consideration and Approval of the San Juan Counseling's Area Plan, Tammy Squires, Director, San Juan Counseling
10. Consideration and Approval of Reappointment of Lois Young to Represent the Town of Bluff on the San Juan County Board of Health. Grant Sunada, Public Health Director
11. Consideration and Approval of Budget for Monticello Cancer Screening Program. Grant Sunada, Public Health Director
12. Consideration and Approval of San Juan County Health Department Environmental Service Delivery Plan FY2024. Grant Sunada, Public Health Director
13. Consideration and Approval of San Juan County Health Department Public Health Infrastructure - 2023. Grant Sunada, Public Health Director
14. Consideration and Approval of the Dozer Repair Purchase Order. Jed Tate, Landfill Manager
15. Consideration and Approval of Local Consent Form for Off-Premise Alcohol sales at Family Dollar Store in Montezuma Creek. Lyman Duncan, County Clerk/Auditor
16. Consideration and Approval of Two Portable Vehicle Lifts. TJ Adair, Road Superintendent
17. Consideration and Approval of Purchase of a Motor Grader Front Push Blade. TJ Adair, Road Superintendent
18. Consideration and Approval of the 2024 State Task Force Grant (STFG) between the Utah Commission on Criminal & Juvenile Justice (CCJJ) and San Juan County Sheriff's Office Major Crimes & Drug Task Force. Jay Begay, Task Force Commander
19. Consideration and Approval of the La Sal Library memorandum of understanding (MOU) with Utah Education and Telehealth Network (UETN) for Fiber Optic, Nicole Perkins, Library Director
20. Consideration and Approval of the Economic Mobility and Opportunity Cohort Grant Subgrant Agreement of \$35,000 from the Bill & Melinda Gates Foundation's Economic Mobility and

Opportunity (EMO) Program through the International City/County Management Association.  
Mack McDonald, Chief Administrative Officer

- [21.](#) Consideration and Approval of Balanced Rock Resort Rezone Application. Scott Burton, Planning and Zoning Administrator
- [22.](#) Consideration and Approval, Lonesome Left Estates Subdivision Amendment 6. Scott Burton, Planning and Zoning Administrator
- [23.](#) Consideration and Approval of Hassen Estates Subdivision Amendment 3. Scott Burton, Planning and Zoning Administrator
- [24.](#) Consideration and Approval of the Participation Agreement with San Juan County and Territory Holdings, LLC Participating in Obtaining a Right of Way for the Potential Relocation of "Ranch Road". Scott Burton, Planning and Zoning Administrator
- [25.](#) Consideration and Approval of the Notice of Award to Kilgore Companies, dba LeGrand Johnson for Asphalt Repair and Replacement Projects at Multiple Locations in San Juan County. Sam Long, Facilities Maintenance Supervisor.
- [26.](#) Consideration and Approval of the Notice of Award to TM Premier Services, Inc. for Landscape Services at Multiple Locations in San Juan County. Sam Long, Facilities Maintenance Supervisor.

## **COMMISSION REPORTS**

### **EXECUTIVE SESSION**

27. A Closed Executive Session to Discuss For a Strategy Session to Discuss Pending or Reasonably Imminent Litigation. As Permitted Under UCA 52-4-205.

A Closed Executive Session to Discuss The Character, Professional Competence, or Physical or Mental Health of an Individual As Permitted Under UCA 52-4-205.

### **ADJOURNMENT**

\*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\*\*



**BOARD OF COMMISSIONERS WORK SESSION MEETING**  
 117 South Main Street, Monticello, Utah 84535. Commission Chambers  
 April 18, 2023 at 9:00 AM

## MINUTES

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

*Public Comments are not allowed during the Work Session Meeting.*

**Audio Link:** <https://www.utah.gov/pmn/files/969867.MP3>

**Video Link:** <https://www.youtube.com/watch?v=W9EntzPj76g>

### CALL TO ORDER

**Time Stamp 0:00:23 (audio & video)**

Commission Chair Adams called the meeting to order at 9:01 am.

### ROLL CALL

**Time Stamp 0:00:28 (audio & video)**

#### **Present:**

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

#### **Others:**

Mack McDonald, County Administrative Officer (CAO)  
 James Francom, Deputy Clerk/Auditor  
 Redge Johnson, Executive Director – Utah Public Lands Policy Coordinating Office (PLEBCO)  
 Kendall Laws – SJC PLEBCO legal representative  
 State Institutional Trust Lands Administration Staff (SITLA)

### AGENDA ITEMS

1. USU Extension Presentation on Water Conservation Programs. Reagan Wytalucy, Extension Assistant Professor. - CANCELLED

- 2. Utah Public Lands Policy Coordinating Office Presentation. Redge Johnson, Executive Director

**Time Stamp 0:01:15 (audio & video)**

Redge Johnson, Executive Director, introduced his staff to the commissioners. The office represents the permitting side of the public lands policy. All 29 counties have county resource plans related to the Utah public lands policies in place. Several questions were asked about roads in the county and in the Bears Ears Monument. Redge encouraged the documentation of the roads in the Travel Plan portion of the county resource plan.

Jason DeForest, Sage Grouse and Wolves Endangered Species program director spoke of the impact of their program. Jason said there is very little BLM land in SJC that has the Gunnison Sage Grouse bird on it. He said that Colorado is introducing wolves into their public lands and the wolves could roam into the state of Utah. The federal government is using climate change as the impetus to create policy that affects the state of Utah.

- 3. In accordance with the Utah Open and Public Meetings Act, UCA 52-4-205, the Board of Commissioners will enter into a closed Executive Session for a strategy session to discuss pending or reasonably imminent litigation.

Motion to enter into an Executive Session by Commissioner Harvey, Seconded by Commissioner Stubbs. All in Favor – Yea, none against.

**Time Stamp 0:48:04**

**ADJOURNMENT**

**Time Stamp 0:48:55(audio & video)**

Commissioner Adams ended the meeting.

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APPROVED: \_\_\_\_\_  
San Juan County Board of County Commissioners

DATE: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
San Juan County Clerk/Auditor

DATE: \_\_\_\_\_



**BOARD OF COMMISSIONERS MEETING**  
117 South Main Street, Monticello, Utah 84535. Commission Chambers  
April 18, 2023 at 11:00 AM

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**MINUTES**

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**Audio Link:** <https://www.utah.gov/pmn/files/969871.MP3>

**Video Link:** <https://www.youtube.com/watch?v=yh-Z48A-70s>

**CALL TO ORDER**

**Time Stamp 0:00:16 (audio & video)**

**Commissioner Chair Adams called the meeting to order at 11:02 am.**

**ROLL CALL**

**Time Stamp 0:00:29 (audio & video)**

**PRESENT-COMMISSION**

Commission Chair Adams  
Commission Vice Chair Sylvia Stubbs  
Commissioner Jaime Harvey

**PRESENT-OTHERS**

Mack McDonald, County Administrative Officer (CAO)  
James Francom, Deputy Clerk/Auditor  
Mitch Maughan, County Assistant Attorney

**INVOCATION**

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

Invocation Offered by Commission Vice Chair Stubbs

**PLEDGE OF ALLEGIANCE**

**Time Stamp 0:04:12 (audio & video)**

Pledge of Allegiance led by Commission Chair Adams

## PUBLIC COMMENT

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### **Time Stamp 0:04:42 (audio & video)**

Jeff Mattson, resident of Pack Creek, asked for the Commissioners to support item #11.

Norma Roath, resident of Pack Creek, asked for the commission to support #11.

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

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### **Time Stamp 0:10:27 (audio & video)**

Mack presented the consent agenda for the commission to review and approve.

Motion made by Commissioner Stubbs, Seconded by Commissioner Harvey.

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

1. Approval of the March 21, 2023 Commission Work Meeting Minutes
2. Approval of the March 21, 2023 Commission Meeting Minutes
3. Approval of the March 11 to April 12, 2023 Check Registers
4. Approval of the Following Small Purchase Orders: \$1,398.75 for a Turbo for the Road Department; \$9,499 for a Pressure Washer for the Landfill; \$35,295.61 for Chemicals for the Weed Department; \$9,629.54 for Tobacco Prevention Education for Public Health; \$2,849 for a Drone and \$14,690 for a Sandbag Machine for Emergency Management.

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

5. Update and Presentation from the Utah School and Institutional Trust Lands Administration regarding the transfer of SITLA parcels from the Bear's Ears National Monument

### **Time Stamp 01:13:25 (audio & video)**

Michelle McConkie, Executive Director of SITLA, presented the proposal of possible SITLA land exchange of parcels in San Juan County. She indicated the possibility of increased economic opportunities coming from the land exchange.

Chris Faucett, Managing Director over Services/Grazing, discussed some of the land uses and what the exchange could mean. Commissioner Stubbs brought up the concern with parcels being traded out of San Juan County and if that would mean less money for the Schools. Chris clarified that it would actually probably mean more money for the schools as the land is put to better use and the per pupil funding formula does not take into account the SITLA land in each county.

6. 2023 Energy Efficiency Grant Program & Energy Efficiency Conservation Block Grant Program Discussion. Mack McDonald, Chief Administrative Officer

**Time Stamp 0:38:40 (audio & video)**

Mack presented the grant details to the Commissioners.

7. A Performance Audit of the San Juan County Commission, Office of the Legislative Auditor General Findings. Mack McDonald, Chief Administrative Officer

**Time Stamp 0:40:52 (audio & video)**

Mack presented the Performance Audit from the Office of the Legislative Auditor. The report spoke at length about the physical meetings, electronic meetings, and emails that occurred behind the scenes with previous Commissioners, rural advocacy groups, environmental groups, and legal counsel offices in what might be viewed as exerting undue influence upon the direction of the County government. The OPMA statutes appeared to have been disregarded. Comments were offered that all of the county residents suffered during this time period due to the lack of governmental transparency.

## **BUSINESS/ACTION**

8. Consideration and Approval of an Agreement with Utah Communications Authority to Move Purchase Vesta Services in Support of San Juan County's Decommissioning of the PSAP Phone Positions to Price for 911 Services. Lehi Lacy, County Sheriff

**Time Stamp 0:53:23 (audio & video)**

Mack presented the background behind the Agreement. SJC transferred our 911 system to Price and this is one of the last steps in the transfer. Commissioner Harvey asked how or if this change would affect the Navajo reservation and Mack stated the impact would be minimal if at all. Commissioner Harvey asked for additional information about the technology being used within the County 911 system.

Motion made by Commissioner Harvey, Seconded by Commissioner Stubbs.

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

9. Consideration and Approval of the 2023 Aging Services 4-Year Operational Plan. Tammy Gallegos, Aging Director

**Time Stamp 1:05:10 (audio & video)**



Tammy Gallegos, Aging Director, presented the operational plan for approval by the commissioners.

Motion made by Commissioner Harvey, Seconded by Commissioner Stubbs.

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

10. Consideration and Ratification of a Contract Entered into with the Department of Public Safety's Division of Emergency Management and San Juan County for the CY2023 Flood Mitigation Funding Award of \$20,500. Tammy Gallegos, Emergency Manager

**Time Stamp 1:06:29 (audio & video)**

Tammy Gallegos presented the Contract for review and approval by the Commissioners.

Motion made by Commissioner Stubbs, Seconded by Commissioner Harvey.

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

11. Consideration and Approval of the Hazard Mitigation Grant Program Award, Articles of Agreement, for a San Juan County Pack Creek Debris Basin with the State of Utah, Division of Emergency Management (DEM) and the Federal Emergency Management Agency (FEMA) for \$584,082.75. Tammy Gallegos, Emergency Manager

**Time Stamp 1:08:00 (audio & video)**

Tammy Gallegos presented the Grant Program award for review and approval.

Motion made by Commissioner Harvey, Seconded by Commissioner Stubbs.

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

12. Consideration and Approval of the San Juan County Health Department COVID-19 Health Disparities and Advancing Health Equity Amendment #1 Contract. Grant Sunada, Public Health Director

**Time Stamp 1:17:55 (audio & video)**

Grant Sunada, Public Health Director, presented the contract for approval. The Amendment is an extension of a previous contract.

Motion made by Commissioner Harvey, Seconded by Commissioner Stubbs.

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

13. Consideration and Approval of San Juan County Health Department STD Disease Intervention Services 2019 Amendment #4. Grant Sunada, Public Health Director

**Time Stamp 1:20:55 (audio & video)**

Grant Sunada, Director, presented the Contract Amendment for review and approval.

Motion made by Commissioner Stubbs, Seconded by Commissioner Harvey.

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

14. Consideration and Approval of the San Juan County Disease Response, Evaluation, Analysis and Monitoring 2019 Amendment #4. Grant Sunada, Public Health Director

**Time Stamp 1:23:33 (audio & video)**

Grant Sunada presented the Amendment for review and approval by the Commission.

Motion made by Commissioner Harvey, Seconded by Commissioner Stubbs.

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

15. Consideration and Approval of a Letter of Support for the Spanish Hills Trails Recreation Trails Program Grant. Elaine Gizler, Economic Development, and Visitor Services Director.

**Time Stamp 1:28:40 (audio & video)**

Elaine Gizler, Visitor Services Director, presented the Letter of Support for review and approval by the Commission.

Motion made by Commissioner Stubbs, Seconded by Commissioner Harvey.

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

16. Consideration and Approval of the Hanksville Billboard Easement Agreement between Paul Hansen and San Juan County. Elaine Gizler, Economic Development, and Visitor Services Director

**Time Stamp 1:36:26 (audio & video)**

Elaine Gizler, Visitor Services Director, presented the easement agreement for review and approval.

Motion made by Commissioner Harvey, Seconded by Commissioner Stubbs.

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

17. Consideration and Approval of the Design of the RV Spots at the Fairgrounds. Elaine Gizler, Director of Economic Development & Visitor Services

**Time Stamp 1:37:53 (audio & video)**

Elaine Gizler, Visitor Services Director, presented the engineering design for the new trailer spaces at the fairgrounds for review and approval.

Motion made by Commissioner Harvey, Seconded by Commissioner Stubbs.

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

18. Consideration and Approval of the Cooperative Forest Road Agreement Between San Juan County and the USDA, Forest Service. TJ Adair, Road Superintendent

**Time Stamp 1:46:45 (audio & video)**

TJ Adair, Road Superintendent, presented the agreement of review and approval by the Commissioners. The agreement is a master agreement, and it identifies all the roads that need to be placed on the yearly maintenance agreement.

Motion made by Commissioner Stubbs, Seconded by Commissioner Harvey.

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

19. Consideration and Approval of a Capital Purchase for a 2023 CAT 420 IT CF Backhoe Loader for \$140,240. TJ Adair, Road Superintendent

**Time Stamp 1:49:07 (audio & video)**

TJ Adair, Superintendent, presented the proposal to purchase the CAT 420 Backhoe.

Motion made by Commissioner Stubbs, Seconded by Commissioner Harvey.

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

20. Consideration and Approval of the Lease Agreement and Resolution to Lease, Purchase and/or Finance a Caterpillar 980M Medium Wheel Loader from Caterpillar Financial Services Corporation for \$587,500. Jed Tate, Landfill Manager

**Time Stamp 1:52:06 (audio & video)**

Jed Tate, Landfill Manager, presented the lease agreement for the CAT 980M Loader.

Motion made by Commissioner Harvey, Seconded by Commissioner Stubbs.

Voting Yea: Commissioner Harvey, Commissioner Stubbs

Commissioner Adams stepped out temporarily two in favor, zero opposed.

21. Consideration and Approval of Amendment #2 to the Navajo Revitalization Fund Navajo Mountain Spring Project. Mack McDonald, Chief Administrative Officer

**Time Stamp 2:01:10 (audio & video)**

Mack presented the amendment to the Mountain Spring project for review and approval.

Motion made by Commissioner Harvey, Seconded by Commissioner Stubbs.

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

22. Consideration and Approval of the FY 2022 Audit Engagement Letter for Larson & Company, PC for the Annual Audit. Mack McDonald, Chief Administrative Officer

**Time Stamp 2:05:14 (audio & video)**

Mack presented the contract for the commissioners to review and approve.

Motion made by Commissioner Harvey, Seconded by Commissioner Stubbs.

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

23. Consideration and Approval of a Standard Service Provider Contract with Horrocks Engineers, Inc. for Consulting Services for Broadband Planning, Mack McDonald, Chief Administrative Officer

**Time Stamp 2:06:01 (audio & video)**

Mack presented the broadband contract for review and approval.

Motion made by Commissioner Stubbs, Seconded by Commissioner Harvey.

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

24. Consideration and Approval of the Design and Budget for the 2023 Cal Black Airport AWOS and Beacon Improvement Project. Mack McDonald, Chief Administrative Officer

**Time Stamp 2:07:40 (audio & video)**

Mack presented the contract for review and approval by the Commissioners.

Motion made by Commissioner Stubbs, Seconded by Commissioner Harvey.

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

25. Consideration and Ratification of the Economic Mobility and Opportunity Cohort Grant Award of \$35,000 from the Bill & Melinda Gates Foundation's Economic Mobility and Opportunity (EMO) Program through the International City/County Management Association. Mack McDonald, Chief Administrative Officer

**Time Stamp 2:10:07 (audio & video)**

Mack presented the Grant Award for review and approval by the Commissioners.

Commissioner Harvey recommended seeking matching funds from Utah Navajo Trust Funds and Navajo Revitalization Fund.

Motion made by Commissioner Harvey, Seconded by Commissioner Stubbs.

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

26. CONSIDERATION AND APPROVAL OF A RESOLUTION ENCOURAGING THE STATE OF UTAH TO RECOGNIZE THE NAVAJO NATION ROAD N35 AS A TRANSPORTATION PRIORITY FOR SAN JUAN COUNTY AND THE REQUEST FROM THE NAVAJO UTAH COMMISSION SEEKING THIS ROAD TO BE DESIGNATED AS A UTAH HIGHWAY. Jamie Harvey, County Commissioner

**Time Stamp 2:15:23 (audio & video)**

Commissioner Harvey presented the resolution for the Commission to review and approve. The road extends from the Montezuma Creek Bridge south to the Red Mesa community. The road is in dire need of repair and maintenance.

Motion made by Commissioner Harvey, Seconded by Commissioner Stubbs.

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

## COMMISSION REPORTS

**Time Stamp 2:17:54 (audio & video)**

Commission Chair Adams read an article he found in a old magazine regarding the \$36,000 to build the SJC Courthouse. He also presented that the Utah Association of Counties has asked for a representative from SJC to join the Centrally Assessed Property committee. Candidates will be presented at a later date.

Commission Vice Chair Stubbs attended the 7 County Coalition meeting at the Lisbon Valley Mine site. She also spoke of learning more about how other counties are addressing homelessness and found it was very informative for her.

Commissioner Harvey attended the Building Utah conference in St. George. He is interested in the architecture of the emergency support communication abilities. He attended the Navajo Revitalization Fund meeting (along with Commissioner Stubbs). He expressed appreciation for the County support of Earth Day and their chapter house cleanup efforts.

## ADJOURNMENT

**Time Stamp 2:36:36 (audio & video)**

Motion made by Commissioner Stubbs, Seconded by Commissioner Harvey.

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

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APPROVED: \_\_\_\_\_  
San Juan County Board of County Commissioners

DATE: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
San Juan County Clerk/Auditor

DATE: \_\_\_\_\_

# PURCHASE ORDER

## San Juan County

117 S. Main Street  
 Monticello, UT 84535  
 Ph: 435-587-3225



### Purchase From

Vendor Name Amazon  
 Street Address  
 City, State, Zip  
 Phone:  
 Attention To :

### Deliver To

Deliver To Name Tammy Gallegos  
 Street Address 117 S Main Street  
 City, State, Zip Monticello, Utah  
 Phone: 435-587-3225  
 Attention To :

### Purchase Order

P. O. No# SHSP EOC Tech  
 Date: 4/24/2023  
 Your Ref#  
 Our Ref#  
 Credit Terms

Contract #

Product ID	Description	Quantity	Unit Price	Amount
Laptop	Dell 3501 15.6 Laptop	2	679	1,358
Power strip	20 ft power strip	2	21.00	42.00
Ethernet Cable	100 Ft. Ethernet Cable	2	24.24	48.48
USB	20 Pack USB	1	49.99	49.99

### Approval

Department Head: Tammy Gallegos

County Admin: Made Redwood

Sub Total	1498.47
Tax	
Freight	
Balance Due	1,498.47

San Juan County should be tax exempt. Please make sure anything you submit has no tax!

Item 3.

All ▾ Enter keyword or product number



Departments One Medical Benefits Climate Pledge Friendly

EN

Hello, Tammy  
Account for San Juan County

Lists

Business Prime

7



**Tammy, pay invoices how you want.**

Make payments through wire, check, or ACH online.

## Shopping Cart

Price

Subtotal (7 items): **\$1,498.47**

This order contains a gift

[Proceed to checkout](#)



**Dell Inspiron 3501 15.6"FHD Touchscreen Business Laptop, Intel Core i5-1135G7**

**\$679.00**

In Stock  
Shipped from: LuckyStar(Next Day Deliver Available)

Gift options not available. [Learn more](#)  
Style: 16GB RAM | 1TB HDD

Qty: 2 [Delete](#) [Save for later](#)

[Compare with similar items](#) [Share](#)



**DEWENWILS 25FT Power Strip Surge Protector, 6-Outlet Strips with Low Profile**

**\$21.00**

Business Savings:  
**\$0.99** (4%)

In Stock  
& FREE Returns

This is a gift [Learn more](#)

Qty: 2 [Delete](#) [Save for later](#)

[Compare with similar items](#) [Share](#)



**GearIT Cat6 Outdoor Ethernet Cable (100 Feet) CCA Copper Clad, Waterproof, Direct**

**\$24.24**

Business Price

In Stock  
& FREE Returns

This is a gift [Learn more](#)

Size: 100 Feet  
Color: Black

Qty: 2 [Delete](#) [Save for later](#)

[Compare with similar items](#) [Share](#)



**ABLAZE 8GB Bulk Flash Drives 20 Pack, USB 2.0 Bulk Thumb Drive with Lanyards**

**\$49.99**

Business Price

In Stock  
& FREE Returns

This is a gift [Learn more](#)

Size: 8GB  
Color: 20 Pack

Qty: 1 [Delete](#) [Save for later](#)

[Compare with similar items](#) [Share](#)

Subtotal (7 items): **\$1,498.47**

### Items with business-only pricing to consider



DEWENWILS 2-Pack Power Strip Surge...  
329

**\$31.59**

[Add to Cart](#)



VCE Waterproof RJ45 Coupler IP67,...  
349

**\$12.86**

[Add to Cart](#)



Kensington Guardian 6 Outlet, 15-Foot Cord, ...  
6,239

**\$17.98**

[Add to Cart](#)



Cable Matters 2-Pack 6 Outlet Surge Protecto...  
8,835

**\$35.95**

[Add to Cart](#)



### Your Items

Saved for later (8 items)

Buy it again



32GB USB 2.0 Flash Drive Pnstaw Swivel Memory Stick...

\$27.61

Business Price

In Stock

& FREE Returns

Size: 32GB

Move to cart

Delete

Add to list

Compare with similar items



BeeGreen Burgundy Reusable Grocery Bags Machine Wash...

Currently unavailable.

Delete

Add to list



PURELL SINGLES Advanced Hand Sanitizer Gel, Fragranc...

\$20.60

In Stock

Move to cart

Delete

Add to list

Compare with similar items



DYMO 30252 LW Mailing Address Labels for LabelWrit...

\$20.55

Business Price

In Stock

& FREE Returns

Size: 2 Rolls

Style: Address Labels

Move to cart

Delete

Add to list

Compare with similar items



DYMO Authentic LW Extra-Large Shipping Labels for La...

\$26.99

Business Savings: \$1.33 (4%)

Business Price

In Stock

& FREE Returns

Size: 1 Roll

Style: XL shipping label

Pattern Name: Printer

Move to cart

Delete

Add to list

Compare with similar items



DYMO 1755120 LabelWriter 4XL Thermal Label Printer

See other used offers from \$319.99

This item is no longer available from the seller you selected.

Delete

Add to list



Eyoyo 1D 2D Desktop Barcode Scanner, with Automatic Sen...

\$47.40

Business Savings: \$2.58 (5%)

Quantity Price

Only 1 left in stock - order soon, & FREE Returns

Style: 2D-Grey

Move to cart

Delete

Add to list

Compare with similar items



Tera Pro (Extreme Performance) Industrial Wir...

See other new offers from \$80.90

This item is no longer available from the seller you selected.

Delete

Add to list

The price and availability of items at Amazon.com are subject to change. The Cart is a temporary place to store a list of your items and reflects each item's most recent price. Learn more Do you have a gift card or promotional code? We'll ask you to enter your claim code when it's time to pay.

Bulk savings to consider See more



Logitech MK270 Wireles... 82,113

#1 Best Seller in Computer Keyboard & Mouse Combos

\$22.99

Prime FREE Delivery Monday, May 1

Climate Pledge Friendly

Add to Cart



Logitech MK345 Wireles... 35,258

#1 Best Seller in Computer Keyboards

\$39.99

Prime FREE Delivery Monday, May 1

Climate Pledge Friendly

Add to Cart



Amazon Basics 6-Outlet... 33,534

Amazon's Choice in Surge Protectors

\$60.73 (\$6.07/Count)

Prime FREE Delivery Monday, May 1

Add to Cart



Cable Matters 10Gbps 1... 3,450

\$29.45 (\$0.29/Foot) Prime FREE Delivery

Monday, May 1

Add to Cart



Amazon Basics RJ45 Cat... 120,973

Amazon's Choice in Cat 6 Ethernet Cables

\$7.58

Prime FREE Delivery Monday, May 1

Add to Cart



Amazon HDMI Cal 120,973

Amazon's Choice in Cat 6 HDMI Cal

\$74.99

Prime FR Monday,

Add to C

Have an idea to help us improve? Send feedback >

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Let Us Help You

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Business Solutions

- Amazon Business app, Amazon Business Solutions, Manage Suppliers, Purchasing Systems

Business Settings

- Add people, Billing & shipping, Manage your Budgets (Blanket PO), Buying Policies &

Buy For Your Business

- Buy wholesale, Today's Deals, Buy Again, PPE for Work

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Investor Relations  
Amazon Devices

Amazon Global Selling

Amazon Business Card

Pay by Invoice  
Purchasing Line

Amazon Business Blog

Approvals

Tax Exemption &  
Licenses

System integrations

Request for quote

Item 3.



Scan the QR code to download the new  
Amazon Business app



prime

English

United States

Alexa  
Actionable  
Analytics  
for the  
Web

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# Cart (7 items)

## Pickup and delivery options



**Free shipping** arrives **Thu, Apr 27–Fri, May 12**  
84535

7 items



Arrives by **Thu, Apr 27**

1 item

Sold by Exmapor USB Flash Drive

Fulfilled by Walmart



USB Drive 8GB Exmapor USB 2.0  
Memory Sticks Bulk Storage Ju...  
Capacity: 8GB

**\$15.98**

Free 30-day returns

[Remove](#)

[Save for later](#)

Quantity selector: **1**

Arrives by **Tue, May 2**

2 items

Sold and shipped by Skymall **Pro Seller**



Ethernet Cable Cat6 Outdoor,  
100ft Shielded Cord with RJ45...

**\$99.98**

Size: 100 Feet

Free 30-day returns

[Remove](#)

[Save for later](#)

Quantity selector: **2**

Arrives by **Thu, May 4**

2 items

Sold and shipped by Joybuy



DEWENWILS 25FT Power Strip  
Surge Protector, 6-Outlet Strips...

**\$59.98**

Free 30-day returns

## Continue to checkout



Dell Inspiron  
3501 15.6" FH...

is selling fast!

Check out

soon before

it's sold out.



For the best shopping experience,  
[sign in](#)

**Subtotal** (7 items) **\$2,107.92**

Shipping **Free**

**Taxes** Calculated at checkout

**Estimated total** **\$2,107.92**

**\$108/mo** with **affirm**

[Learn how](#)

**Walmart+** 30-day free trial \$12.95/month

**Want to save on shipping, gas & more?**



**Try Walmart+ free for 30 days**

Item 3.

 **Add Walmart Protection Plan by Allstate**

[View details](#)

(Only one option can be selected at a time.)

2-Year plan - \$3.50

3-Year plan - \$5.00

[Remove](#)

[Save for later](#)

— 2 +

**Earn 5% cash**

**back** on

Walmart.com

See if you're

pre-

approved

with no

credit risk.

[Learn how](#)



**Arrives by Fri, May 12**

2 items

Sold and shipped by [DakotaMaster](#) ([We record Serial Number](#))



Dell Inspiron 3501 15.6" FHD  
Touchscreen Business Laptop,...

**\$1,931.98**

 Free 15-day returns

Only 2 left

 **Add Walmart Protection Plan by Allstate**

[View details](#)

(Only one option can be selected at a time.)

2-Year plan - \$59.00

3-Year plan - \$88.00

 **Add Expert Help**

[View details](#)

(Only one option can be selected at a time.)

Premium Tech Support & Security -  
\$99.00

Standard Setup & Security - \$59.99

[Remove](#)

[Save for later](#)

— Max 2 +

**San Juan County**  
 117 So Main Street  
 Monticello, UT 84535  
 Ph: 435-587-3225



**Purchase From**  
 Holland Equipment  
 2870 W 2100 S  
 SLC, UT 84119  
 Phone:  
 Attention To :

State Contracted

**Deliver To**  
 San Juan County Road Dept.  
 885 E Center Street  
 Monticello, UT 84535  
 Phone:  
 Attention To :

**Purchase Order**  
 P. O. No#  
 Date 5/8/2023  
 Your Ref#  
 Our Ref#  
 Credit Terms Cash

Product ID	Description	Quantity	Unit Price	Amount
	Cimline Non-Heated Hose, 20 ft. Heavy Duty (Patch Machine Hose)	2	\$1,487.85	\$2,975.70
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00

Sub Total	\$2,975.70
Tax	Exempt
Freight	
Invoice Total	\$2,975.70
Amount Paid	
Balance Due	\$2,975.70

Approved:

Department Head:	
County Admin:	

Terms and Conditions:

HOLLAND EQUIPMENT CO.



2870 WEST 2100 SOUTH - SLC, UT 84119

PHONE: (801) 972-1601 - FAX: (801) 972-6730

# Estimate

Item 3.

Date	Estimate #
5/2/2023	123261JE

Name / Address
SAN JUAN COUNTY P. O. BOX 188 MONTICELLO, UT 84535

Description	Qty	Price	Total
CIMLINE NON-HEATED HOSE, 20 FT. HEAVY DUTY	2	1,487.85	2,975.70
DIRECT FREIGHT CHARGES TBD	1	0.00	0.00
		<b>Total</b>	\$2,975.70

HOLLANDEQ.COM

Customer Signature \_\_\_\_\_

# PURCHASE ORDER

## San Juan County

117 S. Main Street  
 Monticello, UT 84535  
 Ph: 435-587-3225



**Purchase From Vendor**  
 Name Utah Communications  
 Authority  
 Street Address  
 City, State, Zip  
 Phone:  
 Attention To :

**Deliver To**  
 Deliver To Name DavidGallegos  
 Street Address 117 S Main Street  
 City, State, Zip Monticello, Utah  
 Phone: 435-587-3225  
 Attention To :

**Purchase Order**  
 P. O. No# Fire Grant  
 Date: 5/05/2023  
 Your Ref#  
 Our Ref#  
 Credit Terms

Contract # Product ID	Description	Quantity	Unit Price	Amount
XL-2009	XL-200 800 MZH Radios  <i>10-4220 -615 (26)</i>	9	612.14	5,509.34

**Approval**

Department Head: *David Gallegos*

County Admin: *Mark M. [Signature]*

Sub Total	5,509.34
Tax	
Freight	
Balance Due	5,509.34

San Juan County should be tax exempt. Please make sure anything you submit has no tax!





# SAN JUAN COUNTY COMMISSIONERS

Item 3.

Bruce Adams	Chairman
Sylvia Stubbs	Vice-Chair
Jaime Harvey	Commissioner
Mack McDonald	Administrator

San Juan County Fire is requesting that we utilize Utah Communications Authority for this purchase. This is a single source vendor for this item. This item will be paid for with by a Fire Grant from the State of Utah.

David Gallegos

San Juan County Fire Chief

# Utah Communications Authority

5215 Wiley Post Way #550  
Salt Lake City UT 84116  
United States

# Invoice

(801) 840-4200

Invoice Number:	#INV-3231
PO Number:	
Standing PO Number:	
Date:	5/2/2023
Terms:	Net 30
Account Number:	

<b>Sold To:</b>
San Juan County Fire 117 S Main St Monticello UT 84535 United States

Item	Description	Quantity	Rate	Amount
------	-------------	----------	------	--------

<b>Misc Income</b>	XL-200P with Flex Helical 136-870 MHz antenna, LTE capability, dual band package, P25 Trunking, Phase II TDMA, in-band GPS, single key AES encryption, Operation Load NIFOG Personality 250 Zone upgrade, Link layer authentication, VIDA ID, WiFi, bluetooth, BeON, and 3100 MAh battery and charger. Accessories and upgrades as indicated in the attached	9	\$612.148889	\$5,509.34
--------------------	--	---	--------------	------------

**Description**  
 San Juan County Fire Radio Order #2 -  
 \*\*50% DUE BY June 2, 2023, Remaining 50% due upon radios being delivered to Utah (UCA). UCA will issue a separate invoice for the remaining amount. \*\*

If you are not able to pay the invoice by the due date listed, please contact Tina Mathieu, Deputy Director, to discuss options.

Tina Mathieu: tmathieu@uca911.org / 801-548-3551

<b>Approved By:</b> _____	<b>Subtotal</b>	\$5,509.34
	<b>Tax Total (%)</b>	\$0.00
	<b>Total</b>	\$5,509.34



**San Juan County**

117 So Main Street  
 Monticello, UT 84535  
 Ph: 435-587-3225



**Purchase From**  
 Quality Garage Doors Inc  State Contracted  
 573 W Crete Cir, 201E Contract #  
 Grand Junction, CO, 81505  
 970-243-8290  
 Attention To :

**Deliver To**  
 San Juan Public Safety  
 297 S Main St  
 Monticello, UT, 84535  
 801-891-5513  
 Attention To : Samuel Long

**Purchase Order**  
 P. O. No# PSB  
 Date 5/11/2023  
 Your Ref# 10057  
 Our Ref# PSB  
 Credit Terms Cash

Product ID	Description	Quantity	Unit Price	Amount
Commercial Door	Raynor Duracoil Model IF Barrel Assy	1	\$3,683.00	\$3,683.00
Commercial Service	Commercial Service Call	1	\$1,200.00	\$1,200.00
	Labor to replace barrel assy			\$0.00
	Service, lube, adjust door and operator			\$0.00
Trip charge	Trip charge to Monticello UT	1	\$600.00	\$600.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00

Sub Total	\$5,483.00
Tax	Exempt
Freight	
Invoice Total	\$5,483.00
Amount Paid	
Balance Due	\$5,483.00

Approved:

Department Head: *Samuel Long*

County Admin: *Mack ...*

Terms and Conditions:

50% deposit required at time of order. Sole source due to lack of other vendors able to get these parts from the door ma



**Quality Garage Doors Inc**  
**573 West Crete Circle unit 201B**  
**Grand Junction, CO 81505-5912**

Phone # 970-243-8290

# Estimate

Date	Estimate #
5/10/2023	10057

Proposal For:
San Juan County Sheriff 297 S Main St Monticello, UT 84535

Jobsite or Project Name
Attn: Sam Long 801.891.5513 samlong@sanjuancounty.org

Item	Description	Qty	Price	Total
Commercial Door	Raynor Duracoil Model IF Barrel Assembly	1	3,683.00	3,683.00T
Commercial Service	Commercial Service Call	1	1,200.00	1,200.00
	- Labor to replace barrel assembly			
	- Service lube adjust door and operator			
Moab, Utah	Trip charge to Montecello UT	1	600.00	600.00
	****Multiple trip charges may occur if jobsite is not ready upon our arrival			
Lead Time	Lead time is approximately 4 - 6 weeks. This lead time could change at any time.		0.00	0.00
Deposit	Please note. A 50% deposit is required at time of order.		0.00	0.00

Estimates are only good for 7 days and must be rebid before order.

--

<b>Subtotal</b>	\$5,483.00
<b>Sales Tax (0.0%)</b>	\$0.00
<b>Total</b>	\$5,483.00

E-mail [brian@qualitygaragej.com](mailto:brian@qualitygaragej.com)

Web Site [www.quality-garage.com](http://www.quality-garage.com)

**San Juan County**

117 So Main Street  
 Monticello, UT 84535  
 Ph: 435-587-3225



**Purchase From**

Redd Mechanical  State Contracted  
 1012 S 300 W Contract #  
 Blanding, UT, 84511  
 435-678-2500  
 Attention To : Javan Shumway

**Deliver To**

Monticello Sheriffs Annex  
 246 S 100 E  
 Monticello, UT, 84535  
 801-891-5513  
 Attention To : Samuel Long

**Purchase Order**

P. O. No# MAX  
 Date 5/11/2023  
 Your Ref# Annex Building  
 Our Ref# MAX  
 Credit Terms Cash

Product ID	Description	Quantity	Unit Price	Amount
	Demo of damaged a/c unit, install, charge, and test new a/c unit.	1	\$2,840.00	\$2,840.00
	Repair of damaged lineset, recharge unit	1	\$530.00	\$530.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00

Sub Total	\$3,370.00
Tax	Exempt
Freight	
Invoice Total	\$3,370.00
Amount Paid	
Balance Due	\$3,370.00

Approved:

Department Head: Samuel Long  
 County Admin: Mark McDonald

Terms and Conditions:



# Scope Of Work Outline

1012 South 300 West, Blanding, Utah 84511

Tele: 435-678--2500

Fax: 435-678-2505

**Date:** 5/9/2023

**To:** San Juan County

**Ref:** Annex Building – Snow Damaged Condenser Rev 1

**Budget:**

This bid will include mechanical work as detailed in this scope letter. Work as outlined in this scope letter is based on the associated plans and specifications dated (none at this time). **Due to market conditions bid is only good for 30 days.**

**Included in our Scope of Work:**

- Demo and removal of existing 3 ton condenser
- Evacuate refrigerant
- Install new 3 ton Bryant condenser
- Add refrigerant charge as need
- Start up and test

<b>• Bid Amount</b>	<b>\$2,840.00</b>
---------------------	-------------------

**Repair lineset of West AC unit:**

- Move AC unit away from wall and back into correct position
- Evacuate refrigerant if still charged
- Repair lineset
- Vacuum and reset charge on unit after lineset repair
- Start up and test

<b>• Bid Amount</b>	<b>\$530.00**</b>
---------------------	-------------------

\*\*When combined with replacement of 3 ton condenser.

**Not Included in our Scope of Work:**

- This does not include any obligation, performance or bid bonding.
- Further, any other equipment or devices that are existing or that are to be reused as allowed by specification or agreement shall not be our responsibility, nor shall we be required to repair, replace, warranty, or guarantee its suitability for use.

Thank you for allowing Redd Mechanical to present this quotation to you. If you should have any questions, please give me a call at (435) 678-2500.

Sincerely,  
Redd Mechanical Inc.

Javan Shumway  
Vice President

## TERMS AND CONDITIONS

---

Our Scope of Work Quotation is based on the following terms and conditions:

1. **SCOPE OF WORK.** This proposal is based upon the use of straight time labor only. Plastering, patching and painting are excluded.. Redd Mechanical Inc agrees to keep the job site clean of debris arising out of its own operations. Purchaser shall not back charge Redd Mechanical Inc for any costs or expenses without Redd Mechanical Inc' written consent.  
  
Unless specifically noted in the statement of the scope of work or services undertaken by Redd Mechanical Inc under this agreement, Redd Mechanical Inc' obligations under this agreement expressly exclude any work or service of any nature associated or connected with the identification, abatement, clean up, control, removal, or disposal of environment Hazards or dangerous substances, to include but not be limited to asbestos or PCBs, discovered in or on the premises. Any language or provision of the agreement elsewhere contained which may authorize or empower the Purchaser to change, modify, or alter the scope of work or services to be performed by Redd Mechanical Inc shall not operate to compel Redd Mechanical Inc to perform any work relating to Hazards without Redd Mechanical Inc' express written consent.
2. **INVOICING & PAYMENTS.** Redd Mechanical Inc may invoice Purchaser monthly for all materials delivered to the job site or to an off-site storage facility and for all work performed on-site and off-site. Purchaser shall pay Redd Mechanical Inc at the time purchaser signs this agreement an advance payment equal to 10% of the contract price, which advance payment shall be credited against the final payment (but not any progress payment) due hereunder and purchaser agrees to pay Redd Mechanical Inc additional amounts invoiced upon receipt of the invoice. Waivers of lien will be furnished upon request, as the work progresses; to the extent payments are received. If Redd Mechanical Inc' invoice is not paid within 45 days of its issuance, it is delinquent.
3. **MATERIALS.** If the materials or equipment included in this proposal become temporarily or permanently unavailable for reasons beyond the control and without the fault of Redd Mechanical Inc, then in the case of such temporary unavailability, the time for performance of the work shall be extended to the extent thereof, and in the case of permanent unavailability, Redd Mechanical Inc shall (a) be excused from furnishing said materials or equipment, and (b) be reimbursed for the difference between the cost of the materials or equipment permanently unavailable and the cost of a reasonably available substitute therefore.
4. **WARRANTY.** Redd Mechanical Inc warrants that for equipment furnished and/or installed but not manufactured by Redd Mechanical Inc, Redd Mechanical Inc will extend the same warranty terms and conditions which Redd Mechanical Inc receives from the manufacturer of said equipment. For equipment installed by Redd Mechanical Inc, if Purchaser provides written notice to Redd Mechanical Inc of any such defect within thirty (30) days after the appearance or discovery of such defect, Redd Mechanical Inc shall, at its option, repair or replace the defective equipment. For equipment not installed by Redd Mechanical Inc, if Purchaser returns the defective equipment to Redd Mechanical Inc within thirty (30) days after appearance or discovery of such defect, Redd Mechanical Inc shall, at its option, repair or replace the defective equipment and return said equipment to Purchaser. All transportation charges incurred in connection with the warranty for equipment not installed by Redd Mechanical Inc shall be borne by Purchaser. These warranties do not extend to any equipment which has been repaired by others, abused, altered or misused, or which has not been properly and reasonably maintained. THESE WARRANTIES ARE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THOSE OF MER-CHANTABILITY AND FITNESS FOR A SPECIFIC PURPOSE.
5. **LIABILITY.** Redd Mechanical Inc shall not be liable for any special, indirect or consequential damages arising in any manner from the equipment or material furnished or the work performed pursuant to this agreement.
6. **TAXES.** The price of this proposal includes a sales use tax if applicable. Purchaser shall pay, in addition to the stated price; all taxes not legally required to be paid by Redd Mechanical Inc or, alternatively, shall provide Redd Mechanical Inc with acceptable tax exemption certificates. Redd Mechanical Inc shall provide Purchaser with any tax payment certificate upon request and after completion and acceptance of the work.
7. **DELAYS.** Redd Mechanical Inc shall not be liable for any delay in the performance of the work resulting from or attributed to acts or circumstances beyond Redd Mechanical Inc' control, including, but not limited to, acts of God, fire, riots, labor disputes, conditions of the premises, acts or omissions of the Purchaser, Owner, or other Contractors or delays caused by suppliers or subcontractors of Redd Mechanical Inc.etc.
8. **COMPLIANCE WITH LAWS.** Redd Mechanical Inc shall comply with all applicable federal, state and local laws and regulations and shall obtain all temporary licenses and permits required for the prosecution of the work. Licenses and permits of a permanent nature shall be procured and paid for by the Purchaser.
9. **DISPUTES.** All disputes involving more than \$10,000 shall be resolved by arbitration in accordance with the rules of the American Arbitration Association. The prevailing party shall recover all legal costs and attorney's fees incurred as a result. Nothing here shall limit any rights under construction lien laws.
10. **INSURANCE.** Insurance coverage in excess of Redd Mechanical Inc' standard limits will be furnished when requested and required. No credit will be given or premium paid by Redd Mechanical Inc for insurance afforded by others.
11. **INDEMNITY.** The Parties hereto agree to indemnify each other from any and all liabilities, claims, expenses, losses or damages, including attorneys' fees, which may arise in connection with the execution of the work herein specified and which are caused, in whole or in part, by the negligent act or omission of the Indemnifying Party.
12. **OCCUPATIONAL SAFETY AND HEALTH.** The Parties hereto agree to notify each other immediately upon becoming aware of an inspection under, or any alleged violation of, the Occupational Safety and Health Act relating in any way to the project or project site.
13. **ENTIRE AGREEMENT.** This proposal, upon acceptance, shall constitute the entire agreement between the parties and supersedes any prior representations or understandings.
14. **CHANGES.** No change or modification of any of the terms and conditions stated herein shall be binding upon Redd Mechanical Inc unless accepted by Redd Mechanical Inc in writing.

# Proposal

**Action Air Inc.**  
 351 S. 1820 E.  
 Blanding Utah 84511  
 (435) 678-2020

PROPOSAL SUBMITTED TO: <i>San Juan County</i>	JOB NAME <i>Annex A/c Replace</i>	JOB #
ADDRESS <i>297 S. Main St.</i>	JOB LOCATION	
<i>Monticello UT. 84535</i>	DATE <i>5-10-23</i>	DATE OF PLANS <i>5-10-23/W/A</i>
PHONE # <i>(435) 587-2237</i>	FAX #	ARCHITECT

We hereby submit specifications and estimates for: *Removing East Snow damaged Air Conditioning Condenser + Replacing with new Rhurd 3 Ton 208/230 Volt Air Conditioning Condenser. Bid will include new 3 Ton Condenser, Freight, Labor, Liquid Line Filter Drier, Welding Materials, + Misc Materials to Complete Job.*

*West A/c Condenser - Condenser got Moved by Snow + Bent Refrigerant piping. Bid will include repairing damaged piping + possibly Recharging Unit with R-410 A Recon. Starting Unit + Run Check for proper operation*

We propose hereby to furnish material and labor - complete in accordance with the above specifications for the sum of:

\$ *Three thousand five hundred + no/100 3500.00* Dollars  
 with payments to be made as follows: *Payment Due 30 days on Completion*

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Respectfully submitted

*Michael J. O'Neil*

Note - this proposal may be withdrawn by us if not accepted within *60* days.

## Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Signature \_\_\_\_\_

Date of Acceptance \_\_\_\_\_

Signature \_\_\_\_\_



**San Juan County  
Check Register  
All Bank Accounts - 04/13/2023 to 05/11/2023**

<u>Payee Name</u>	<u>Reference Number</u>	<u>Invoice Number</u>	<u>Invoice Ledger Date</u>	<u>Payment Date</u>	<u>Amount</u>	<u>Description</u>	<u>Ledger Account</u>	<u>Activity Code</u>
4imprint Inc.	124815	24864283	04/17/2023	04/19/2023	9,784.52	SJC Public Health	255065.480 - Tobacco Comprehensive	
					<b>\$9,784.52</b>			
6-Star Installation & Sales	124816	1492	04/17/2023	04/19/2023	3,235.00	SJC Sheriff	104210610 - Miscellaneous Supplies	
6-Star Installation & Sales	124816	1521	04/17/2023	04/19/2023	3,524.00	SJC Sheriff	104210610 - Miscellaneous Supplies	
					<b>\$6,759.00</b>			
6-Star Installation & Sales	125049	23F08-M-20	05/09/2023	05/10/2023	375.00	SJC Sheriff	104211610 - Miscellaneous Supplies	
					<b>\$7,134.00</b>			
Abbott Laboratories	124928	616703465	04/24/2023	04/24/2023	435.60	SJC Aging	104679610 - Miscellaneous Supplies	
Abbott Laboratories	124928	616718512	04/24/2023	04/24/2023	511.12	SJC Aging	104679610 - Miscellaneous Supplies	
Abbott Laboratories	124928	616728494	04/24/2023	04/24/2023	75.52	SJC Aging	104679610 - Miscellaneous Supplies	
					<b>\$1,022.24</b>			
					<b>\$1,022.24</b>			
Action Air Inc	124817	1613	04/17/2023	04/19/2023	1,738.34	SJC Jail	104230480 - Kitchen Food	
Action Air Inc	124817	1614	04/17/2023	04/19/2023	831.23	SJC Aging	104676260 - Buildings and Grounds	
					<b>\$2,569.57</b>			
Action Air Inc	125050	1628	05/02/2023	05/10/2023	995.00	SJC Aging	104676260 - Buildings and Grounds	
					<b>\$3,564.57</b>			
Acumen Fiscal Agent LLC	124818	39265,39454,395	04/17/2023	04/19/2023	1,905.79	SJC Aging	104685615 - Contracts	
Acumen Fiscal Agent LLC	124818	MAR23FEES	04/18/2023	04/19/2023	285.00	Payroll Expenses	104685615 - Contracts	
					<b>\$2,190.79</b>			
Acumen Fiscal Agent LLC	125051	39928	05/08/2023	05/10/2023	1,354.95	SJC Aging	104685615 - Contracts	
					<b>\$3,545.74</b>			
Adair, Todd	124819	20230323163539	04/18/2023	04/19/2023	159.00	Travel Reimbursement	214414230 - Travel Expense	
Adair, Todd	124979	20230427154416	04/28/2023	05/01/2023	598.14	Travel Reimbursement	214414230 - Travel Expense	
					<b>\$757.14</b>			
Amazon Capital Services	124820	14KR-VHTT-6RK	04/17/2023	04/19/2023	269.97	SJC Public Health	255335.240 - Crisis Response Workfor	
Amazon Capital Services	124820	171M-QWXM-FT	04/17/2023	04/19/2023	38.92	SJC Road Dept	214414260 - Buildings and Grounds	
Amazon Capital Services	124820	1939-YN9H-1LC3	04/17/2023	04/19/2023	12.99	SJC Public Health	255193.480 - Home Visiting - PAT Spec	
Amazon Capital Services	124820	19Yk-QQGW-6XL	04/17/2023	04/19/2023	327.01	SJC Road Dept	214412250 - Equipment Operation	
Amazon Capital Services	124820	1C61-J4LG-4LJG	04/17/2023	04/19/2023	45.01	SJC Public Health	255193.480 - Home Visiting - PAT Spec	
Amazon Capital Services	124820	1G7T-PJWM-9GT	04/17/2023	04/19/2023	230.98	SJC Road Dept	214412250 - Equipment Operation	
Amazon Capital Services	124820	1QVP-7RXT-6YK	04/17/2023	04/19/2023	82.73	SJC Road Dept	214412250 - Equipment Operation	
Amazon Capital Services	124820	1Y1V-LDLN-647G	04/17/2023	04/19/2023	22.16	SJC Road Dept	214412250 - Equipment Operation	
					<b>\$1,029.77</b>			
Amazon Capital Services	124980	11R6-C6QV-37C	04/28/2023	05/01/2023	-266.31	SJC Road Dept	214412250 - Equipment Operation	
Amazon Capital Services	124980	16TM-LWY7-4TQ	04/28/2023	05/01/2023	266.31	SJC Road Dept	214412250 - Equipment Operation	
Amazon Capital Services	124980	1CLM-6YRR-1RJ	04/28/2023	05/01/2023	29.08	SJC Road Dept	214414260 - Buildings and Grounds	
Amazon Capital Services	124980	1HND-V1JQ-1QC	04/28/2023	05/01/2023	34.14	SJC Road Dept	214412250 - Equipment Operation	
Amazon Capital Services	124980	1KHD-7LXG-1TX	04/28/2023	05/01/2023	59.37	SJC Road Dept	214414260 - Buildings and Grounds	
Amazon Capital Services	124980	1KHD-7LXG-1TX	04/28/2023	05/01/2023	94.50	SJC Road Dept	214414410 - Road Supplies	
Amazon Capital Services	124980	1NQ6-NW6M-J6X	04/28/2023	05/01/2023	3.36	SJC Road Dept	214414260 - Buildings and Grounds	
Amazon Capital Services	124980	1RRQ-TV4Q-1C	04/28/2023	05/01/2023	43.50	SJC Road Dept	214412250 - Equipment Operation	
Amazon Capital Services	124980	1WTG-KDXR-1H	04/28/2023	05/01/2023	16.84	SJC Road Dept	214414260 - Buildings and Grounds	
Amazon Capital Services	124980	1X6P-RLWW-6X	04/28/2023	05/01/2023	12.84	SJC Road Dept	214414260 - Buildings and Grounds	
Amazon Capital Services	124980	1XRY-WDGM-1T	04/28/2023	05/01/2023	223.81	SJC Weed Dept	104256250 - Equipment Operation	
					<b>\$517.44</b>			

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Amazon Capital Services	125052	139T-X76X-3PJW	05/08/2023	05/10/2023	56.99	2144122508006107	214412250 - Equipment Operation	
					<b>\$1,604.20</b>			
Amerigas Propane LP	124821	3147548986	04/14/2023	04/19/2023	309.67	200752247	104225270 - Utilities	
Amerigas Propane LP	125053	805664692	05/09/2023	05/10/2023	286.56	200787762	104225270 - Utilities	
					<b>\$596.23</b>			
Asphalt Systems Inc.	124981	35860	04/28/2023	05/01/2023	12,062.80	SJC Road Dept	214414410 - Road Supplies	
					<b>\$12,062.80</b>			
Atlas Scale Co. Inc.	124982	4013	04/28/2023	05/01/2023	1,125.00	SJC Landfill	574424310 - Professional and Technica	
					<b>\$1,125.00</b>			
Benally, Rebecca M	124929	RB041823	04/24/2023	04/24/2023	225.32	Travel Reimbursement	255061.230 - Tobacco Prevention Trav	
Benally, Rebecca M	124929	RB041823	04/24/2023	04/24/2023	511.32	Travel Reimbursement	255071.230 - MCH Injury Prevention Tr	
Benally, Rebecca M	124929	RB042423	04/24/2023	04/24/2023	473.00	Travel Reimbursement	255075.230 - Overdose Data to Action	
					<b>\$1,209.64</b>			
					<b>\$1,209.64</b>			
Benn, Lyandra	125054	20230430LB	05/09/2023	05/10/2023	104.00	travel reimbursement	104230230 - Travel Expense	
					<b>\$104.00</b>			
Blanding City	124822	20230407164308	04/14/2023	04/19/2023	970.04	501683003 Blanding Senior Center	104672270 - Utilities	
Blanding City	124822	20230411095514	04/17/2023	04/19/2023	918.77	501640001 Blanding Library	724168270 - Utilities	
Blanding City	124822	20230411095514	04/17/2023	04/19/2023	331.03	501820007	104163270 - Utilities	
					<b>\$2,219.84</b>			
Blanding City	125055	20230428163333	05/02/2023	05/10/2023	58.20	501683003 Blanding Senior Center	104672270 - Utilities	
Blanding City	125055	20230503-14541	05/02/2023	05/10/2023	2,454.98	2144142700900101	214414270 - Utilities	
Blanding City	125055	20230503-14541	05/02/2023	05/10/2023	131.06	2144142702000101	214414270 - Utilities	
Blanding City	125055	BC202304280918	05/02/2023	05/10/2023	920.20	553343140 - San Juan Public Health	255007.270 - Indirect Admin Utilities	
					<b>\$3,564.44</b>			
					<b>\$5,784.28</b>			
Bleggi, Kelly	124983	20230427162605	04/28/2023	05/01/2023	80.00	Boot Allowance	214414480 - Special Department Suppl	
					<b>\$80.00</b>			
Blomquist Hale Consulting Group Inc	124823	APR24212	04/17/2023	04/19/2023	784.80	Employee Assistance Coverage	104965140 - Other Employee Benefits	
Blomquist Hale Consulting Group Inc	124823	MAR23875	04/17/2023	04/19/2023	784.80	Employee Assistance Coverage	104965140 - Other Employee Benefits	
					<b>\$1,569.60</b>			
Blomquist Hale Consulting Group Inc	124984	JAN23209	04/28/2023	05/01/2023	784.80	Employee Assistance Coverage	104965140 - Other Employee Benefits	
					<b>\$2,354.40</b>			
Blue Mountain Foods	124824	118921	04/17/2023	04/19/2023	20.98	SJC Sheriff Dept	104230312 - Medical Expenses	
Blue Mountain Foods	124824	118952	04/17/2023	04/19/2023	56.57	SJC Search and Rescue	104215620 - Miscellaneous Services	
					<b>\$77.55</b>			
Blue Mountain Foods	125056	118666	05/02/2023	05/10/2023	23.31	Monticello Senior Center	104678323 - Meals - Monticello	
Blue Mountain Foods	125056	118672	05/02/2023	05/10/2023	15.68	Monticello Senior Center	104677323 - Meals - Monticello	
Blue Mountain Foods	125056	118683	05/02/2023	05/10/2023	95.92	Bluff Senior Center	104678329 - Meals - Bluff	
Blue Mountain Foods	125056	118685	05/02/2023	05/10/2023	51.82	Monticello Senior Center	104678323 - Meals - Monticello	
Blue Mountain Foods	125056	118693	05/02/2023	05/10/2023	36.16	La Sal Senior Center	104677328 - Meals - La Sal	
Blue Mountain Foods	125056	118697	05/02/2023	05/10/2023	35.35	Monticello Senior Center	104677323 - Meals - Monticello	
Blue Mountain Foods	125056	118711	05/02/2023	05/10/2023	19.45	Monticello Senior Center	104678323 - Meals - Monticello	

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Blue Mountain Foods	125056	118722	05/02/2023	05/10/2023	51.27	Monticello Senior Center	104677323 - Meals - Monticello	
Blue Mountain Foods	125056	118723	05/02/2023	05/10/2023	80.52	Bluff Senior Center	104677329 - Meals - Bluff	
Blue Mountain Foods	125056	118727	05/02/2023	05/10/2023	42.09	Monticello Senior Center	104678323 - Meals - Monticello	
Blue Mountain Foods	125056	118730	05/02/2023	05/10/2023	43.67	La Sal Senior Center	104678328 - Meals - La Sal	
Blue Mountain Foods	125056	118737	05/02/2023	05/10/2023	22.45	Monticello Senior Center	104677323 - Meals - Monticello	
Blue Mountain Foods	125056	118744	05/02/2023	05/10/2023	101.44	Bluff Senior Center	104678329 - Meals - Bluff	
Blue Mountain Foods	125056	118768	05/02/2023	05/10/2023	38.02	La Sal Senior Center	104677328 - Meals - La Sal	
Blue Mountain Foods	125056	118776	05/02/2023	05/10/2023	7.98	Monticello Senior Center	104678323 - Meals - Monticello	
Blue Mountain Foods	125056	118789	05/02/2023	05/10/2023	27.18	Monticello Senior Center	104677323 - Meals - Monticello	
Blue Mountain Foods	125056	118792	05/02/2023	05/10/2023	15.94	Monticello Senior Center	104678323 - Meals - Monticello	
Blue Mountain Foods	125056	118811	05/02/2023	05/10/2023	106.96	Bluff Senior Center	104677329 - Meals - Bluff	
Blue Mountain Foods	125056	118816	05/02/2023	05/10/2023	71.91	Monticello Senior Center	104677323 - Meals - Monticello	
Blue Mountain Foods	125056	118829	05/02/2023	05/10/2023	25.28	La Sal Senior Center	104678328 - Meals - La Sal	
Blue Mountain Foods	125056	118838	05/02/2023	05/10/2023	41.53	Monticello Senior Center	104678323 - Meals - Monticello	
Blue Mountain Foods	125056	118842	05/02/2023	05/10/2023	173.14	La Sal Senior Center	104677328 - Meals - La Sal	
Blue Mountain Foods	125056	118851	05/02/2023	05/10/2023	8.77	Monticello Senior Center	104677323 - Meals - Monticello	
Blue Mountain Foods	125056	119041	05/09/2023	05/10/2023	3.76	SJC Library	724581620 - Special Programs	
Blue Mountain Foods	125056	119065	05/08/2023	05/10/2023	37.97	S.J.C. Jail Supplies	104230480 - Kitchen Food	
					<u>\$1,177.57</u>			
					<b>\$1,255.12</b>			
BlueLine Services	124825	60672	04/17/2023	04/19/2023	91.25	Drug Testing	214414310 - Professional and Technica	
BlueLine Services	124825	64129	04/17/2023	04/19/2023	198.00	Drug Testing	214414310 - Professional and Technica	
					<u>\$289.25</u>			
					<b>\$289.25</b>			
Bluff Water Works	124826	9701	04/14/2023	04/19/2023	25.00	Bluff Fire Sation	104225270 - Utilities	
Bluff Water Works	124930	9730	04/14/2023	04/24/2023	25.00	Bluff Fire Sation	104225270 - Utilities	
					<u>\$50.00</u>			
Bradford Tire	124827	72471	04/17/2023	04/19/2023	30.00	SJC Road Dept	214412250 - Equipment Operation	
Bradford Tire	124827	72523	04/17/2023	04/19/2023	100.00	SJC Road Dept	214412250 - Equipment Operation	
					<u>\$130.00</u>			
Bradford Tire	125057	75078	05/08/2023	05/10/2023	21.00	SJC Road Dept - 2144122519006107	214412251 - Gas, Oil and Grease	
					<u>\$151.00</u>			
Bradford, Clint	125058	20230427CB	05/09/2023	05/10/2023	41.00	travel reim	214414230 - Travel Expense	
					<u>\$41.00</u>			
Brantley Distributing LLC.	124828	23192550	04/17/2023	04/19/2023	9.75	SJC Road	214412251 - Gas, Oil and Grease	
Brantley Distributing LLC.	124828	23192550	04/17/2023	04/19/2023	650.10	SJC Road	214412250 - Equipment Operation	
Brantley Distributing LLC.	124828	23192600	04/17/2023	04/19/2023	327.60	SJC Road	214412250 - Equipment Operation	
					<u>\$987.45</u>			
Brantley Distributing LLC.	124985	PI0007207	04/28/2023	05/01/2023	1,383.30	SJC Road	214412251 - Gas, Oil and Grease	
					<u>\$2,370.75</u>			
Bushore III, Bruce	124931	20230421164806	04/24/2023	04/24/2023	65.00	TRAVEL REIMBURSMET	104220615 - Contracts	
					<u>\$65.00</u>			
CAHC - Comfort at Home Care LLC	124835	309	04/14/2023	04/19/2023	629.44	SJC Aging	104684615 - Contracts	
CAHC - Comfort at Home Care LLC	124835	309	04/14/2023	04/19/2023	1,893.52	SJC Aging	104679615 - Contracts	
					<u>\$2,522.96</u>			
CAHC - Comfort at Home Care LLC	125059	310	05/09/2023	05/10/2023	868.00	SJC Aging	104684615 - Contracts	

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CAHC - Comfort at Home Care LLC	125059	310	05/09/2023	05/10/2023	1,795.52	SJC Aging	104679615 - Contracts	
					\$2,663.52			
					<b>\$5,186.48</b>			
Capital One Trade Credit	124829	51961647	04/17/2023	04/19/2023	9,499.99	SJC Landfill	574424740 - Equipment Purchases	
					<b>\$9,499.99</b>			
Carlson, Brittney	124830	BC041223	04/17/2023	04/19/2023	17.80	Purchase Reimbursements	255113.480 - WIC Nutrition Education	
					<b>\$17.80</b>			
Carolina Software	124986	86631	04/28/2023	05/01/2023	600.00	SJC Landfill	574424310 - Professional and Technica	
					<b>\$600.00</b>			
Cellular One	124987	4641388	04/28/2023	05/01/2023	310.34	SJC Library 00400775626	724581280 - Telephone	
Cellular One	124987	4641388	04/28/2023	05/01/2023	602.42	SJC Library 00400775626	724581920 - Grant Expenses	
					\$912.76			
Cellular One	125060	4647368	05/02/2023	05/10/2023	78.01	SJC Library	724581280 - Telephone	
Cellular One	125060	4647368	05/02/2023	05/10/2023	151.43	SJC Library	724581920 - Grant Expenses	
					\$229.44			
					<b>\$1,142.20</b>			
Cengage Learning Inc / Gale	124988	80855247	04/28/2023	05/01/2023	151.15	SJC Library	724581480 - Collection Development	
Cengage Learning Inc / Gale	124988	80904838	04/28/2023	05/01/2023	127.34	SJC Library	724581480 - Collection Development	
					\$278.49			
Cengage Learning Inc / Gale	125061	80929306	05/02/2023	05/10/2023	21.70	SJC Library	724581480 - Collection Development	
Cengage Learning Inc / Gale	125062	80897279	05/02/2023	05/10/2023	79.77	SJC Library	724581480 - Collection Development	
Cengage Learning Inc / Gale	125062	81033042	05/02/2023	05/10/2023	55.98	SJC Library	724581480 - Collection Development	
					\$135.75			
					<b>\$435.94</b>			
Chamberlain, Ramona	124932	20230421145951	04/24/2023	04/24/2023	50.00	Meeting Attendance	724580620 - Miscellaneous Services	
					<b>\$50.00</b>			
Child Support Services	124989	20230427154416	04/30/2023	05/01/2023	434.00	Corey Workman C001392403	102229000 - Other Deductions Payable	
Child Support Services	124989	20230427154416	04/30/2023	05/01/2023	526.16	Ryan Norman C001361546	102229000 - Other Deductions Payable	
Child Support Services	124989	20230427154416	04/30/2023	05/01/2023	485.54	Scott Burgess C000926263	102229000 - Other Deductions Payable	
					\$1,445.70			
					<b>\$1,445.70</b>			
Chiquito, Kimberlynn	124933	KC042123	04/24/2023	04/24/2023	78.00	Travel Reimbursement	255061.230 - Tobacco Prevention Trav	
Chiquito, Kimberlynn	124933	KC042423	04/24/2023	04/24/2023	251.00	Travel Reimbursement	255075.230 - Overdose Data to Action	
					\$329.00			
					<b>\$329.00</b>			
Cintas Corporation #108	124831	4151143235	04/17/2023	04/19/2023	42.87	SJC Road Dept	102229000 - Other Deductions Payable	
Cintas Corporation #108	124831	4151143235	04/17/2023	04/19/2023	54.58	SJC Road Dept	214414260 - Buildings and Grounds	
Cintas Corporation #108	124831	4151842561	04/17/2023	04/19/2023	42.87	SJC Road Dept	102229000 - Other Deductions Payable	
Cintas Corporation #108	124831	4151842561	04/17/2023	04/19/2023	54.58	SJC Road Dept	214414260 - Buildings and Grounds	
					\$194.90			
Cintas Corporation #108	124990	4152550158	04/28/2023	05/01/2023	42.87	SJC Road Dept	102229000 - Other Deductions Payable	
Cintas Corporation #108	124990	4152550158	04/28/2023	05/01/2023	54.58	SJC Road Dept	214414260 - Buildings and Grounds	
Cintas Corporation #108	124990	4153266272	04/28/2023	05/01/2023	42.87	SJC Road Dept	102229000 - Other Deductions Payable	

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Cintas Corporation #108	124990	4153266272	04/28/2023	05/01/2023	54.58	SJC Road Dept	214414260 - Buildings and Grounds	
					\$194.90			
Cintas Corporation #108	125063	4153952853	05/10/2023	05/10/2023	42.87	SJC Road Dept	102229000 - Other Deductions Payable	
Cintas Corporation #108	125063	4153952853	05/10/2023	05/10/2023	54.58	SJC Road Dept	214414260 - Buildings and Grounds	
					\$97.45			
					<b>\$487.25</b>			
Civil Air Patrol Magazine	125064	TL2119867	05/02/2023	05/10/2023	570.00	SJC Sheriff's Office	104210210 - Subscriptions and Membe	
					<b>\$570.00</b>			
Clark, Sharmayne	124832	20230407164219	04/14/2023	04/19/2023	560.00	Alternatives	104679615 - Contracts	
Clark, Sharmayne	125065	20230502SC	05/10/2023	05/10/2023	560.00	Alternatives	104679615 - Contracts	
					<b>\$1,120.00</b>			
Codale Electric Supply Inc.	124833	833978	04/17/2023	04/19/2023	4.56	SJC Landfill	574424250 - Equipment Operation	
Codale Electric Supply Inc.	124833	834002	04/17/2023	04/19/2023	64.79	SJC Landfill	574424250 - Equipment Operation	
Codale Electric Supply Inc.	124833	S8069198.001	04/17/2023	04/19/2023	132.24	SJC Emergency	104225260 - Buildings and Grounds	
					\$201.59			
					<b>\$201.59</b>			
Collins, Catherine	124834	20230407164204	04/14/2023	04/19/2023	560.00	Alternatives	104679615 - Contracts	
Collins, Catherine	125066	20230502CC	05/10/2023	05/10/2023	560.00	Alternatives	104679615 - Contracts	
					<b>\$1,120.00</b>			
CPI Foods Inc	124836	03242315	04/17/2023	04/19/2023	962.60	SJC Aging	104679610 - Miscellaneous Supplies	
CPI Foods Inc	124836	03242315	04/17/2023	04/19/2023	1,598.20	SJC Aging	104680610 - Miscellaneous Supplies	
					\$2,560.80			
					<b>\$2,560.80</b>			
Creswell, Lyn	124934	20230421150018	04/24/2023	04/24/2023	4,644.77	Administrative Law Judge	104126617 - Administrative Law Judge	
					<b>\$4,644.77</b>			
D.W.R. Help Stop Poaching	124991	20230427154416	04/28/2023	05/01/2023	444.45	Restitution Case # 221100173	103511000 - Justice Court Fines	
					<b>\$444.45</b>			
Delta Rigging & Tools Inc.	124837	GRA_PSI001048	04/18/2023	04/19/2023	1,227.11	SJC Road	214412250 - Equipment Operation	
Delta Rigging & Tools Inc.	124992	GRA_PSI001065	04/28/2023	05/01/2023	142.00	SJC Road	214412250 - Equipment Operation	
					<b>\$1,369.11</b>			
Dept of Health and Human Services	124838	23FN000241	04/17/2023	04/19/2023	345.00	San Juan Public Health	255013.980 - Vital Statistics Intergover	
					<b>\$345.00</b>			
Desert Mountain Corporation	124993	22-106453	04/28/2023	05/01/2023	4,843.44	SJC Road Dept.	214414410 - Road Supplies	
Desert Mountain Corporation	124993	22-106497	04/28/2023	05/01/2023	5,090.43	SJC Road Dept.	214414410 - Road Supplies	
Desert Mountain Corporation	124993	22-106502	04/28/2023	05/01/2023	4,599.00	SJC Road Dept.	214414410 - Road Supplies	
					\$14,532.87			
					<b>\$14,532.87</b>			
Diamond Propane LLC	124935	14584	04/21/2023	04/24/2023	1,681.72	SJC Fire	104225270 - Utilities	
Diamond Propane LLC	124994	14665	04/28/2023	05/01/2023	604.50	SJC Road Shed Monticello	214412251 - Gas, Oil and Grease	
					<b>\$2,286.22</b>			

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Dominion Energy	124995	20230427162738	04/28/2023	05/01/2023	425.63	3617789388 885 E Center	214414270 - Utilities	
Dominion Energy	125067	20230503082530	05/02/2023	05/10/2023	283.10	4922180000 835 E Central Office	104225270 - Utilities	
Dominion Energy	125067	20230503082530	05/02/2023	05/10/2023	283.11	4922180000 835 E Central Office	104255270 - Utilities	
					\$566.21			
					<b>\$991.84</b>			
Doug's Steak and BBQ	124839	4122023	04/17/2023	04/19/2023	804.00	SJC Economic Dev	104193480 - Special Department Suppl	
					<b>\$804.00</b>			
DTS - State of Utah	124840	2309R095000003	04/17/2023	04/19/2023	694.25	SJC Sheriffs Office	104232310 - Professional and Technica	
DTS - State of Utah	124840	2309R095000003	04/14/2023	04/19/2023	21.36	SJC Attorney - NSCOSANATT	104145482 - Law Library Supplies	
					\$715.61			
					<b>\$715.61</b>			
Dzaki Sukarno LLC	125036	20230427154646	04/28/2023	05/01/2023	4,500.00	Concert Opener	104620620 - Miscellaneous Services	
					<b>\$4,500.00</b>			
Earthgrains Baking Company	124996	85272290001916	04/28/2023	05/01/2023	66.00	SJC Jail	104230480 - Kitchen Food	
					<b>\$66.00</b>			
Economic Development Corporation	124936	11003	04/24/2023	04/24/2023	1,600.00	SJC Ec Dev	104192210 - Subscriptions and Membe	
					<b>\$1,600.00</b>			
EFTPS - IRS	EFT	PR031923-575--	04/14/2023	04/19/2023	117.75	Overpayment	102222000 - Federal Tax W/H Payable	
					<b>\$117.75</b>			
Elliott, Joel	124842	20230411095514	04/17/2023	04/19/2023	307.50	Travel Reimbursement	104230230 - Travel Expense	
					<b>\$307.50</b>			
Emery Telcom	124843	20230414144843	04/17/2023	04/19/2023	211.81	3514200 SJC Blanding Seniors	104672270 - Utilities	
Emery Telcom	124843	20230414144858	04/17/2023	04/19/2023	99.66	988500 - SJC Emergency Services	104255270 - Utilities	
Emery Telcom	124843	20230417095144	04/17/2023	04/19/2023	99.66	987300 - SJC Public Safety	104230350 - State Prisoner Expenses	
Emery Telcom	124843	2278SZ10001.04	04/14/2023	04/19/2023	4,082.16	2278.S.100	104574615 - Contracts	
Emery Telcom	124843	3324200-042023	04/14/2023	04/19/2023	79.95	3324200 - SJC Admin Building	574424270 - Utilities	
Emery Telcom	124843	3324200-042023	04/14/2023	04/19/2023	84.95	3324200 - SJC Admin Building	104255270 - Utilities	
Emery Telcom	124843	3324200-042023	04/14/2023	04/19/2023	104.95	3324200 - SJC Admin Building	104230280 - Telephone	
Emery Telcom	124843	3324200-042023	04/14/2023	04/19/2023	104.95	3324200 - SJC Admin Building	255007.280 - Indirect Admin Telephone	
Emery Telcom	124843	3324200-042023	04/14/2023	04/19/2023	209.90	3324200 - SJC Admin Building	104672270 - Utilities	
Emery Telcom	124843	3324200-042023	04/14/2023	04/19/2023	269.90	3324200 - SJC Admin Building	214414280 - Telephone	
Emery Telcom	124843	3324200-042023	04/14/2023	04/19/2023	472.82	3324200 - SJC Admin Building	104151280 - Telephone	
					\$5,820.71			
Emery Telcom	125068	2278SZ10001.04	05/08/2023	05/10/2023	2,041.08	Communications	104574615 - Contracts	
					<b>\$7,861.79</b>			
Empire SCBA & Supplies Inc	124844	15637	04/17/2023	04/19/2023	4,475.00	SJC Fire	104220615 - Contracts	
					<b>\$4,475.00</b>			
Equitable Financial Equi-vest	124997	20230427154416	04/28/2023	05/01/2023	360.00	Payroll Deductions	102225000 - Equivest	
					<b>\$360.00</b>			
Farmers Telecommunications Inc	124845	20230407164324	04/14/2023	04/19/2023	54.99	6921 Cedar Point Volunteer Fire	104225280 - Telephone	
Farmers Telecommunications Inc	125069	20230504164207	05/02/2023	05/10/2023	54.99	6921 Cedar Point Volunteer Fire	104225280 - Telephone	
					<b>\$109.98</b>			

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Fastenal Company	124846	COBAY74783	04/18/2023	04/19/2023	159.68	SJC Road	214412250 - Equipment Operation	
Fastenal Company	124998	COBAY74782	04/28/2023	05/01/2023	200.74	SJC Road	214412250 - Equipment Operation	
Fastenal Company	124998	COBAY74782-	04/28/2023	05/01/2023	-200.74	SJC Road	214412250 - Equipment Operation	
Fastenal Company	124998	COBAY74982	04/28/2023	05/01/2023	90.81	SJC Road	214414260 - Buildings and Grounds	
Fastenal Company	124998	COBAY74982	04/28/2023	05/01/2023	516.58	SJC Road	214412250 - Equipment Operation	
Fastenal Company	124998	COBAY74983	04/28/2023	05/01/2023	17.24	SJC Road	214412251 - Gas, Oil and Grease	
Fastenal Company	124998	COBAY74983	04/28/2023	05/01/2023	691.01	SJC Road	214412250 - Equipment Operation	
Fastenal Company	124998	COBAY75101	04/28/2023	05/01/2023	9.51	SJC Road	214414260 - Buildings and Grounds	
Fastenal Company	124998	COBAY75101	04/28/2023	05/01/2023	18.54	SJC Road	214412251 - Gas, Oil and Grease	
Fastenal Company	124998	COBAY75101	04/28/2023	05/01/2023	162.69	SJC Road	214412250 - Equipment Operation	
					<u>\$1,506.38</u>			
Fastenal Company	125070	COBAY75199	05/09/2023	05/10/2023	350.96	SJC Road	214412250 - Equipment Operation	
Fastenal Company	125070	COBAY75200	05/09/2023	05/10/2023	114.69	SJC Road	214412250 - Equipment Operation	
					<u>\$465.65</u>			
					<b>\$2,131.71</b>			
FleetPride Inc	124847	106803026	04/17/2023	04/19/2023	182.16	SJC Road Dept	214412250 - Equipment Operation	
FleetPride Inc	124847	106839129	04/17/2023	04/19/2023	109.24	SJC Road Dept	214412250 - Equipment Operation	
					<u>\$291.40</u>			
					<b>\$291.40</b>			
Follett School Solutions Inc	124848	7678114	04/17/2023	04/19/2023	2,885.82	SJC Library	724581242 - Software Maintenance	
					<b>\$2,885.82</b>			
Four Corners Welding & Gas	124849	CC379383	04/17/2023	04/19/2023	231.40	SJC Road Dept	214412250 - Equipment Operation	
Four Corners Welding & Gas	124849	GR00175666	04/18/2023	04/19/2023	37.00	SJC Landfill	574424610 - Miscellaneous Supplies	
Four Corners Welding & Gas	124849	GR00175667	04/18/2023	04/19/2023	127.00	SJC Road Dept	214412250 - Equipment Operation	
					<u>\$395.40</u>			
Four Corners Welding & Gas	125071	CC380323	05/09/2023	05/10/2023	150.48	SJC Road Dept 8006.107	214412250 - Equipment Operation	
Four Corners Welding & Gas	125071	GR00176497	05/09/2023	05/10/2023	37.00	SJC Landfill	574424610 - Miscellaneous Supplies	
Four Corners Welding & Gas	125071	GR00176498	05/09/2023	05/10/2023	127.00	SJC Road Dept - 9006.107	214412250 - Equipment Operation	
					<u>\$314.48</u>			
					<b>\$709.88</b>			
Four States Tire & Service	124850	371288	04/17/2023	04/19/2023	145.00	SJC Road	214412250 - Equipment Operation	
Four States Tire & Service	124850	371496	04/17/2023	04/19/2023	25.00	SJC Road	214412250 - Equipment Operation	
Four States Tire & Service	124850	372299	04/17/2023	04/19/2023	668.00	SJC Road	214412250 - Equipment Operation	
Four States Tire & Service	124850	372300	04/17/2023	04/19/2023	223.01	SJC Road	214412250 - Equipment Operation	
Four States Tire & Service	124850	372301	04/17/2023	04/19/2023	1,436.48	SJC Road	214412250 - Equipment Operation	
Four States Tire & Service	124850	372302	04/17/2023	04/19/2023	-1,436.48	SJC Road	214412250 - Equipment Operation	
Four States Tire & Service	124850	372303	04/17/2023	04/19/2023	1,162.00	SJC Road	214412250 - Equipment Operation	
					<u>\$2,223.01</u>			
Four States Tire & Service	124999	372519	04/28/2023	05/01/2023	2,006.64	SJC Road	214412250 - Equipment Operation	
Four States Tire & Service	124999	372520	04/28/2023	05/01/2023	1,037.88	SJC Road	214412250 - Equipment Operation	
Four States Tire & Service	124999	372521	04/28/2023	05/01/2023	401.24	SJC Road	214412250 - Equipment Operation	
Four States Tire & Service	124999	372797	04/28/2023	05/01/2023	448.08	SJC Road	214412250 - Equipment Operation	
					<u>\$3,893.84</u>			
Four States Tire & Service	125072	372334	05/10/2023	05/10/2023	255.88	SJC Road	214412250 - Equipment Operation	
Four States Tire & Service	125072	372542	05/08/2023	05/10/2023	255.88	SJC Road - 2144122508006107	214412250 - Equipment Operation	
					<u>\$511.76</u>			
					<b>\$6,628.61</b>			

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Fredericks, Anna	125000	20230427154416	04/28/2023	05/01/2023	6,000.00	Fair Manager Payment	104620310 - Professional and Technica	
					<b>\$6,000.00</b>			
Freestone, Alan	125073	20230501AF	05/09/2023	05/10/2023	58.00	Travel Reimbursement	104210230 - Travel Expense	
					<b>\$58.00</b>			
Frontier	125001	20230428163441	05/01/2023	05/01/2023	183.46	435-587-2797-030304-8	104225280 - Telephone	
Frontier	125001	20230428163449	05/01/2023	05/01/2023	216.88	435-651-3351-082400-8	104225280 - Telephone	
Frontier	125001	2023428163756	05/01/2023	05/01/2023	273.00	435-727-3440-062308-8	104225280 - Telephone	
					<b>\$673.34</b>			
					<b>\$673.34</b>			
Gallegos, Tamara	125002	20230427154416	04/28/2023	05/01/2023	232.00	Travel Reimb.	104671230 - Travel Expense	
					<b>\$232.00</b>			
Gibbs, Robert	125074	20230430RG	05/09/2023	05/10/2023	104.00	travel reimbursement	104230230 - Travel Expense	
					<b>\$104.00</b>			
Goulding's Lodge And Tour	124937	F-545214	04/21/2023	04/24/2023	673.20	SJC Economic Development	104193480 - Special Department Suppl	
					<b>\$673.20</b>			
Grand County	125003	20230427163229	04/28/2023	05/01/2023	14,370.36	Snow Removal	214414615 - Contracts	
					<b>\$14,370.36</b>			
Grand County Emergency Medical S	124851	EMS22-0281	04/17/2023	04/19/2023	200.00	SJC Ambulance	264350330 - Employee Education	
					<b>\$200.00</b>			
Halls, Craig C.	124938	9247	04/14/2023	04/24/2023	2,097.20	SJC Attorney	104126615 - Contracts	
					<b>\$2,097.20</b>			
Haun-Storland, Marjorie	124939	20230421145951	04/24/2023	04/24/2023	50.00	Library Board Meeting	724580620 - Miscellaneous Services	
					<b>\$50.00</b>			
Hawkins, Clark	124852	20230412155943	04/17/2023	04/19/2023	93.00	Travel Reimbursement	214414230 - Travel Expense	
					<b>\$93.00</b>			
Hazleton, Lyon W. II	125075	20230501105850	05/02/2023	05/10/2023	655.00	Travel Reimbursement	104122230 - Travel Expense	
					<b>\$655.00</b>			
Hoggard, Dennis	124853	20230411095514	04/17/2023	04/19/2023	270.00	Travel Reimbursement	104230230 - Travel Expense	
					<b>\$270.00</b>			
Holland & Hart LLP	124940	2053461	04/14/2023	04/24/2023	48.50	Monticello-Kanab RMP Litigation	104126615 - Contracts	
					<b>\$48.50</b>			
Holland Equipment Company	124854	23815	04/17/2023	04/19/2023	504.09	SJC Road Dept	214412250 - Equipment Operation	
Holland Equipment Company	125004	23871	04/28/2023	05/01/2023	86.10	SJC Road Dept	214412250 - Equipment Operation	
Holland Equipment Company	125004	23962	04/28/2023	05/01/2023	417.89	SJC Road Dept	214412250 - Equipment Operation	
Holland Equipment Company	125004	23963	04/28/2023	05/01/2023	318.37	SJC Road Dept	214412250 - Equipment Operation	
Holland Equipment Company	125004	23995	04/28/2023	05/01/2023	3,784.50	SJC Road Dept	214412250 - Equipment Operation	
Holland Equipment Company	125004	24012	04/28/2023	05/01/2023	25.86	SJC Road Dept	214412250 - Equipment Operation	
					<b>\$4,632.72</b>			
					<b>\$5,136.81</b>			



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Holyoak, Cindi	124855	20230411095514	04/14/2023	04/19/2023	859.62	TRAVEL REIMBURSMENT	104144230 - Travel Expense	
					<b>\$859.62</b>			
Honnen Equipment Co.	124856	1466263	04/17/2023	04/19/2023	58.50	SJC Road Dept	214412250 - Equipment Operation	
Honnen Equipment Co.	125005	1469856	04/28/2023	05/01/2023	1,174.02	SJC Road Dept	214412250 - Equipment Operation	
					<b>\$1,232.52</b>			
Huckabay, Marlene	124941	20230421145951	04/24/2023	04/24/2023	50.00	Library Meeting Attendance	724580620 - Miscellaneous Services	
					<b>\$50.00</b>			
Hurst, Kathryn	124857	20230411095514	04/14/2023	04/19/2023	340.20	SJC Historical	104575620 - Miscellaneous Services	
Hurst, Kathryn	124857	20230411095514	04/14/2023	04/19/2023	185.50	SJC Historical	104575620 - Miscellaneous Services	
					<b>\$525.70</b>			
					<b>\$525.70</b>			
ImageNet Consulting LLC	124858	INV514103	04/17/2023	04/19/2023	132.18	SJC Sheriff	104230310 - Professional and Technica	
ImageNet Consulting LLC	124858	INV94986-	04/05/2023	04/19/2023	50.00	SJC Sheriff	104230310 - Professional and Technica	
					<b>\$182.18</b>			
ImageNet Consulting LLC	124926	INV508690	04/17/2023	04/19/2023	653.79	SJC Non Dept	104150240 - Office Expense	
ImageNet Consulting LLC	124926	INV523985	04/17/2023	04/19/2023	162.64	SJC Sheriff	104230310 - Professional and Technica	
ImageNet Consulting LLC	124926	INV524249	04/17/2023	04/19/2023	464.35	SJC Sheriff	104230310 - Professional and Technica	
ImageNet Consulting LLC	124926	INV529263	04/17/2023	04/19/2023	88.00	SJC Sheriff	104230310 - Professional and Technica	
					<b>\$1,368.78</b>			
ImageNet Consulting LLC	124927	78871934	04/17/2023	04/19/2023	354.36	SJC Sheriff	104230310 - Professional and Technica	
ImageNet Consulting LLC	124927	79148440	04/17/2023	04/19/2023	185.26	SJC Sheriff	104230310 - Professional and Technica	
					<b>\$539.62</b>			
ImageNet Consulting LLC	124942	INV535777	04/24/2023	04/24/2023	588.37	Non Departmental	104150240 - Office Expense	
ImageNet Consulting LLC	124942	INV536657	04/21/2023	04/24/2023	100.58	SJC Recorder	104144240 - Office Expense	
					<b>\$688.95</b>			
ImageNet Consulting LLC	125006	INV526433	04/28/2023	05/01/2023	77.07	Non Departmental	104150310 - Professional and Technica	
ImageNet Consulting LLC	125006	INV538881	04/28/2023	05/01/2023	107.42	SJC Sheriff	104230310 - Professional and Technica	
					<b>\$184.49</b>			
ImageNet Consulting LLC	125007	79384563	04/28/2023	05/01/2023	175.92	SJC Sheriff	104230310 - Professional and Technica	
					<b>\$3,139.94</b>			
IML Security Supply	124860	8438	04/17/2023	04/19/2023	160.00	SJC Admin Building	104161330 - Employee Education	
					<b>\$160.00</b>			
Intermountain Farmers Assoc.	124943	1018787436	04/24/2023	04/24/2023	123.94	SJC Maintenance	104161260 - Buildings and Grounds	
Intermountain Farmers Assoc.	124943	1018787436	04/24/2023	04/24/2023	123.94	SJC Maintenance	724167260 - Buildings and Grounds	
Intermountain Farmers Assoc.	124943	1018787436	04/24/2023	04/24/2023	185.91	SJC Maintenance	104166260 - Buildings and Grounds	
					<b>\$433.79</b>			
					<b>\$433.79</b>			
Jackson Group Peterbilt	124861	226363	04/17/2023	04/19/2023	65.39	SJC Road Dept	214412250 - Equipment Operation	
Jackson Group Peterbilt	125008	227203	04/28/2023	05/01/2023	9.74	SJC Road Dept	214412250 - Equipment Operation	
					<b>\$75.13</b>			
JB Restoration & Fabrication	124862	4031	04/17/2023	04/19/2023	140.00	SJC Road Dept	214412250 - Equipment Operation	
					<b>\$140.00</b>			

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JViation	124944	PTIN0000535	04/24/2023	04/24/2023	25,043.35	Cal Black Airport	105430620 - Miscellaneous Services	
					<b>\$25,043.35</b>			
Kenworth Sales Company	125076	005P5616	05/08/2023	05/10/2023	767.69	SJC Road	214412250 - Equipment Operation	
					<b>\$767.69</b>			
Kids Reference Company Inc.	125077	KRC03-11984	05/09/2023	05/10/2023	172.63	SJC Library	724581480 - Collection Development	
Kids Reference Company Inc.	125077	KRC03-11985	05/09/2023	05/10/2023	89.92	SJC Library	724581480 - Collection Development	
					<b>\$262.55</b>			
					<b>\$262.55</b>			
Konexus	125078	17813	05/08/2023	05/10/2023	6,557.00	SHSP	104255740 - Equipment Purchases	
					<b>\$6,557.00</b>			
Kris Black Agency	124863	493	04/17/2023	04/19/2023	50.00	Notary Bond for Adriann Crater	104230310 - Professional and Technica	
					<b>\$50.00</b>			
KUBL Group	124864	2196	04/17/2023	04/19/2023	14,900.00	SJC Sheriff dept	104230242 - Software Maintenance	
					<b>\$14,900.00</b>			
Kunz PC	125079	37	05/08/2023	05/10/2023	1,597.50	SJC Attorney	104156310 - Professional and Technica	
					<b>\$1,597.50</b>			
Kunz, Angela	124945	AK042123	04/24/2023	04/24/2023	91.09	Purchase Reimbursement	255193.480 - Home Visiting - PAT Spec	
					<b>\$91.09</b>			
Landmark Design	124946	10	04/24/2023	04/24/2023	10,980.00	SJC EC DEV	104192920 - Grants	
					<b>\$10,980.00</b>			
Larceval, Michael	124947	225	04/14/2023	04/24/2023	115.60	TRANSPORT	104672615 - Contracts	
					<b>\$115.60</b>			
Larry H. Miller	124865	2534342	04/17/2023	04/19/2023	440.60	SJC Road Dept	214412250 - Equipment Operation	
Larry H. Miller	124866	2067819W	04/17/2023	04/19/2023	1,807.87	SJC Road Dept	214412250 - Equipment Operation	
Larry H. Miller	125080	CHG3216375	05/10/2023	05/10/2023	743.03	SJC Road Dept - 9007.119	214412250 - Equipment Operation	
					<b>\$2,991.50</b>			
Lincoln National Life Insurance Com	125009	4549986743	04/28/2023	05/01/2023	6,310.58	Life Insurance Benefits	102236000 - Lincoln Financial	
					<b>\$6,310.58</b>			
Long, Roxy	124867	20230411095514	04/17/2023	04/19/2023	1,260.00	Nursing Services	104230350 - State Prisoner Expenses	
Long, Roxy	125081	20230427RL	05/09/2023	05/10/2023	58.00	Travel Reimbursement	104230350 - State Prisoner Expenses	
					<b>\$1,318.00</b>			
Long, Samuel	124948	20230421150035	04/24/2023	04/24/2023	539.96	Travel Reimbursement	104161330 - Employee Education	
					<b>\$539.96</b>			
Lumen	124868	633101459	04/18/2023	04/19/2023	22.41	70470067	104232310 - Professional and Technica	
Lumen	125082	636923727	05/02/2023	05/10/2023	21.34	70470067	104232310 - Professional and Technica	
					<b>\$43.75</b>			

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Lynn, Heather	124949	20230421145951	04/24/2023	04/24/2023	50.00	Library Meeting Attendance	724580620 - Miscellaneous Services	
					<b>\$50.00</b>			
M-One Specialties Inc.	124950	44354	04/24/2023	04/24/2023	47.51	SJC Maintenance	104676260 - Buildings and Grounds	
					<b>\$47.51</b>			
Main Street Drug and Boutique	124869	11145	04/17/2023	04/19/2023	49.90	SJC Sheriff	104230312 - Medical Expenses	
Main Street Drug and Boutique	124869	11222	04/17/2023	04/19/2023	18.00	SJC Sheriff	104230312 - Medical Expenses	
Main Street Drug and Boutique	124869	11270	04/17/2023	04/19/2023	39.09	SJC Sheriff	104230312 - Medical Expenses	
Main Street Drug and Boutique	124869	11348	04/17/2023	04/19/2023	14.95	SJC Sheriff	104230312 - Medical Expenses	
					\$121.94			
Main Street Drug and Boutique	125083	12162	05/09/2023	05/10/2023	14.95	SJC Jail	104230312 - Medical Expenses	
					<b>\$136.89</b>			
McDonald, Mack	125010	20230427154416	04/28/2023	05/01/2023	242.00	Travel Reimbursement	104113230 - Travel Expense	
					<b>\$242.00</b>			
MCI	124870	20230414144745	04/17/2023	04/19/2023	28.39	08693326894 Cal Black Airport	105430280 - Telephone	
					<b>\$28.39</b>			
McNeely, Jerry	125011	RI0501231	05/01/2023	05/01/2023	1,500.00		104112310 - Professional and Technica	
					<b>\$1,500.00</b>			
MetLife Group Benefits	125012	20230427154925	04/28/2023	05/01/2023	-616.27	Dental Customer # 5955986	102230000 - Metlife Dental	
MetLife Group Benefits	125012	PR040223-5230	04/07/2023	05/01/2023	407.34	Dental Employee Only	102230000 - Metlife Dental	
MetLife Group Benefits	125012	PR040223-5230	04/07/2023	05/01/2023	803.23	Dental Employee +1	102230000 - Metlife Dental	
MetLife Group Benefits	125012	PR040223-5230	04/07/2023	05/01/2023	3,383.73	Dental Family	102230000 - Metlife Dental	
MetLife Group Benefits	125012	PR041623-5230	04/21/2023	05/01/2023	393.10	Dental Employee Only	102230000 - Metlife Dental	
MetLife Group Benefits	125012	PR041623-5230	04/21/2023	05/01/2023	808.23	Dental Employee +1	102230000 - Metlife Dental	
MetLife Group Benefits	125012	PR041623-5230	04/21/2023	05/01/2023	3,383.04	Dental Family	102230000 - Metlife Dental	
					\$8,562.40			
					<b>\$8,562.40</b>			
Mexican Hat Special Serv Dist.	124951	423-24	04/14/2023	04/24/2023	66.93	SJC Fire/Rescue	104225270 - Utilities	
Mexican Hat Special Serv Dist.	125013	RI0501232	05/01/2023	05/01/2023	500.00	Monthly USDA Loan Payment	104850915 - Transfers to Other Units	
					<b>\$566.93</b>			
Meyer, Rick	125014	20230427154834	04/28/2023	05/01/2023	550.00	Education Course	104146330 - Employee Education	
					<b>\$550.00</b>			
MHL Systems	125084	23-16180	05/08/2023	05/10/2023	435.20	2144122509353110	214412250 - Equipment Operation	
MHL Systems	125084	23-16180	05/08/2023	05/10/2023	435.20	2144122509365118	214412250 - Equipment Operation	
MHL Systems	125084	23-16180	05/08/2023	05/10/2023	2,186.20	2144122509006107	214412250 - Equipment Operation	
					\$3,056.60			
					<b>\$3,056.60</b>			
Monticello City	124871	20230407164522	04/14/2023	04/19/2023	98.50	195461 Hideout Billing	104672270 - Utilities	
Monticello City	124952	35601-20230331	04/21/2023	04/24/2023	56.92	35601 SJC All Accounts	104165270 - Utilities	
Monticello City	124952	35601-20230331	04/21/2023	04/24/2023	56.92	35601 SJC All Accounts	104225270 - Utilities	
Monticello City	124952	35601-20230331	04/21/2023	04/24/2023	60.00	35601 SJC All Accounts	104225270 - Utilities	
Monticello City	124952	35601-20230331	04/21/2023	04/24/2023	70.00	35601 SJC All Accounts	104620270 - Utilities	
Monticello City	124952	35601-20230331	04/21/2023	04/24/2023	110.00	35601 SJC All Accounts	724167270 - Utilities	
Monticello City	124952	35601-20230331	04/21/2023	04/24/2023	196.16	35601 SJC All Accounts	104161270 - Utilities	

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Monticello City	124952	35601-20230331	04/21/2023	04/24/2023	334.12	35601 SJC All Accounts	214414270 - Utilities	
Monticello City	124952	35601-20230331	04/21/2023	04/24/2023	1,606.77	35601 SJC All Accounts	104166270 - Utilities	
					\$2,490.89			
Monticello City	125085	20230428163324	05/01/2023	05/10/2023	100.00	1.9546.1 Hideout Billing	104672270 - Utilities	
Monticello City	125085	35601-20230430	04/30/2023	05/10/2023	57.03	35601 SJC All Accounts	104225270 - Utilities	
Monticello City	125085	35601-20230430	04/30/2023	05/10/2023	57.04	35601 SJC All Accounts	104165270 - Utilities	
Monticello City	125085	35601-20230430	04/30/2023	05/10/2023	57.04	35601 SJC All Accounts	104225270 - Utilities	
Monticello City	125085	35601-20230430	04/30/2023	05/10/2023	70.14	35601 SJC All Accounts	104620270 - Utilities	
Monticello City	125085	35601-20230430	04/30/2023	05/10/2023	110.22	35601 SJC All Accounts	724167270 - Utilities	
Monticello City	125085	35601-20230430	04/30/2023	05/10/2023	199.63	35601 SJC All Accounts	104161270 - Utilities	
Monticello City	125085	35601-20230430	04/30/2023	05/10/2023	307.15	35601 SJC All Accounts	214414270 - Utilities	
Monticello City	125085	35601-20230430	04/30/2023	05/10/2023	1,486.25	35601 SJC All Accounts	104166270 - Utilities	
Monticello City	125085	HO2NDQTR2023	05/02/2023	05/10/2023	3,707.54	1.9546.1 Hideout Billing	104672270 - Utilities	
					\$6,152.04			
					<b>\$8,741.43</b>			
Monticello Mercantile	124872	C266457	04/17/2023	04/19/2023	29.99	SJC Recorder	104144240 - Office Expense	
Monticello Mercantile	124872	C267675	04/17/2023	04/19/2023	25.96	SJC Recorder	104144240 - Office Expense	
Monticello Mercantile	124872	C276291	04/14/2023	04/19/2023	26.95	SJC ITS	104151240 - Office Expense	
Monticello Mercantile	124872	C276563	04/14/2023	04/19/2023	2.98	SJC Library	724581240 - Office Expense	
Monticello Mercantile	124872	C276919	04/17/2023	04/19/2023	17.99	SJC Road	214412250 - Equipment Operation	
Monticello Mercantile	124872	C276971	04/17/2023	04/19/2023	11.49	SJC Recorder	104144240 - Office Expense	
Monticello Mercantile	124872	C277279	04/14/2023	04/19/2023	26.95	SJC Public Safety	104166260 - Buildings and Grounds	
Monticello Mercantile	124872	C277353	04/14/2023	04/19/2023	0.69	SJC Public Safety	104166260 - Buildings and Grounds	
Monticello Mercantile	124872	C277379	04/17/2023	04/19/2023	199.13	SJC Sheriff	104230350 - State Prisoner Expenses	
Monticello Mercantile	124872	C277418	04/14/2023	04/19/2023	49.99	SJC Aging	104676260 - Buildings and Grounds	
Monticello Mercantile	124872	C277431	04/14/2023	04/19/2023	57.99	SJC Aging	104676260 - Buildings and Grounds	
Monticello Mercantile	124872	C277470	04/14/2023	04/19/2023	-57.99	SJC Aging	104676260 - Buildings and Grounds	
Monticello Mercantile	124872	C277479	04/14/2023	04/19/2023	29.78	SJC Public Safety	104166260 - Buildings and Grounds	
Monticello Mercantile	124872	C277542	04/17/2023	04/19/2023	13.43	SJC Road	214412250 - Equipment Operation	
Monticello Mercantile	124872	C277553	04/17/2023	04/19/2023	11.07	SJC Road	214412250 - Equipment Operation	
Monticello Mercantile	124872	C278149	04/17/2023	04/19/2023	3.99	SJC Road	214414240 - Office Expense	
Monticello Mercantile	124872	C278149	04/17/2023	04/19/2023	12.99	SJC Road	214414260 - Buildings and Grounds	
					\$463.38			
Monticello Mercantile	124953	C276291-	04/24/2023	04/24/2023	-5.98	SJC ITS	104151240 - Office Expense	
Monticello Mercantile	124953	C277494	04/24/2023	04/24/2023	18.98	SJC Fire	104225260 - Buildings and Grounds	
Monticello Mercantile	124953	C278125	04/24/2023	04/24/2023	56.28	SJC Admin Building	104161260 - Buildings and Grounds	
Monticello Mercantile	124953	C278184	04/24/2023	04/24/2023	4.79	SJC Public Safety	104166260 - Buildings and Grounds	
Monticello Mercantile	124953	C278185	04/24/2023	04/24/2023	13.49	SJC Public Safety	104166260 - Buildings and Grounds	
Monticello Mercantile	124953	C278764	04/24/2023	04/24/2023	13.99	SJC Admin Building	104161260 - Buildings and Grounds	
Monticello Mercantile	124953	C278923	04/24/2023	04/24/2023	2.36	SJC Public Safety	104166260 - Buildings and Grounds	
					\$103.91			
Monticello Mercantile	125016	C278181	04/28/2023	05/01/2023	22.99	SJC Weed Dept	104256250 - Equipment Operation	
Monticello Mercantile	125016	C278577	04/28/2023	05/01/2023	45.47	SJC Road	214414260 - Buildings and Grounds	
Monticello Mercantile	125016	C278809	04/28/2023	05/01/2023	22.36	SJC Road	214414240 - Office Expense	
Monticello Mercantile	125016	C279369	04/28/2023	05/01/2023	12.49	SJC Road	214414240 - Office Expense	
Monticello Mercantile	125016	C279456	04/28/2023	05/01/2023	66.99	SJC Elections	104173240 - Office Expense	
Monticello Mercantile	125016	C279504	04/28/2023	05/01/2023	127.74	SJC Sheriff	104230350 - State Prisoner Expenses	
					\$298.04			
Monticello Mercantile	125086	C279314	05/09/2023	05/10/2023	11.49	SJC Road	214414260 - Buildings and Grounds	
Monticello Mercantile	125086	C279447	05/02/2023	05/10/2023	9.98	SJC Public Safety	104166260 - Buildings and Grounds	
Monticello Mercantile	125086	C279787	05/09/2023	05/10/2023	11.49	SJC Planning	104114240 - Office Expense	
					\$32.96			
					<b>\$898.29</b>			

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Morris, Rose	124873	20230407164149	04/14/2023	04/19/2023	560.00	Alternatives	104679615 - Contracts	
Morris, Rose	124873	20230407164227	04/14/2023	04/19/2023	560.00	Alternatives	104679615 - Contracts	
					\$1,120.00			
Morris, Rose	125087	20230502RM	05/10/2023	05/10/2023	560.00	Alternatives	104679615 - Contracts	
					<b>\$1,680.00</b>			
Motor Parts	124874	832999	04/17/2023	04/19/2023	-3.52	SJC Road Dept	214412250 - Equipment Operation	
Motor Parts	124874	833340	04/17/2023	04/19/2023	671.84	SJC Road Dept	214414260 - Buildings and Grounds	
Motor Parts	124874	833430	04/17/2023	04/19/2023	-36.00	SJC Road Dept	214414260 - Buildings and Grounds	
Motor Parts	124874	833530	04/17/2023	04/19/2023	14.84	SJC Road Dept	214412250 - Equipment Operation	
Motor Parts	124874	833766	04/17/2023	04/19/2023	35.10	SJC Road Dept	214412250 - Equipment Operation	
Motor Parts	124874	833857	04/17/2023	04/19/2023	573.55	SJC Road Dept	214412250 - Equipment Operation	
Motor Parts	124874	833859	04/17/2023	04/19/2023	36.50	SJC Road Dept	214412250 - Equipment Operation	
Motor Parts	124874	833919	04/17/2023	04/19/2023	479.92	SJC Road Dept	214412250 - Equipment Operation	
					\$1,772.23			
Motor Parts	125017	833978	04/27/2023	05/01/2023	4.56	SJC Landfill	574424250 - Equipment Operation	
Motor Parts	125017	834002	04/27/2023	05/01/2023	64.79	SJC Landfill	574424250 - Equipment Operation	
Motor Parts	125017	834056	04/28/2023	05/01/2023	39.98	SJC Road Dept	214412250 - Equipment Operation	
Motor Parts	125017	834360	04/28/2023	05/01/2023	22.72	SJC Road Dept	214412250 - Equipment Operation	
Motor Parts	125017	834579	04/28/2023	05/01/2023	12.05	SJC Road Dept	214412250 - Equipment Operation	
Motor Parts	125017	834650	04/28/2023	05/01/2023	62.99	SJC Road Dept	214412250 - Equipment Operation	
Motor Parts	125017	834676	04/28/2023	05/01/2023	61.36	SJC Road Dept	214412250 - Equipment Operation	
Motor Parts	125017	835064	04/28/2023	05/01/2023	665.52	SJC Road Dept	214412250 - Equipment Operation	
Motor Parts	125017	835067	04/28/2023	05/01/2023	-108.00	SJC Road Dept	214412250 - Equipment Operation	
Motor Parts	125017	835093	04/28/2023	05/01/2023	-21.34	SJC Road Dept	214412250 - Equipment Operation	
					\$804.63			
					<b>\$2,576.86</b>			
Motor Parts of Monticello	124875	548950	04/17/2023	04/19/2023	286.24	SJC Road	214412250 - Equipment Operation	
Motor Parts of Monticello	124875	549135	04/17/2023	04/19/2023	53.88	SJC Road	214412250 - Equipment Operation	
Motor Parts of Monticello	124875	549150	04/17/2023	04/19/2023	38.79	SJC Road	214412250 - Equipment Operation	
Motor Parts of Monticello	124875	549180	04/17/2023	04/19/2023	14.62	SJC Road	214412250 - Equipment Operation	
Motor Parts of Monticello	124875	549189	04/17/2023	04/19/2023	11.21	SJC Road	214412250 - Equipment Operation	
Motor Parts of Monticello	124875	549200	04/17/2023	04/19/2023	157.74	SJC Road	214412250 - Equipment Operation	
Motor Parts of Monticello	124875	549236	04/17/2023	04/19/2023	163.32	SJC Road	214412250 - Equipment Operation	
Motor Parts of Monticello	124875	549237	04/17/2023	04/19/2023	49.12	SJC Road	214412250 - Equipment Operation	
Motor Parts of Monticello	124875	549253	04/17/2023	04/19/2023	174.79	SJC Road	214412250 - Equipment Operation	
Motor Parts of Monticello	124875	549286	04/17/2023	04/19/2023	23.96	SJC Road	214412250 - Equipment Operation	
Motor Parts of Monticello	124875	549443	04/17/2023	04/19/2023	36.80	SJC Road	214412250 - Equipment Operation	
					\$1,010.47			
Motor Parts of Monticello	124954	549455	04/21/2023	04/24/2023	19.56	SJC Road	214412250 - Equipment Operation	
Motor Parts of Monticello	124954	549467	04/21/2023	04/24/2023	-163.32	SJC Road	214412250 - Equipment Operation	
Motor Parts of Monticello	124954	549490	04/21/2023	04/24/2023	19.98	SJC Road	214412250 - Equipment Operation	
Motor Parts of Monticello	124954	549496	04/21/2023	04/24/2023	14.77	SJC Road	214412250 - Equipment Operation	
Motor Parts of Monticello	124954	549516	04/21/2023	04/24/2023	16.29	SJC Road	214412250 - Equipment Operation	
Motor Parts of Monticello	124954	549537	04/21/2023	04/24/2023	16.47	SJC Road	214412250 - Equipment Operation	
Motor Parts of Monticello	124954	549621	04/21/2023	04/24/2023	138.54	SJC Road	214412250 - Equipment Operation	
Motor Parts of Monticello	124954	549630	04/21/2023	04/24/2023	5.49	SJC Road	214412250 - Equipment Operation	
Motor Parts of Monticello	124954	549640	04/21/2023	04/24/2023	196.76	SJC Road	214412250 - Equipment Operation	
Motor Parts of Monticello	124954	549667	04/21/2023	04/24/2023	104.28	SJC Road	214412250 - Equipment Operation	
Motor Parts of Monticello	124954	549826	04/21/2023	04/24/2023	268.24	SJC Road	214412250 - Equipment Operation	
Motor Parts of Monticello	124954	549832	04/21/2023	04/24/2023	-72.76	SJC Road	214412250 - Equipment Operation	
					\$564.30			
Motor Parts of Monticello	125018	549895	04/28/2023	05/01/2023	5.00	SJC Road	214412250 - Equipment Operation	

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Motor Parts of Monticello	125018	549921	04/28/2023	05/01/2023	20.88	SJC Road	214412250 - Equipment Operation	
Motor Parts of Monticello	125018	549930	04/28/2023	05/01/2023	35.13	SJC Road	214412250 - Equipment Operation	
Motor Parts of Monticello	125018	549969	04/28/2023	05/01/2023	19.07	SJC Weed Dept	104256250 - Equipment Operation	
Motor Parts of Monticello	125018	549973	04/28/2023	05/01/2023	117.38	SJC Road	214412250 - Equipment Operation	
Motor Parts of Monticello	125018	549993	04/28/2023	05/01/2023	212.64	SJC Road	214412250 - Equipment Operation	
Motor Parts of Monticello	125018	550023	04/28/2023	05/01/2023	17.20	SJC Road	214412250 - Equipment Operation	
Motor Parts of Monticello	125018	550027	04/28/2023	05/01/2023	179.24	SJC Road	214412250 - Equipment Operation	
Motor Parts of Monticello	125018	550202	04/28/2023	05/01/2023	186.50	SJC Road	214412250 - Equipment Operation	
Motor Parts of Monticello	125018	550297	04/28/2023	05/01/2023	203.74	SJC Road	214412250 - Equipment Operation	
Motor Parts of Monticello	125018	550306	04/28/2023	05/01/2023	38.85	SJC Road	214412250 - Equipment Operation	
Motor Parts of Monticello	125018	550339	04/28/2023	05/01/2023	152.36	SJC Road	214412250 - Equipment Operation	
Motor Parts of Monticello	125018	550365	04/28/2023	05/01/2023	5.46	SJC Road	214412250 - Equipment Operation	
					<b>\$1,193.45</b>			
Motor Parts of Monticello	125088	532275	05/09/2023	05/10/2023	2.15	SJC Admin Building	104161260 - Buildings and Grounds	
Motor Parts of Monticello	125088	541947	10/25/2022	05/10/2023	4.17	SJC Sheriff	104210610 - Miscellaneous Supplies	
					<b>\$6.32</b>			
					<b>\$2,774.54</b>			
Moulton, Mike	125089	20230502MM	05/09/2023	05/10/2023	1,123.18	Travel Reimbursement	255310.230 - PHEP Preparedness Trav	
					<b>\$1,123.18</b>			
Mountainland Supply Co	124876	S105279561.001	04/18/2023	04/19/2023	992.31	SJC Road Dept	214414410 - Road Supplies	
Mountainland Supply Co	124955	S105178823.001-	04/21/2023	04/24/2023	15.20	SJC Road Dept	214414260 - Buildings and Grounds	
					<b>\$1,007.51</b>			
MSFS of Utah	125019	20230428163600	05/01/2023	05/01/2023	495.00	SJC Aging	104682615 - Contracts	
					<b>\$495.00</b>			
Myers Tire Supply Company	125020	32002626	04/28/2023	05/01/2023	80.23	SJC Road Dept	214412250 - Equipment Operation	
					<b>\$80.23</b>			
National Benefit Services LLC	124956	916805	04/24/2023	04/24/2023	88.45	FSA Plan Admin Fees	104965140 - Other Employee Benefits	
National Benefit Services LLC	124956	CP344316	04/24/2023	04/24/2023	4,647.82	Claims Paid Invoice	102227000 - NBS - Health Care Reimb	
					<b>\$4,736.27</b>			
					<b>\$4,736.27</b>			
Navajo Nation Water Code Administr	124957	231-1007	04/14/2023	04/24/2023	16.06	SJC Fire	104225270 - Utilities	
					<b>\$16.06</b>			
Navajo Sanitation	124877	117621	04/17/2023	04/19/2023	297.00	Bluff Senior Center-2772	104672270 - Utilities	
					<b>\$297.00</b>			
Navajo Tribal UtilityAuthority	124958	31001940256	04/21/2023	04/24/2023	122.94	60378368 4000 W HWY 163	214414270 - Utilities	
Navajo Tribal UtilityAuthority	124958	31001940257	04/21/2023	04/24/2023	184.40	60378370- MC N Hwy 162 NE LDS CHR Tower	104574270 - Utilities	
Navajo Tribal UtilityAuthority	124958	31001940258	04/21/2023	04/24/2023	38.38	60378371 Along Hwy 162	214414270 - Utilities	
Navajo Tribal UtilityAuthority	124958	31001940259	04/21/2023	04/24/2023	5.08	60378372 Abt HWY 162	104850270 - Utilities	
Navajo Tribal UtilityAuthority	124958	31001940260	04/21/2023	04/24/2023	4.56	60378373 - Abt State Road 162	104850270 - Utilities	
Navajo Tribal UtilityAuthority	124958	37001158389	04/21/2023	04/24/2023	131.68	60378369	104574270 - Utilities	
					<b>\$487.04</b>			
Navajo Tribal UtilityAuthority	125021	31001940262	05/01/2023	05/01/2023	5.95	60378375 Hwy 162 and Hwy 262	104850730 - Improvements Other Than	
Navajo Tribal UtilityAuthority	125021	31001940263	05/01/2023	05/01/2023	5.95	60378376 Front Fire Station	104850730 - Improvements Other Than	
Navajo Tribal UtilityAuthority	125021	31001940621	05/01/2023	05/01/2023	162.73	60378374 101 S 100 E	104225270 - Utilities	
Navajo Tribal UtilityAuthority	125021	39001021311	05/01/2023	05/01/2023	124.93	60040657 MZC Fire Station East	104225270 - Utilities	
					<b>\$299.56</b>			
					<b>\$786.60</b>			

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New Technology Solutions	124878	4830	04/14/2023	04/19/2023	100.00	SJC Aging	104676260 - Buildings and Grounds	
New Technology Solutions	124878	4831	04/14/2023	04/19/2023	40.00	SJC Ambulance	264350260 - Buildings and Grounds	
New Technology Solutions	124878	4832	04/14/2023	04/19/2023	25.00	SJC Buildings	104161260 - Buildings and Grounds	
New Technology Solutions	124878	4832	04/14/2023	04/19/2023	25.00	SJC Buildings	104163260 - Buildings and Grounds	
New Technology Solutions	124878	4832	04/14/2023	04/19/2023	25.00	SJC Buildings	104165260 - Buildings and Grounds	
New Technology Solutions	124878	4832	04/14/2023	04/19/2023	25.00	SJC Buildings	104166260 - Buildings and Grounds	
New Technology Solutions	124878	4833	04/14/2023	04/19/2023	31.00	SJC Libraries	724169260 - Buildings and Grounds	
New Technology Solutions	124878	4833	04/14/2023	04/19/2023	32.00	SJC Libraries	724167260 - Buildings and Grounds	
New Technology Solutions	124878	4833	04/14/2023	04/19/2023	32.00	SJC Libraries	724168260 - Buildings and Grounds	
New Technology Solutions	124878	4834	04/14/2023	04/19/2023	100.00	SJC Fire	104225260 - Buildings and Grounds	
New Technology Solutions	124878	4836	04/17/2023	04/19/2023	40.00	SJC Public Health	255007.260 - Indirect Admin Buildings	
					<u>\$475.00</u>			
					<b>\$475.00</b>			
Nicholas & Company	124879	8306180	04/14/2023	04/19/2023	460.48	SJC Aging	104678323 - Meals - Monticello	
Nicholas & Company	124879	8306180	04/14/2023	04/19/2023	460.49	SJC Aging	104677323 - Meals - Monticello	
Nicholas & Company	124879	8306182	04/14/2023	04/19/2023	373.34	SJC Aging	104677325 - Meals - Blanding	
Nicholas & Company	124879	8306182	04/14/2023	04/19/2023	373.34	SJC Aging	104678325 - Meals - Blanding	
Nicholas & Company	124879	8310442	04/17/2023	04/19/2023	443.17	SJC Sheriff	104230480 - Kitchen Food	
Nicholas & Company	124879	8313766	04/17/2023	04/19/2023	2,279.73	SJC Sheriff	104230480 - Kitchen Food	
Nicholas & Company	124879	8313770	04/17/2023	04/19/2023	464.99	SJC Aging	104677323 - Meals - Monticello	
Nicholas & Company	124879	8313770	04/17/2023	04/19/2023	465.00	SJC Aging	104678323 - Meals - Monticello	
Nicholas & Company	124879	8313772	04/17/2023	04/19/2023	646.17	SJC Aging	104677325 - Meals - Blanding	
Nicholas & Company	124879	8313772	04/17/2023	04/19/2023	646.17	SJC Aging	104678325 - Meals - Blanding	
Nicholas & Company	124879	8313773	04/17/2023	04/19/2023	606.31	SJC Aging	104677329 - Meals - Bluff	
Nicholas & Company	124879	8313773	04/17/2023	04/19/2023	606.31	SJC Aging	104678329 - Meals - Bluff	
Nicholas & Company	124879	8318036	04/17/2023	04/19/2023	452.10	SJC Sheriff	104230480 - Kitchen Food	
					<u>\$8,277.60</u>			
Nicholas & Company	124959	8321423	04/24/2023	04/24/2023	2,255.89	SJC Sheriff	104230480 - Kitchen Food	
Nicholas & Company	124959	8321427	04/24/2023	04/24/2023	158.01	SJC Aging	104677328 - Meals - La Sal	
Nicholas & Company	124959	8321427	04/24/2023	04/24/2023	158.01	SJC Aging	104678328 - Meals - La Sal	
Nicholas & Company	124959	8321428	04/24/2023	04/24/2023	456.54	SJC Aging	104677323 - Meals - Monticello	
Nicholas & Company	124959	8321428	04/24/2023	04/24/2023	456.54	SJC Aging	104678323 - Meals - Monticello	
Nicholas & Company	124959	8321430	04/24/2023	04/24/2023	244.52	SJC Aging	104677325 - Meals - Blanding	
Nicholas & Company	124959	8321430	04/24/2023	04/24/2023	244.52	SJC Aging	104678325 - Meals - Blanding	
Nicholas & Company	124959	8325486	04/24/2023	04/24/2023	294.58	SJC Sheriff	104230480 - Kitchen Food	
					<u>\$4,268.61</u>			
Nicholas & Company	125022	8328558	04/28/2023	05/01/2023	1,170.30	SJC Sheriff	104230480 - Kitchen Food	
Nicholas & Company	125022	8328562	05/01/2023	05/01/2023	497.45	SJC Aging	104677323 - Meals - Monticello	
Nicholas & Company	125022	8328562	05/01/2023	05/01/2023	497.45	SJC Aging	104678323 - Meals - Monticello	
Nicholas & Company	125022	8328564	05/01/2023	05/01/2023	271.81	SJC Aging	104677325 - Meals - Blanding	
Nicholas & Company	125022	8328564	05/01/2023	05/01/2023	271.81	SJC Aging	104678325 - Meals - Blanding	
Nicholas & Company	125022	8328565	05/01/2023	05/01/2023	428.89	SJC Aging	104678329 - Meals - Bluff	
Nicholas & Company	125022	8328565	05/01/2023	05/01/2023	428.90	SJC Aging	104677329 - Meals - Bluff	
					<u>\$3,566.61</u>			
Nicholas & Company	125090	8332589	05/02/2023	05/10/2023	475.03	SJC Sheriff	104230480 - Kitchen Food	
Nicholas & Company	125090	8335865	05/02/2023	05/10/2023	2,323.80	SJC Sheriff	104230480 - Kitchen Food	
Nicholas & Company	125090	8335870	05/02/2023	05/10/2023	524.59	Monticello Senior Center	104678323 - Meals - Monticello	
Nicholas & Company	125090	8335870	05/02/2023	05/10/2023	524.60	Monticello Senior Center	104677323 - Meals - Monticello	
Nicholas & Company	125090	8335872	05/02/2023	05/10/2023	511.43	Blanding Senior Center	104678325 - Meals - Blanding	
Nicholas & Company	125090	8335872	05/02/2023	05/10/2023	511.44	Blanding Senior Center	104677325 - Meals - Blanding	
Nicholas & Company	125090	8335878	05/02/2023	05/10/2023	366.74	LaSal Senior Center	104678328 - Meals - La Sal	
Nicholas & Company	125090	8335878	05/02/2023	05/10/2023	366.75	LaSal Senior Center	104677328 - Meals - La Sal	
					<u>\$5,604.38</u>			
					<b>\$21,717.20</b>			

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Nieves, Ronnie	125091	20230504RN	05/09/2023	05/10/2023	1,036.69	Travel Reimbursement	255025.310 - ELC DREAM Outbreak P	
					<b>\$1,036.69</b>			
ODP Business Solutions LLC	124880	305296504001	04/17/2023	04/19/2023	18.80	SJC Recorder	104144240 - Office Expense	
ODP Business Solutions LLC	124880	305300470001	04/17/2023	04/19/2023	9.04	SJC Recorder	104144240 - Office Expense	
ODP Business Solutions LLC	124880	305504483001	04/17/2023	04/19/2023	539.47	SJC Road Dept	214414240 - Office Expense	
ODP Business Solutions LLC	124880	305506647001	04/17/2023	04/19/2023	315.82	SJC Road Dept	214414240 - Office Expense	
ODP Business Solutions LLC	124880	305506648001	04/17/2023	04/19/2023	315.82	SJC Road Dept	214414240 - Office Expense	
					<b>\$1,198.95</b>			
ODP Business Solutions LLC	124960	306689040001	04/24/2023	04/24/2023	51.27	290885 SJC Sheriff	104230240 - Office Expense	
ODP Business Solutions LLC	125092	310415678001	05/02/2023	05/10/2023	25.97	290885 SJC Sheriff	104230250 - Equipment Operation	
					<b>\$1,276.19</b>			
Oliver & Sitterud	125023	RI0501233	05/01/2023	05/01/2023	14,500.00		104126310 - Professional and Technica	
					<b>\$14,500.00</b>			
Package Runner Logistics LLC	124881	23131	04/17/2023	04/19/2023	35.96	San Juan Public Health	255282.240 - EED - Vulnerable Outrea	
					<b>\$35.96</b>			
Packard Wholesale Co.	124882	INV204352	04/17/2023	04/19/2023	22.35	SJC Aging	104678325 - Meals - Blanding	
Packard Wholesale Co.	124882	INV204352	04/17/2023	04/19/2023	22.36	SJC Aging	104677325 - Meals - Blanding	
Packard Wholesale Co.	124882	INV204979	04/17/2023	04/19/2023	15.62	SJC Sheriff's Office	104230350 - State Prisoner Expenses	
Packard Wholesale Co.	124882	INV205005	04/17/2023	04/19/2023	110.29	SJC Sheriff's Office	104230480 - Kitchen Food	
Packard Wholesale Co.	124882	INV205007	04/17/2023	04/19/2023	154.98	SJC Sheriff's Office	104230350 - State Prisoner Expenses	
Packard Wholesale Co.	124882	INV205008	04/17/2023	04/19/2023	662.26	SJC Sheriff's Office	104230350 - State Prisoner Expenses	
Packard Wholesale Co.	124882	INV205514	04/17/2023	04/19/2023	348.22	SJC Sheriff's Office	104230350 - State Prisoner Expenses	
					<b>\$1,336.08</b>			
Packard Wholesale Co.	124961	INV204914	04/24/2023	04/24/2023	371.71	SJC Sheriff's Office	104230350 - State Prisoner Expenses	
Packard Wholesale Co.	124961	INV205522	04/24/2023	04/24/2023	414.03	SJC Aging	104678325 - Meals - Blanding	
Packard Wholesale Co.	124961	INV205522	04/24/2023	04/24/2023	414.04	SJC Aging	104677325 - Meals - Blanding	
Packard Wholesale Co.	124961	INV205941	04/24/2023	04/24/2023	474.81	SJC Sheriff's Office	104230350 - State Prisoner Expenses	
Packard Wholesale Co.	124961	INV205975	04/24/2023	04/24/2023	286.33	SJC Sheriff's Office	104230350 - State Prisoner Expenses	
Packard Wholesale Co.	124961	INV206005	04/24/2023	04/24/2023	154.98	SJC Sheriff's Office	104230350 - State Prisoner Expenses	
Packard Wholesale Co.	124961	INV206006	04/24/2023	04/24/2023	83.59	SJC Aging	104677323 - Meals - Monticello	
Packard Wholesale Co.	124961	INV206006	04/24/2023	04/24/2023	83.59	SJC Aging	104678323 - Meals - Monticello	
Packard Wholesale Co.	124961	INV206021	04/24/2023	04/24/2023	339.81	SJC Sheriff's Office	104230350 - State Prisoner Expenses	
					<b>\$2,622.89</b>			
Packard Wholesale Co.	125093	INV205976	05/02/2023	05/10/2023	201.21	SJC Public Health	255007.260 - Indirect Admin Buildings	
Packard Wholesale Co.	125093	INV206521	05/09/2023	05/10/2023	260.76	SJC Sheriff's Office	104230350 - State Prisoner Expenses	
Packard Wholesale Co.	125093	INV206534	05/02/2023	05/10/2023	50.53	SJC Senior Center	104677323 - Meals - Monticello	
Packard Wholesale Co.	125093	INV206534	05/02/2023	05/10/2023	50.53	SJC Senior Center	104678323 - Meals - Monticello	
Packard Wholesale Co.	125093	INV206540	05/09/2023	05/10/2023	94.41	SJC Sheriff's Office	104230480 - Kitchen Food	
					<b>\$657.44</b>			
					<b>\$4,616.41</b>			
PEHP	125024	125783	04/28/2023	05/01/2023	211,794.07	Health Insurance	102226000 - Health Insurance	
					<b>\$211,794.07</b>			
Pepsi-Cola	125094	77833270	05/09/2023	05/10/2023	383.13	SJC Sheriff Dept	104230480 - Kitchen Food	
					<b>\$383.13</b>			
Petty Cash	124883	20230411095541	04/17/2023	04/19/2023	5.45	La Sal Library	724581920 - Grant Expenses	



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Petty Cash	125095	20230501110036	05/02/2023	05/10/2023	65.32	Bluff Library	724581240 - Office Expense	
Petty Cash	125096	20230501110119	05/02/2023	05/10/2023	5.45	La Sal Library	724581920 - Grant Expenses	
					<b>\$76.22</b>			
Petty Cash - Public Health or Tyler K	124884	EVPH040723-2	04/18/2023	04/19/2023	10.69	Tobacco Compliance Cash Reimb	255062.620 - Tobacco Compliance Mis	
					<b>\$10.69</b>			
Phair, Stephen	124885	20230411095514	04/14/2023	04/19/2023	150.00	Mental Health Commitment	104125310 - Professional and Technica	
					<b>\$150.00</b>			
Pitney Bowes	124886	1022841906	04/17/2023	04/19/2023	84.03	0010203954 SJC Sheriff	104230241 - Postage	
					<b>\$84.03</b>			
Podmore, Zak	124962	20230421145951	04/24/2023	04/24/2023	50.00	Library Board Meeting	724580620 - Miscellaneous Services	
					<b>\$50.00</b>			
Postmaster	124887	20230403102922	04/04/2023	04/19/2023	860.00	BRM Annual Maintenance	104173241 - Postage	
					<b>\$860.00</b>			
PRCA	125025	20230427154614	04/28/2023	05/01/2023	25,700.00	PRCA Approval Fee	104850620 - Miscellaneous Services	
					<b>\$25,700.00</b>			
Pugh, Delton	124888	20230407164104	04/14/2023	04/19/2023	45.00	Travel Reimbursement	104682230 - Travel Expense	
Pugh, Delton	125097	20230501DP	05/09/2023	05/10/2023	117.61	Travel Reimbursement	104682230 - Travel Expense	
					<b>\$162.61</b>			
Purchase Power	124963	20230421150126	04/24/2023	04/24/2023	770.83	SJC Sheriff Dept - 8000-9000-0182-4113	104230241 - Postage	
					<b>\$770.83</b>			
Quadient Inc	124889	N9880469	04/17/2023	04/19/2023	985.50	Lease Payment for Postage machine	104150241 - Postage	
					<b>\$985.50</b>			
Quill Corporation	125098	31709846	05/09/2023	05/10/2023	58.68	SJC Landfill	574424240 - Office Expense	
					<b>\$58.68</b>			
Rahm Transport & Logistics LLC	125099	2000	05/08/2023	05/10/2023	2,400.00	2144144109000142	214414410 - Road Supplies	
					<b>\$2,400.00</b>			
Randall, Becky	125100	20230504RR	05/09/2023	05/10/2023	60.00	Travel Reimbursement	724581230 - Travel Expense	
					<b>\$60.00</b>			
Redd's Ace Hardware	124890	873884	04/17/2023	04/19/2023	7.98	SJC Road	214412250 - Equipment Operation	
Redd's Ace Hardware	124890	874743	04/14/2023	04/19/2023	70.69	SJC Information Systems	104151480 - Special Department Suppl	
					<b>\$78.67</b>			
Redd's Ace Hardware	124964	864820	04/21/2023	04/24/2023	25.76	SJC Admin Building	104161260 - Buildings and Grounds	
Redd's Ace Hardware	125026	860022	05/01/2023	05/01/2023	11.99	SJC Public Health	255310.240 - PHEP Preparedness Offi	
Redd's Ace Hardware	125026	871602	04/28/2023	05/01/2023	93.94	SJC Library	724581240 - Office Expense	
Redd's Ace Hardware	125026	871783	04/28/2023	05/01/2023	45.98	SJC Library	724581240 - Office Expense	
Redd's Ace Hardware	125026	871784	04/28/2023	05/01/2023	56.97	SJC Library	724581240 - Office Expense	
Redd's Ace Hardware	125026	872144	04/28/2023	05/01/2023	2.79	SJC Library	724581240 - Office Expense	
Redd's Ace Hardware	125026	872254	04/28/2023	05/01/2023	32.98	SJC Library	724581240 - Office Expense	
Redd's Ace Hardware	125026	872669	04/28/2023	05/01/2023	2.00	SJC Library	724581240 - Office Expense	

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Redd's Ace Hardware	125026	874574	04/28/2023	05/01/2023	15.95	SJC Road	214414260 - Buildings and Grounds	
Redd's Ace Hardware	125026	874790	05/01/2023	05/01/2023	14.02	SJC Public Health	255282.240 - EED - Vulnerable Outrea	
Redd's Ace Hardware	125026	875071	05/01/2023	05/01/2023	19.98	SJC Public Health	255193.480 - Home Visiting - PAT Spec	
Redd's Ace Hardware	125026	875367	04/28/2023	05/01/2023	19.54	SJC Road	214414241 - Postage	
					<u>316.14</u>			
					\$316.14			
Redd's Ace Hardware	125101	858404	05/09/2023	05/10/2023	18.17	SJC Landfill	574424240 - Office Expense	
Redd's Ace Hardware	125101	858405	05/09/2023	05/10/2023	19.96	SJC Landfill	574424240 - Office Expense	
Redd's Ace Hardware	125101	8588848	05/09/2023	05/10/2023	19.97	SJC Landfill	574424240 - Office Expense	
Redd's Ace Hardware	125101	859495	05/02/2023	05/10/2023	54.96	SJC Public Safety	104166260 - Buildings and Grounds	
Redd's Ace Hardware	125101	863424	05/09/2023	05/10/2023	4.25	SJC Landfill	574424250 - Equipment Operation	
Redd's Ace Hardware	125101	866918	05/09/2023	05/10/2023	89.99	SJC Landfill	574424250 - Equipment Operation	
Redd's Ace Hardware	125101	869117	05/02/2023	05/10/2023	11.99	Blanding Library	724581240 - Office Expense	
Redd's Ace Hardware	125101	874235	05/02/2023	05/10/2023	59.16	Blanding Library	724581240 - Office Expense	
Redd's Ace Hardware	125101	874402	05/02/2023	05/10/2023	4.59	Blanding Library	724581240 - Office Expense	
Redd's Ace Hardware	125101	874706	05/02/2023	05/10/2023	4.59	Blanding Library	724581240 - Office Expense	
					<u>287.63</u>			
					\$287.63			
					<b>\$708.20</b>			
RegenceBlueCross BlueShield UT	EFT	231080001099	04/18/2023	04/18/2023	544.43	Claims Expense	104965134 - Health Insurance	
					<u>544.43</u>			
					\$544.43			
River Canyon Wireless	124891	105909	04/17/2023	04/19/2023	39.99	San Juan County Fairgrounds	104620270 - Utilities	
					<u>39.99</u>			
					\$39.99			
Rivistas Subscription Services	125027	32035-	04/28/2023	05/01/2023	284.76	SJC Library	724581210 - Subscriptions and Membe	
					<u>284.76</u>			
					\$284.76			
Roberts, Nichole	124965	301	04/14/2023	04/24/2023	6.40	TRANSPORT	104672615 - Contracts	
Roberts, Nichole	124965	302	04/14/2023	04/24/2023	23.60	TRANSPORT	104672615 - Contracts	
Roberts, Nichole	124965	303	04/14/2023	04/24/2023	6.40	TRANSPORT	104672615 - Contracts	
Roberts, Nichole	124965	304	04/14/2023	04/24/2023	23.60	TRANSPORT	104672615 - Contracts	
Roberts, Nichole	124965	305	04/14/2023	04/24/2023	23.60	TRANSPORT	104672615 - Contracts	
					<u>63.00</u>			
					\$63.00			
					<b>\$83.60</b>			
Rock, Christine	124892	20230407164157	04/14/2023	04/19/2023	560.00	Alternatives	104679615 - Contracts	
Rock, Christine	125102	20230502CR	05/10/2023	05/10/2023	560.00	Alternatives	104679615 - Contracts	
					<u>1,120.00</u>			
					\$1,120.00			
Rocky Mountain Power	124893	20230406090018	04/14/2023	04/19/2023	24.49	59405396-0029 SJC Road	214414270 - Utilities	
Rocky Mountain Power	124893	20230407164243	04/14/2023	04/19/2023	214.00	59271696-0055	104672270 - Utilities	
Rocky Mountain Power	124893	20230407164316	04/14/2023	04/19/2023	251.46	73241784-0020 Lasal Fire	104225270 - Utilities	
Rocky Mountain Power	124893	20230413160343	04/17/2023	04/19/2023	448.58	59271696-0048 SJC Road	104225270 - Utilities	
					<u>938.53</u>			
					\$938.53			
Rocky Mountain Power	124966	20230421145951	04/21/2023	04/24/2023	107.62	59288636-0037 Mexican Hat TV	104574270 - Utilities	
Rocky Mountain Power	124966	20230421164912	04/24/2023	04/24/2023	130.07	59271696-0022 Lasal Fire	104225270 - Utilities	
					<u>237.69</u>			
					\$237.69			
Rocky Mountain Power	125028	20230428163724	05/01/2023	05/01/2023	50.90	59288636-0086 Mex Hat Fire Station	104225270 - Utilities	
Rocky Mountain Power	125028	20230428163730	05/01/2023	05/01/2023	45.73	73241784-0038 SJC Fire Control	104225270 - Utilities	
Rocky Mountain Power	125028	20230428163803	05/01/2023	05/01/2023	73.28	59288636-0045 Fire House/AMB	104225270 - Utilities	
					<u>169.91</u>			
					\$169.91			
Rocky Mountain Power	125103	20230503-14575	05/02/2023	05/10/2023	349.96	59288636-0045 Fire House/AMB	104225270 - Utilities	

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Rocky Mountain Power	125103	20230503-14575	05/02/2023	05/10/2023	22.38	SJC Road 2144142700796101	214414270 - Utilities	
Rocky Mountain Power	125103	20230504164308	05/02/2023	05/10/2023	210.95	59271696-0055	104672270 - Utilities	
					\$583.29			
					<b>\$1,929.42</b>			
Roughrock Aviation LLC	125029	RI0501234	05/01/2023	05/01/2023	6,500.00		105430615 - Contracts	
					<b>\$6,500.00</b>			
Safety Supply & Sign Co. Inc.	125030	184869	04/28/2023	05/01/2023	281.08	SJC Road Dept	214414410 - Road Supplies	
					<b>\$281.08</b>			
Salt Lake Community College	124894	2023.11.3	04/18/2023	04/19/2023	59.75	SJC Cadet meals	104230230 - Travel Expense	
					<b>\$59.75</b>			
Salt Lake County Library Fiscal Dept	124895	217104942	04/14/2023	04/19/2023	22.99	SJC Library	724581480 - Collection Development	
					<b>\$22.99</b>			
San Juan Building Supply Inc.	124896	2303-218808	04/17/2023	04/19/2023	64.34	SJC Library	724168260 - Buildings and Grounds	
					<b>\$64.34</b>			
San Juan Clinic	124897	9089253	04/17/2023	04/19/2023	72.00	110717 Gene Burgess	214414620 - Miscellaneous Services	
San Juan Clinic	125031	9095220	04/28/2023	05/01/2023	72.00	104367 William Russell Montague	214414620 - Miscellaneous Services	
					<b>\$144.00</b>			
San Juan Hospital	124898	9091516	04/18/2023	04/19/2023	212.52	125471 Vince Griego	104230312 - Medical Expenses	
San Juan Hospital	125032	9097855	04/28/2023	05/01/2023	1,591.60	116861 Lucius Curtis	104230312 - Medical Expenses	
					<b>\$1,804.12</b>			
San Juan Pharmacy Blanding	124899	27190	04/17/2023	04/19/2023	9.22	San Juan County Jail	104230312 - Medical Expenses	
San Juan Pharmacy Blanding	124899	27575	04/17/2023	04/19/2023	24.95	San Juan County Jail	104230312 - Medical Expenses	
San Juan Pharmacy Blanding	124899	361562	04/17/2023	04/19/2023	1.45	San Juan County Jail	104230312 - Medical Expenses	
					\$35.62			
San Juan Pharmacy Blanding	125033	362283	04/28/2023	05/01/2023	7.20	San Juan County Jail	104230312 - Medical Expenses	
					<b>\$42.82</b>			
San Juan Record	124900	SJCAG0323	04/17/2023	04/19/2023	1,512.00	SJC Aging	104671610 - Miscellaneous Supplies	
San Juan Record	124900	SJCAG0323	04/17/2023	04/19/2023	1,512.00	SJC Aging	104684610 - Miscellaneous Supplies	
San Juan Record	124900	SJCAG0323	04/17/2023	04/19/2023	1,512.00	SJC Aging	104686610 - Miscellaneous Supplies	
San Juan Record	124900	SJCHR0323	04/17/2023	04/19/2023	0.04	SJC Human Resources	574424220 - Public Notices	
San Juan Record	124900	SJCHR0323	04/17/2023	04/19/2023	72.94	SJC Human Resources	104134220 - Public Notices	
San Juan Record	124900	SJCHR0323	04/17/2023	04/19/2023	72.94	SJC Human Resources	104161220 - Public Notices	
San Juan Record	124900	SJCHR0323	04/17/2023	04/19/2023	72.94	SJC Human Resources	104210220 - Public Notices	
San Juan Record	124900	SJCHR0323	04/17/2023	04/19/2023	72.94	SJC Human Resources	264350220 - Public Notices	
San Juan Record	124900	SJCHR0323	04/17/2023	04/19/2023	72.94	SJC Human Resources	574424220 - Public Notices	
San Juan Record	124900	SJCHR0323	04/17/2023	04/19/2023	145.88	SJC Human Resources	214414220 - Public Notices	
San Juan Record	124900	SJCHR0323	04/17/2023	04/19/2023	145.88	SJC Human Resources	254310220 - Public Notices	
					\$5,192.50			
San Juan Record	124967	162570	04/14/2023	04/24/2023	36.40	SJC Planning	104114220 - Public Notices	
San Juan Record	125034	162788	04/28/2023	05/01/2023	84.00	SJC Weed Dept	104256220 - Public Notices	
San Juan Record	125034	20230426170830	04/28/2023	05/01/2023	30.00	SJC Library	724581210 - Subscriptions and Membe	
San Juan Record	125034	614028	04/28/2023	05/01/2023	24.95	SJC Library	724581480 - Collection Development	
					<b>\$138.95</b>			

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San Juan Record	125104	162802	05/08/2023	05/10/2023	34.99	SJC Library	724581480 - Collection Development	
San Juan Record	125104	20230505082801	05/02/2023	05/10/2023	6.50	SJC Assessor	104146310 - Professional and Technica	
San Juan Record	125104	SJCAG0423	05/09/2023	05/10/2023	1,512.00	SJC Aging	104686610 - Miscellaneous Supplies	
					<u>\$1,553.49</u>			
					<b>\$6,921.34</b>			
Schulte, Tim	124968	20230421145951	04/24/2023	04/24/2023	50.00	Library Board Meeting	724580620 - Miscellaneous Services	
					<u>\$50.00</u>			
Semi Service Inc.	124969	ATR04571	04/24/2023	04/24/2023	4,267.69	SJC Admin Building	104161740 - Equipment Purchases	
					<u>\$4,267.69</u>			
SEUALG	124970	20230421145951	04/24/2023	04/24/2023	5,000.00	San Juan County Dues & Contributions	104150210 - Subscriptions and Membe	
					<u>\$5,000.00</u>			
Silas, Marilyn	124901	20230407164211	04/14/2023	04/19/2023	560.00	Alternatives	104679615 - Contracts	
Silas, Marilyn	125105	20230502MS	05/10/2023	05/10/2023	560.00	Alternatives	104679615 - Contracts	
					<u>\$1,120.00</u>			
Simpleview LLC	124902	INV355687	04/17/2023	04/19/2023	333.33	SJC Econ Dev and Visitor Services	104193210 - Subscriptions and Membe	
					<u>\$333.33</u>			
SJC Inmate Account	124903	SJCIA202303	04/17/2023	04/19/2023	3,010.25	Trustee Payroll	104230352 - Inmate Humanitarian Exp	
SJC Inmate Account	125106	SJCIA	05/09/2023	05/10/2023	3,709.50	Trustee Payroll	104230352 - Inmate Humanitarian Exp	
					<u>\$6,719.75</u>			
Skaggs Companies Inc.	125107	450_A_168027_1	05/08/2023	05/10/2023	103.61	SJC Sheriff Dept	104230141 - Uniform Allowance	
Skaggs Companies Inc.	125107	450_A_169685_1	05/08/2023	05/10/2023	11.99	SJC Sheriff Dept	104230141 - Uniform Allowance	
Skaggs Companies Inc.	125107	450_A_169685_2	05/08/2023	05/10/2023	94.50	SJC Sheriff Dept	104230141 - Uniform Allowance	
					<u>\$210.10</u>			
					<b>\$210.10</b>			
Sorenson Advertising, dba Relic Age	124904	208937	04/18/2023	04/19/2023	22,100.00	SJC Tourism	104193490 - Advertising and Promotion	
Sorenson Advertising, dba Relic Age	125108	209011	05/02/2023	05/10/2023	19,000.00	SJC Tourism	104193490 - Advertising and Promotion	
					<u>\$41,100.00</u>			
Southwest Colorado TV	125035	04-26	05/01/2023	05/01/2023	2,405.90	Contract Services	104574615 - Contracts	
					<u>\$2,405.90</u>			
Stubbs, Silvia	125109	20230501105850	05/02/2023	05/10/2023	7.88	Travel Reimbursement	104111230 - Travel Expense	
					<u>\$7.88</u>			
Suitter Axland PLLC	124905	2385	04/14/2023	04/19/2023	837.00	SJC Attorney	104156310 - Professional and Technica	
Suitter Axland PLLC	125110	2467	05/08/2023	05/10/2023	441.00	SJC Attorney	104156310 - Professional and Technica	
					<u>\$1,278.00</u>			
Sunada, Grant	125037	20230427154416	04/28/2023	05/01/2023	164.04	Travel Reimbursement	255007.230 - Indirect Admin Travel exp	
					<u>\$164.04</u>			
Symbol Arts	124906	0459158	04/17/2023	04/19/2023	2,021.50	SJC Sheriff Dept	104210480 - Special Department Suppl	
					<u>\$2,021.50</u>			

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Sysco Intermountain Food Svc.	124907	485902921	04/18/2023	04/19/2023	300.52	SJC Jail	104230480 - Kitchen Food	
Sysco Intermountain Food Svc.	124907	485905078	04/18/2023	04/19/2023	26.70	SJC Jail	104230480 - Kitchen Food	
Sysco Intermountain Food Svc.	124907	485915997	04/18/2023	04/19/2023	838.34	SJC Jail	104230480 - Kitchen Food	
					<u>\$1,165.56</u>			
Sysco Intermountain Food Svc.	124971	485931150	04/24/2023	04/24/2023	173.92	SJC Jail	104230480 - Kitchen Food	
Sysco Intermountain Food Svc.	125038	485937568	04/28/2023	05/01/2023	16.72	SJC Jail	104230480 - Kitchen Food	
Sysco Intermountain Food Svc.	125038	485944516	04/28/2023	05/01/2023	350.99	SJC Jail	104230480 - Kitchen Food	
					<u>\$367.71</u>			
					<b>\$1,707.19</b>			
Tait, Dawn	124908	4102023	04/17/2023	04/19/2023	80.00	SJC Economic Dev	104192240 - Office Expense	
					<u>\$80.00</u>			
Tate, Jed	124909	20230411095514	04/14/2023	04/19/2023	209.00	Travel Reimbursement	574424230 - Travel Expense	
Tate, Jed	125039	20230427154416	04/28/2023	05/01/2023	216.00	Travel Reimbursement	574424230 - Travel Expense	
					<u>\$425.00</u>			
The Bag Lady Inc	124972	35793	04/21/2023	04/24/2023	29,325.00	Flood Mit Grant	104141740 - Equipment Purchases - C	
					<u>\$29,325.00</u>			
Three-B Repair	124910	SJCC03302023	04/17/2023	04/19/2023	402.69	SJC Communications	104574615 - Contracts	
Three-B Repair	124910	SJCC11182022	04/14/2023	04/19/2023	200.00	SJC Communications	104574615 - Contracts	
					<u>\$602.69</u>			
Three-B Repair	125040	SJCC04182023	04/28/2023	05/01/2023	1,000.00	SJC Communications	104574615 - Contracts	
					<u>\$1,602.69</u>			
Timpanogos Custom Signs LLC	124973	INV-1504	04/14/2023	04/24/2023	496.67	SJC Library	724581920 - Grant Expenses	
					<u>\$496.67</u>			
Tomco, Ben	124974	20230421150102	04/24/2023	04/24/2023	290.00	Education	104242330 - Employee Education	
Tomco, Ben	125041	20230427154701	04/28/2023	05/01/2023	163.67	Education	104242330 - Employee Education	
Tomco, Ben	125041	20230427154709	04/28/2023	05/01/2023	225.94	Education	104242330 - Employee Education	
					<u>\$389.61</u>			
					<b>\$679.61</b>			
Town of Bluff	124911	20230414144910	04/17/2023	04/19/2023	1,911.31	SJC Aging	104672270 - Utilities	
					<u>\$1,911.31</u>			
Tri-Tech Forensics Inc	124912	00854909	04/17/2023	04/19/2023	186.00	SJC Sheriff	104210250 - Equipment Operation	
					<u>\$186.00</u>			
Trinsio	124913	543909	04/14/2023	04/19/2023	1,000.00	SJC Emergency Services	104255740 - Equipment Purchases	
Trinsio	124913	546011	04/14/2023	04/19/2023	1,040.00	SJC Emergency Services	104255740 - Equipment Purchases	
					<u>\$2,040.00</u>			
Trinsio	125042	548110	04/28/2023	05/01/2023	1,040.00	SJC Emergency Services	104255740 - Equipment Purchases	
					<u>\$3,080.00</u>			
Turk, Palmer	125111	20230511PT	05/09/2023	05/10/2023	108.00	TRAVEL REIMBURSEMENT	104230230 - Travel Expense	
					<u>\$108.00</u>			

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U.S. Bank Equipment Finance	125043	499159101	04/28/2023	05/01/2023	286.42	1080852	104150240 - Office Expense	
					<b>\$286.42</b>			
USU	124975	A35629-23-03	04/21/2023	04/24/2023	55.00	SJC Extension Support A35629-584500	104610220 - Public Notices	
USU	124975	A35629-23-03	04/21/2023	04/24/2023	481.11	SJC Extension Support A35629-584500	104610230 - Travel Expense	
USU	124975	A35629-23-03	04/21/2023	04/24/2023	537.78	SJC Extension Support A35629-584500	104610240 - Office Expense	
USU	124975	A35629-23-03	04/21/2023	04/24/2023	568.41	SJC Extension Support A35629-584500	104610610 - Miscellaneous Supplies	
USU	124975	A35629-23-03	04/21/2023	04/24/2023	900.00	SJC Extension Support A35629-584500	104610480 - Special Department Suppl	
USU	124975	A35629-23-03	04/21/2023	04/24/2023	2,836.84	SJC Extension Support A35629-584500	104610620 - Miscellaneous Services	
					\$5,379.14			
					<b>\$5,379.14</b>			
Utah Navajo Health System	125112	20230505082551	05/09/2023	05/10/2023	125.00	Whitney Williford 180524	104230312 - Medical Expenses	
					<b>\$125.00</b>			
Utah Navajo Trust Fund	125044	RI0501235	05/01/2023	05/01/2023	165.00		724581915 - Transfers to Other Units	
					<b>\$165.00</b>			
Utah Prosecution Council	124914	UPC20230412	04/17/2023	04/19/2023	250.00	2023 Spring Conference	104145230 - Travel Expense	
					<b>\$250.00</b>			
Utah State Division of Finance	124976	20230421145951	04/24/2023	04/24/2023	25,724.63	Loan number B1913	104850810 - Debt Principle Payment	
					<b>\$25,724.63</b>			
Utah Valley University	124977	A28348	04/24/2023	04/24/2023	120.00	SJC Fire Control	104220615 - Contracts	
					<b>\$120.00</b>			
Utah.com	124915	INV00002667	04/17/2023	04/19/2023	5,000.00	SJC Economic Development	104193490 - Advertising and Promotion	
					<b>\$5,000.00</b>			
Verizon Wireless	124916	9931464862	04/17/2023	04/19/2023	42.11	642530092-00001	104145280 - Telephone	
Verizon Wireless	124978	9931908001	04/24/2023	04/24/2023	52.87	365552000-00001	104684280 - Telephone	
Verizon Wireless	124978	9931908001	04/24/2023	04/24/2023	241.52	365552000-00001	104672280 - Telephone	
					\$294.39			
Verizon Wireless	125045	9930077879	04/28/2023	05/01/2023	25.05	665507629-00005	104146280 - Telephone	
Verizon Wireless	125045	9930077879	04/28/2023	05/01/2023	62.20	665507629-00005	104242280 - Telephone	
Verizon Wireless	125045	9931475931	05/01/2023	05/01/2023	52.87	742063425-00001 - Public Health	255008.280 - Indirect Nursing Telephon	
Verizon Wireless	125045	9931475931	05/01/2023	05/01/2023	52.87	742063425-00001 - Public Health	255010.280 - Indirect Health Insp Telep	
Verizon Wireless	125045	9931475931	05/01/2023	05/01/2023	52.87	742063425-00001 - Public Health	255281.280 - EED - Epidemiology Tele	
Verizon Wireless	125045	9931475931	05/01/2023	05/01/2023	52.87	742063425-00001 - Public Health	255310.280 - PHEP Preparedness Tele	
Verizon Wireless	125045	9931475931	05/01/2023	05/01/2023	55.39	742063425-00001 - Public Health	255193.280 - Home Visiting - PAT Tele	
Verizon Wireless	125045	9931781077	04/28/2023	05/01/2023	287.91	542368738-00001	724581280 - Telephone	
Verizon Wireless	125045	9931781077	04/28/2023	05/01/2023	558.88	542368738-00001	724581920 - Grant Expenses	
Verizon Wireless	125045	9932439666	04/28/2023	05/01/2023	145.75	265508664-00001	214414280 - Telephone	
Verizon Wireless	125045	9932450054	05/01/2023	05/01/2023	100.16	365506834-00001	104225280 - Telephone	
Verizon Wireless	125045	9932470639	04/28/2023	05/01/2023	23.68	565508016-00001	105430280 - Telephone	
Verizon Wireless	125045	9932470639	04/28/2023	05/01/2023	52.87	565508016-00001	104256280 - Telephone	
Verizon Wireless	125045	9932480857	04/28/2023	05/01/2023	1,046.15	665507629-00001	104230280 - Telephone	
Verizon Wireless	125045	9932480858	04/28/2023	05/01/2023	132.89	665507629-00003	104230280 - Telephone	
Verizon Wireless	125045	9932480859	04/28/2023	05/01/2023	180.62	665507629-00004	104230280 - Telephone	
Verizon Wireless	125045	9932490933	05/01/2023	05/01/2023	52.87	765508819-00001	104675210 - Subscriptions and Membe	
Verizon Wireless	125045	9932490933	05/01/2023	05/01/2023	111.93	765508819-00001	104679280 - Telephone	
					<b>\$3,047.83</b>			

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Verizon Wireless	125113	9927679597	05/02/2023	05/10/2023	157.16	665509557-00003	104610280 - Telephone	
Verizon Wireless	125113	9932439653	05/08/2023	05/10/2023	52.87	265507612-00002	104113280 - Telephone	
Verizon Wireless	125113	9932439654	05/02/2023	05/10/2023	132.89	265507612-00003	104151280 - Telephone	
Verizon Wireless	125113	9932480881	05/02/2023	05/10/2023	157.08	665509557-00003	104610280 - Telephone	
Verizon Wireless	125113	9932490916	05/02/2023	05/10/2023	235.35	765507047-00001	104112280 - Telephone	
Verizon Wireless	125113	9932490917	05/02/2023	05/10/2023	40.01	765507047-00003	104147280 - Telephone	
					<u>\$775.36</u>			
					<b>\$4,159.69</b>			
Washington National Insurance	125046	P2316276	04/28/2023	05/01/2023	4,192.10	Payroll Benefits	102229000 - Other Deductions Payable	
					<u>\$4,192.10</u>			
Waste Management of Colorado	124917	0411840-4889-4	04/14/2023	04/19/2023	144.43	16-83977-33005 SJC Senior Center	104672270 - Utilities	
Waste Management of Colorado	124917	0411842-4889-0	04/14/2023	04/19/2023	85.54	16-83977-53000 SJC Road Dept	214414270 - Utilities	
Waste Management of Colorado	124917	0411942-4889-8	04/17/2023	04/19/2023	176.91	19-36095-03000 SJC Public Health	255007.270 - Indirect Admin Utilities	
					<u>\$406.88</u>			
Waste Management of Colorado	125114	412270-4889-3	05/02/2023	05/10/2023	167.65	Waste Management	104166270 - Utilities	
Waste Management of Colorado	125114	413335-4889-3	05/02/2023	05/10/2023	288.86	Waste Management	104672270 - Utilities	
Waste Management of Colorado	125114	413337-4889-9	05/02/2023	05/10/2023	85.54	Waste Management	214414270 - Utilities	
					<u>\$542.05</u>			
					<b>\$948.93</b>			
Waxie Sanitary Supply	124922	81632120	04/14/2023	04/19/2023	482.20	SJC Landfill	574424260 - Buildings and Grounds	
					<u>\$482.20</u>			
Wheeler Machinery Company	124923	RS0000225877	04/18/2023	04/19/2023	22,500.00	SJC Road Dept	214414255 - Equipment Rental	
Wheeler Machinery Company	124923	SC000018286	04/18/2023	04/19/2023	-230.00	SJC Road Dept	214412250 - Equipment Operation	
Wheeler Machinery Company	124923	SS000421832	04/18/2023	04/19/2023	230.00	SJC Road Dept	214412250 - Equipment Operation	
Wheeler Machinery Company	124923	SS000429339	04/18/2023	04/19/2023	886.34	SJC Road Dept	214412250 - Equipment Operation	
Wheeler Machinery Company	124923	SS000429340	04/18/2023	04/19/2023	479.65	SJC Road Dept	214412250 - Equipment Operation	
					<u>\$23,865.99</u>			
Wheeler Machinery Company	125047	PC000143957	04/28/2023	05/01/2023	-493.63	SJC Road Dept	214412250 - Equipment Operation	
Wheeler Machinery Company	125047	PC000144370	04/28/2023	05/01/2023	-1,206.40	SJC Road Dept	214412250 - Equipment Operation	
Wheeler Machinery Company	125047	PC000144968	04/28/2023	05/01/2023	-811.38	SJC Road Dept	214412250 - Equipment Operation	
Wheeler Machinery Company	125047	PS001471959	04/28/2023	05/01/2023	165.65	SJC Road Dept	214412250 - Equipment Operation	
Wheeler Machinery Company	125047	PS001482638	04/28/2023	05/01/2023	1,736.25	SJC Road Dept	214412250 - Equipment Operation	
Wheeler Machinery Company	125047	PS001483763	04/28/2023	05/01/2023	22.88	SJC Road Dept	214412250 - Equipment Operation	
Wheeler Machinery Company	125047	PS001484622	04/28/2023	05/01/2023	591.24	SJC Road Dept	214412250 - Equipment Operation	
Wheeler Machinery Company	125047	PS001487061	04/28/2023	05/01/2023	135.12	SJC Landfill	574424250 - Equipment Operation	
Wheeler Machinery Company	125047	PS001493915	04/28/2023	05/01/2023	434.82	SJC Road Dept	214412250 - Equipment Operation	
					<u>\$574.55</u>			
Wheeler Machinery Company	125115	PS001497632	05/10/2023	05/10/2023	281.27	SJC Road Dept	214412250 - Equipment Operation	
					<u>\$24,721.81</u>			
White, Sunshine	124924	EVPH040723-1	04/18/2023	04/19/2023	120.00	Hours worked	255062.310 - Tobacco Compliance Prof	
					<u>\$120.00</u>			
Women's Professional Rodeo Assoc	125048	20230427154541	04/28/2023	05/01/2023	350.00	WPRA Fees	104850620 - Miscellaneous Services	
					<u>\$350.00</u>			
Zion's Way Home Health & Hospice	124925	20230407164117	04/14/2023	04/19/2023	200.00	SJC Aging Services	104679615 - Contracts	
Zion's Way Home Health & Hospice	124925	20230407164128	04/14/2023	04/19/2023	240.00	SJC Aging Services	104679615 - Contracts	
Zion's Way Home Health & Hospice	124925	20230407164136	04/14/2023	04/19/2023	520.00	SJC Aging Services	104679615 - Contracts	
					<u>\$960.00</u>			

San Juan County  
Check Register  
All Bank Accounts - 04/13/2023 to 05/11/2023

<u>Payee Name</u>	<u>Reference Number</u>	<u>Invoice Number</u>	<u>Invoice Ledger Date</u>	<u>Payment Date</u>	<u>Amount</u>	<u>Description</u>	<u>Ledger Account</u>	<u>Activity Code</u>
Zion's Way Home Health & Hospice	125116	20230504ZWBD	05/10/2023	05/10/2023	160.00	SJC Aging Services	104679615 - Contracts	
Zion's Way Home Health & Hospice	125116	20230504ZWLL	05/10/2023	05/10/2023	360.00	SJC Aging Services	104679615 - Contracts	
Zion's Way Home Health & Hospice	125116	20230504ZWMK	05/10/2023	05/10/2023	280.00	SJC Aging Services	104679615 - Contracts	
					<u>\$800.00</u>			
					<u>\$1,760.00</u>			
					<u>\$772,515.94</u>			





Utah State Tax Commission  
Property Tax Division - Centrally Assessed  
**2022 - 2023 Assessment Values Comparison**  
**San Juan**

**Preliminary**

**Air Carrier**

Account ID	Account Name	Prior Year	Current Year	Change
14077692-002-PCA	GRAND CANYON AIRLINES INC	73,727	28,380	(45,347)
14559122-006-PCA	GUARDIAN FLIGHT LLC	816,500	2,489,278	1,672,778
12917289-003-PCA	NET JETS AVIATION	5,654	838	(4,816)
County Totals For Air Carrier		895,881	2,518,496	1,622,615

**Electric Rural**

Account ID	Account Name	Prior Year	Current Year	Change
13958701-004-PCA	EMPIRE ELECTRIC ASSOCIATION INC	3,516,722	4,543,530	1,026,808
14125764-002-PCA	TRI STATE GENERATION AND TRANSMISSION ASSOCIATION INC	468,000	0	(468,000)
County Totals For Electric Rural		3,984,722	4,543,530	558,808

**Electric Utility**

Account ID	Account Name	Prior Year	Current Year	Change
12142429-012-PCA	PACIFICORP	67,701,591	59,096,319	(8,605,272)
County Totals For Electric Utility		67,701,591	59,096,319	(8,605,272)

**Gas Utility**

Account ID	Account Name	Prior Year	Current Year	Change
12541240-014-PCA	QUESTAR GAS	1,861,834	1,850,889	(10,945)
County Totals For Gas Utility		1,861,834	1,850,889	(10,945)

**Gas Pipeline**

Account ID	Account Name	Prior Year	Current Year	Change
11880693-010-PCA	NORTHWEST PIPELINE GP	20,312,957	19,014,790	(1,298,167)
County Totals For Gas Pipeline		20,312,957	19,014,790	(1,298,167)

**Land Only**

Account ID	Account Name	Prior Year	Current Year	Change
13640453-002-PCA	ANDREW K STEEN	291	291	0
14070934-002-PCA	BLUE MOUNTAIN ENTERPRISES LP	6,225	6,225	0
12466616-003-PCA	BURMONT LC ET AL	25,206	25,206	0
15700292-002-PCA	CAROL ELIZABETH DENISON-HERNANDEZ TRUSTEE	0	2,124	2,124
14131564-002-PCA	CAROL H HINES	3,100	0	(3,100)
13640453-003-PCA	CHARLES A STEEN	193	193	0
11281942-003-PCA	CHARLES HARDISON REDD SR	5,702	5,702	0
12480459-003-PCA	CHEVRON MINING INC	13,376	13,376	0
10501058-003-PCA	COYOTE GORGE LLC	35,625	35,625	0
14062712-002-PCA	DAVID B ANDERSON	2,025	2,025	0
15421988-002-PCA	DOHAVEIT LLC	68,094	68,094	0
13991586-002-PCA	ELK MOUNTAIN LC	23,750	23,750	0

EX - Exempt Taxpayer



Utah State Tax Commission  
Property Tax Division - Centrally Assessed  
**2022 - 2023 Assessment Values Comparison**  
**San Juan**

Preliminary

County Totals For Oil & Gas Gathering	4,377,088	5,001,276	624,188
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**Oil & Gas Production**

Account ID	Account Name	Prior Year	Current Year	Change
11832871-009-PCA	BOWERS OIL AND GAS INC	0	0	0
14473944-003-PCA	CAPITOL OPERATING GROUP LLC	254,261	348,514	94,253
11892648-012-PCA	CITATION OIL & GAS CORP	0	0	0
12414617-006-PCA	CROWNQUEST OPERATING LLC	38,738	38,735	(3)
14364199-005-PCA	DELHI TRADING LLC	56,558	44,868	(11,690)
12609300-006-PCA	DIVERSIFIED ENERGY LLC	47,250	47,250	0
14584239-002-PCA	ELK OPERATING SERVICES LLC	82,807,449	81,482,800	(1,324,649)
12063534-007-PCA	EVERGREEN ENERGY INC	204,751	0	(204,751)
15089556-002-PCA	FOUR CORNERS ENERGY LLC	72,613	76,561	3,948
13005165-006-PCA	GENESIS ST OPERATING LLC	36,812	33,260	(3,552)
12893834-007-PCA	MAR REG OIL COMPANY	411,175	90,461	(320,714)
12895597-007-PCA	MATRIX PRODUCTION COMPANY	423,944	517,480	93,536
12606247-005-PCA	MAX D WEBB	0	0	0
13541271-009-PCA	PARADOX UPSTREAM LLC	1,692,989	2,952,722	1,259,733
15073149-007-PCA	PETRO MEX LLC	282,399	1,371,867	1,089,468
11922763-009-PCA	RIM OPERATING INC	38,642	0	(38,642)
12561699-005-PCA	RIM SOUTHWEST CORP	33,757	149,896	116,139
12473390-007-PCA	ROBERT L BAYLESS PRODUCER LLC	248,944	92,583	(156,361)
12492436-010-PCA	SEELEY OIL COMPANY LLC	2,821,124	3,431,778	610,654
11894705-007-PCA	SUMMIT OPERATING LLC	493,804	1,333,628	839,824
12449624-008-PCA	SYNERGY OPERATING LLC	113,924	115,744	1,820
15360482-007-PCA	TALL DUNE RESOURCES LLC	218,481	216,661	(1,820)
12506056-007-PCA	US OIL & GAS INC	462,706	480,926	18,220
13321611-008-PCA	WESCO OPERATING INC	447,473	478,495	31,022
13021698-006-PCA	WESGRA CORPORATION	118,761	114,305	(4,456)
County Totals For Oil & Gas Production		91,326,555	93,418,534	2,091,979

**Oil & Gas Water Disposal**

Account ID	Account Name	Prior Year	Current Year	Change
12045124-009-PCA	MONTEZUMA WELL SERVICES INC	284,011	266,360	(17,651)
12404678-003-PCA	T E S WATER INJECTION LLC	40,000	30,000	(10,000)
County Totals For Oil & Gas Water Disposal		324,011	296,360	(27,651)

**Sand & Gravel**

Account ID	Account Name	Prior Year	Current Year	Change
12028225-008-PCA	CROWLEY CONSTRUCTION INC	276,808	354,626	77,818
12513680-006-PCA	FULLER CONSTRUCTION	636,065	320,936	(315,129)
11693941-008-PCA	HOLLIDAY CONSTRUCTION INC	1,068,357	1,075,409	7,052
13463051-016-PCA	KILGORE COMPANIES LLC	8,654,484	8,625,704	(28,780)

EX - Exempt Taxpayer

Page 3 of 4

05/05/2023

Assessment Values Comparison by Industry by Taxpayer

**SAN JUAN COUNTY  
ORDINANCE NO. 2023-03**

**AN ORDINANCE AMENDING AND UPDATING SAN JUAN COUNTY CODE  
PROVISIONS RELATING TO ADMINISTRATIVE APPEALS**

**WHEREAS**, in 2017 San Juan County appointed an Administrative Appeals Judge to review and adjudicate appeals of County administrative actions;

**WHEREAS**, in September 2020 the San Juan County Board of Commissioners adopted a comprehensive administrative review and appeals ordinance;

**WHEREAS**, when the Board of Commissioners, in September 2020, adopted a comprehensive administrative review and appeals ordinance there were inconsistencies between the September 2020 ordinance and other San Juan County Code administrative appeals provisions; and

**WHEREAS**, there are provisions within the September 2020 comprehensive administrative review and appeals ordinance which should be updated to assure San Juan County follows best practices for administrative appeals and are consistent with Utah law.

**NOW, THEREFORE, THE BOARD OF SAN JUAN COUNTY COMMISSIONERS  
ORDAINS THE FOLLOWING:**

Based upon the facts set forth in the Preamble hereto, the Board of Commissioners finds there exists a compelling public interest to enact amendments to the San Juan County ordinances relating to the review and appeal of administrative actions of San Juan County officers and officials. This Ordinance shall take effect upon publication and/or posting as required by law.

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**Amendments to Chapter 11 San Juan County Code**

The name of Chapter 11 of the San Juan County Code is amended as follows.

CHAPTER 11: ADMINISTRATIVE ~~CITATIONS AND HEARINGS~~ REVIEW AND APPEALS

Section 11.001 of Chapter 11 is amended as follows.

§ 11.001 PURPOSE AND INTENT.

(A)

The Board of County Commissioners (Board) ~~find~~ finds that the enforcement of this code, the adopted rules and regulations and applicable state statutes altogether (referred to herein as “code”) is an essential public function. Code enforcement is vital to the protection of the public’s health, safety and quality of life. The Board therefore recognizes that enforcement starts with the drafting of precise regulations that can be effectively applied in administrative code enforcement hearings, judicial proceedings, land use decisions, administrative processes affording a hearing and personnel decisions. The Board finds that a comprehensive code enforcement system that uses a combination of judicial and administrative remedies is critical to gain compliance with these regulations. Failure to comply with an administrative code enforcement order may require the County to file a criminal or civil action to gain compliance. For specified County action, or a decision made by a County official, as more particularly defined and designated in published County ordinances or policies, in which an adverse administrative decision by the County results in detriment to a person, it is the purpose and intent of the County to afford that person due process of law by way of an administrative hearing. Due process shall require proper notice of the nature of the administrative decision and the opportunity to be heard, a hearing before a fair and impartial Administrative Law Judge, the right to present evidence, the right to cross-examination, the right to be represented by an attorney or other advocate, the right to receive an adequate explanation of the reasons justifying any resulting administrative order.

(B)

The Board of County Commissioners further finds that an effective San Juan County administrative review process gives property owners, citizens, businesses, and San Juan County an opportunity for an independent review of administrative decisions. An effective administrative review allows the appeal authority to revisit and establish the relevant facts and information, and ensure the proper legal standards are applied. An effective administrative appeal process provides an opportunity for the parties to mediate settlement alternatives, as appropriate. The San Juan County administrative review process safeguards the rights of businesses, property owners, citizens, and associations; identifies and addresses errors in administrative decisions; and reduces the potential for San Juan County legal costs and financial liability associated with protracted litigation.

Section 11.002 of Chapter 11 is amended as follows.

§ 11.002 SCOPE.

(A)

The provisions of this chapter may be applied to all violations of this code, the adopted rules and regulations and applicable state statutes. It has been designed as an additional remedy for the County's use in achieving compliance with County ordinances and in achieving compliance with the rules and regulations. ~~Nothing in this chapter is intended to grant any authority to enforce its rules and regulations under this chapter unless the Board adopts by ordinance the code enforcement programs.~~

(B)

The appeal remedies contained in this chapter apply to all San Juan County administrative decisions or actions, whether such decisions or actions are based on the San Juan County Code, on adopted rules and regulations, or applicable state statutes, unless the San Juan County Code provision relevant to the administrative decision or action provides for an alternative appeal remedy.

Section 11.005 of Chapter 11 is amended as follows.

§ 11.005 REQUEST FOR ADMINISTRATIVE ~~HEARING~~. REVIEW

(A) Where the right to an administrative ~~hearing~~ appeal has been established by the County, a person having that right may request an administrative review, if the request is filed within ten business days from the date of service of one of the following:

(1) Itemized statement of costs, as defined in § 11.004 of this chapter, has been issued in a notice of violation of a code violation to a responsible person;

(2) Administrative citation, as defined in § 11.004 of this chapter, has been issued in a notice of violation of a code violation to a responsible person;

(3) A decision made by a land use appellant, a board or officer of the County, or an adversely affected party may after approval of a written decision issued by the County, appeal that decision to the Administrative Law Judge by alleging that there is error in any order, requirement, decision, or determination made by the Planning Commission, Board, County Administrator or Director of Planning in the administration or interpretation of the land use ordinance;

(4) An administrative process decision, as defined in § 11.004 of this chapter;

(5) Notice of emergency abatement, as defined in § 11.004 of this chapter, has been issued in a notice of violation of a code violation to a responsible person; or

(6) Notice of any other County action where the right to an administrative hearing review is provided under any published County ordinance or policy.

(B) The request for an administrative hearing review shall be made in writing addressed to the office of the County Clerk/Auditor or to the County Chief Administrative Officer.

(C) The request shall comply with the following requirements:

(1) It shall be in writing;

(2) It shall contain a legible, plain statement of the reason or reasons that the person requesting the hearing review is entitled to relief from the County action;

(3) It shall be accompanied by a copy of the itemized statement of costs, administrative citation, administrative process decision, notice of emergency abatement or other notice of County action for which the hearing review is requested;

(4) It shall contain the name of the person requesting the hearing review and the address to which all notices and orders shall be mailed; and

(5) It shall be dated and signed by the person requesting the hearing review.; and

~~—(6) It shall be filed with the County Clerk/Auditor.~~

(D) The County may initiate an administrative hearing review by service and filing of a notice of violation and summons. Service of the notice of violation and summons shall be served by any of the following methods, unless different provisions are otherwise specifically stated to apply:

(1) Regular mail, postage prepaid, to the last known address of the property owner or other responsible person;

(2) Posting the notice conspicuously on or in front of the property. If not inhabited, the notice must also be mailed as in ~~division~~ (D)(1) above;

(3) Personal service; or

(4) Published in a newspaper of general circulation once a week for a period of two weeks.

(E) Within 20 calendar days after receiving a request for an administrative hearing review or the service of a notice of violation and summons, the Administrative Law Judge shall schedule a date, time and place for ~~the~~ an administrative hearing, if required. Failure to hold the hearing within 20 days of the request shall not be a basis for reversal of the County action. No adverse action, except an emergency abatement, shall be taken pending the administrative hearing review.

(F) Failure to request an administrative hearing review within ten ~~calendar~~ business days from the date of service of any of the notices in ~~division~~ (E) above shall constitute a waiver of the right to an administrative hearing review and the right to an appeal.

(G) At the discretion of the chief administrative officer, an appeal of a denial by San Juan County, a County department, or County official of a Government Records Access and Management Act (GRAMA) request may be referred to the San Juan County Administrative Law Judge.

(H) Any person adversely affected by a final action of the San Juan County Recorder when applying the statewide standards for County recorders may appeal the action to the San Juan County Administrative Law Judge under this chapter. The party appealing the final action shall set forth any errors (acts or omissions) the County Recorder made in applying the rules adopted by the County Recorder Standards Board established under Utah Code 63C-29-201. Appeals shall be filed with the County Clerk within ten (10) business days of the effective date of the County Recorder's final action.

Section 11.007 of Chapter 11 is amended as follows.

§ 11.007 ADMINISTRATIVE LAW JUDGE; APPOINTMENT, QUALIFICATIONS AND POWERS.

(A) (1) The County ~~Administrator~~ Chief Administrative Officer, with the consent of the County Board, shall appoint an Administrative Law Judge to ~~preside at administrative hearings~~ conduct administrative reviews under this chapter.

(2) The Administrative Law Judge shall serve for a term of three years and, during that three-year term, shall be subject to removal by the County Administrator only for cause.

(3) Cause for removal may be for any conduct unbecoming a hearing officer, dereliction of assigned duties or the existence of a systemic bias or conflict of interest that might affect impartiality of decisions.

(4) A person appointed to serve as an Administrative Law Judge shall either be law trained or have significant experience with the requirements and operation of administrative hearing processes. The person shall be free from any systemic bias or conflict of interest that might affect impartiality of decisions.

(5) An Administrative Law Judge, in individual administrative reviews, is subject to disqualification for bias, prejudice, interest or any other reason for which a judge may be disqualified in a court of law. ~~The Administrative Law Judge shall promulgate rules and procedures for disqualification and replacement.~~ The San Juan County Administrative Law Judge shall not adjudicate/review a matter if he or she is biased or prejudiced with respect to any issue, person, or party; or has a personal interest which impairs his or her ability to fairly address the facts and law in a matter. A motion to disqualify under this rule may be submitted to the San Juan County Administrative Law Judge by any party to an administrative appeal. The Administrative Law Judge shall consider the motion and shall decide whether to proceed with

the adjudication/review or withdraw. The administrative law judge may ask the parties in the matter on appeal to submit briefs, at the discretion of the Administrative Law Judge.

(a) “Bias” means a subjective inclination, bent, or preconceived opinion based on extrajudicial factors (factors other than the law or evidence applicable in a matter under consideration), that impairs a judge from exercising fair and independent judgment regarding an issue, person, or party. Bias does not refer to the possession of a general judicial philosophy.

(b) “Prejudice” means a fixed mental attitude or position of a judge, based on extrajudicial factors (factors other than the law or evidence applicable in a matter under consideration), that impairs the judge from dealing fairly and impartially with an issue, person, or party. The presence or absence of prejudice can be determined by the totality of the circumstances.

(c) “Personal interest” includes family, social, political, financial, or other interests or relationships that influence a judge’s judicial conduct or judgment.

(B) (1) An Administrative Law Judge shall have authority to ~~hold~~ conduct an administrative review ~~hearing~~ for violations of Ch. 152 of this code of ordinances and such other matters as specifically designated by published ordinance or policy.

(2) An Administrative Law Judge is a quasi-judicial officer, which includes the authority to investigate and adjudicate the matter on appeal. In all cases, the review of the matter on appeal shall be de novo. The Administrative Law Judge may mediate a resolution of the matter among the parties towards a settlement of the appeal.

(3) An Administrative Law Judge may continue a ~~hearing~~ review for good cause shown by one of the parties or if the Administrative Law Judge independently determines that due process has not been adequately afforded to a party.

(4) At the request of any party to an administrative hearing, an Administrative Law Judge may sign subpoenas for witnesses, documents and other evidence where the attendance of the witness or the admission of evidence is deemed helpful by the Administrative Law Judge to decide issues at the hearing. All costs related to the subpoena, including witness and mileage fees, shall be borne by the party requesting the subpoena.

(5) The Administrative Law Judge may modify civil fees or fines upon a finding of good cause. The Administrative Law Judge may reduce the fines to what is just and equitable under the circumstances; however, in connection with an appeal regarding an itemized statement of costs, the Administrative Law Judge may not order the responsible person to pay less than actual costs incurred by the County and shall require the responsible person to pay the administrative costs as established in the consolidated fee schedule.



(6) The Administrative Law Judge shall have the authority to affirm or reverse, in whole or in part; remand; or modify the administrative decision of a County official.

(7) An Administrative Law Judge has continuing jurisdiction over the subject matter of an administrative hearing review for the purposes of: granting a continuance; ordering compliance by issuing an administrative order; ensuring compliance of that order; authorizing the County to enter upon private property to abate a violation; modifying an administrative order, assessing costs of abatement, assessing civil fines; or, where extraordinary circumstances exist, granting a new hearing review.

(8) An Administrative Law Judge may require a responsible person to post a performance bond to ensure compliance with an administrative order, but only if agreed to by the enforcement official handling the matter for the County.

(9) An Administrative Law Judge shall not make any order that would require or allow a person to violate state law or County ordinance.

(10) An Administrative Law Judge shall not adjudicate or review an appeal of a legislative decision.

Section 11.008 of Chapter 11 is amended as follows.

§ 11.008 PROCEDURES AT ADMINISTRATIVE HEARING PROCESS AND PROCEDURES FOR ADMINISTRATIVE REVIEW

(A) Prior to a hearing on the matter on appeal, the Administrative Law Judge may host pre-hearing conferences for purposes including: addressing standing or other jurisdictional matters; ensuring that the County action was administrative and not legislative; ensuring that the action appealed is final; gathering and reviewing the administrative record upon which the County action was based; requesting additional records or affidavits from the parties relevant to matters raised on appeal or by the Administrative Law Judge's review of the administrative record; addressing procedural motions of the parties; developing the legal framework/standards relevant to the matter on appeal; preparing and publishing a hearing management order; or other appropriate pre-hearing requirements.

(B) For any pre-hearing conference, except for a settlement conference, the Administrative Law Judge shall publish a memorandum which summarizes the issues discussed during the pre-hearing conference, and, if appropriate, publish orders for the parties relating to the matter on appeal. At any time after an appeal is filed, the Administrative Law Judge may order a party to produce documents or other evidence under the party's control if necessary to decide the matter pending before the Administrative Law Judge. At any time, the Administrative Law Judge may take judicial notice of public or generally available facts or information, provided that all parties are informed of the facts or information which the Administrative Law Judge intends to

judicially notice and each party shall be given a reasonable opportunity to refute the facts or information which the Administrative Law Judge intends to judicially notice.

(C) Prior to a hearing, the Administrative Law Judge shall include the parties in the preparation and publication of a hearing management order. That order may include, as appropriate: submission of documents and production of witness lists prior to the hearing; the types of evidence to be considered; swearing of witnesses; under which circumstances, if any, the hearing will be closed to the public; recording of the hearing; representation of the parties; sequencing of the presentation of evidence and making arguments; consequences of a person or party failing to appear at the hearing; issuance of subpoenas, as appropriate; parties' opportunity to confront and cross examine witnesses; the parties' burdens of proof (including affirmative defenses); exclusion of privileged, irrelevant, immaterial, or unduly repetitious evidence; the role of the Administrative Law Judge in questioning witnesses; submission of rebuttal evidence; requests for continuance and how such requests will be handled; and motions and how motions will be handled.

(D) Administrative hearings are intended to be informal in nature. The Utah rules of civil procedure and evidence shall be guidelines for the conduct of the hearing but shall not be binding. Formal rules of evidence and civil procedure, including discovery, shall not apply; however, upon request made in writing reasonably in advance of a hearing, the County shall provide to a person requesting a hearing the opportunity to review documents, photographs or other tangible evidence it intends to present at the hearing and shall provide a list of the witnesses it intends to call at the hearing. Failure to request discovery shall not be a basis for a continuance. Complainant information shall not be disclosed or released unless the complainant is a witness at the hearing. The procedure and format of the administrative hearing shall follow duly adopted policies and procedures.

(E) The County shall bear the initial burden of proof to establish the existence of a violation of published County ordinances or policies other than those in a land use appeal.

(F) In a land use appeal, the initial burden of proof shall be borne by the appellant.

(G) After a party's initial burden of proof has been met, the Administrative Law Judge shall inform the parties of each party's burdens of proof; based on the matter on appeal, relevant Utah statutes, and relevant Utah case law.

(H) Unless required otherwise by Utah statute or Utah case law, such burden of proof shall be established by a preponderance of the evidence.

(I) Each party shall have the opportunity to cross-examine witnesses and present evidence in support of the case. A written declaration signed under penalty of perjury may be accepted in lieu of a personal appearance. Testimony may be given by telephone or other electronic means.

(J) Administrative hearings shall be held at the County administrative offices, ~~open to the public~~ and shall be recorded; however, at the discretion of the Administrative Law Judge, administrative hearings may be held at the location of a violation as long as adequate provision is made to preserve a verbatim record of the hearing.

(K) The person shall have the right to be represented by an attorney or other advocate. If an attorney will be representing a responsible person at a hearing, notice of the attorney's name, address and telephone number shall be given to the County Attorney at least one day prior to the hearing. If such notice is not given, the hearing may be continued at the County's request.

~~—(H) The burden to prove any raised defenses shall be upon the party raising any such defense and shall be established by a preponderance of the evidence.~~

(L) Administrative hearings may be held on Mondays through Fridays, excluding County holidays, between the hours of 8:00 a.m. and 9:00 p.m.

Section 11.010 of Chapter 11 is amended as follows.

§ 11.010 ADMINISTRATIVE ORDER; FAILURE TO COMPLY.

(A) (1) A person and the County may enter into a stipulated agreement, which shall be signed by both parties. Such agreement ~~may be~~ shall be reviewed by the Administrative Law Judge and entered as an administrative order. Entry of such agreement shall constitute a waiver of the right to an administrative hearing and the right to appeal.

(2) Within ten business days after all evidence and testimony are presented, the Administrative Law Judge shall issue a written administrative order that ~~affirms, rejects or modifies~~ affirms or reverses, in whole or in part; remands; or modifies the notice of violation and summons, itemized statement of costs, administrative citation, administrative process decision, notice of emergency abatement or other County action.

(3) If affirmed, the administrative order shall specify the evidence supporting the Administrative Law Judge's decision and the action required to satisfy the order.

(4) The Administrative Law Judge may assign the party who prevails at the administrative hearing to prepare findings of fact and conclusions of law.

(5) An Administrative Law Judge may issue an administrative order that requires a person to cease from violating published County ordinance, policy or procedure, and to take any necessary corrective action.

(6) An Administrative Law Judge may order the County to enter the property and abate all violations, including the removal of animals in violation of applicable published County requirements. Whenever an order of abatement is entered, the Administrative Law Judge shall

order the responsible person to pay to the County the actual costs of the abatement and the administrative costs of the County to perform the abatement.

(7) An Administrative Law Judge may revoke a kennel permit, an animal license, or the right to possess animals as provided in published County ordinance or policy.

(8) As part of an administrative order, an Administrative Law Judge may establish specific deadlines for the payment of fees and costs, and condition the total or partial assessment of civil fees on the responsible person's ability to take necessary corrective actions by specified deadlines. Such fees shall continue to accrue until the responsible person complies with the Administrative Law Judge's decision and corrects the violation.

(9) An administrative order imposing civil fines for failure to abate a violation of the County code by a stated deadline, shall continue to accrue additional fines until the responsible person complies with the Administrative Law Judge's decision and corrects the violation, but shall not exceed ~~\$1,000~~ \$200 for each day the violation remains uncorrected and not to exceed a total of \$3,000 for a violation.

(10) An Administrative Law Judge may schedule subsequent review hearings as may be necessary or as requested by the County to ensure compliance with an administrative order.

(11) An Administrative Law Judge may order a person to post a performance bond to ensure compliance with an administrative order, but only if agreed to by the enforcement official handling the matter for the County.

(12) An Administrative Law Judge may revoke or suspend a beer license, a building permit or permits for any alteration, repair or construction pertaining to any existing or new structures or signs on the property, or any permits pertaining to the use and development of real property or a structure where a violation is located as provided in published County ordinance or policy.

(13) An administrative order shall become final on the date of signing by an Administrative Law Judge.

(14) An administrative order shall be served on all parties.

(15) An Administrative Law Judge shall assemble and prepare for certification an administrative record which supports the decision on appeal. The administrative record is a compilation and organization of all evidence presented and relied upon in connection with the final administrative decision. Once assembled, the Administrative Law Judge shall submit the administrative record to the County Attorney for certification and filing.

(16) An Administrative Law Judge may take any action reasonably necessary to obtain compliance with the applicable County ordinances.

(17) An Administrative Law Judge may assess civil fines and costs of abatement and administrative costs to a responsible person.

(B) (1) It shall be unlawful for any person to fail to comply with the terms and deadlines set forth in a final administrative order.

(2) A violation of this section shall be a Class B misdemeanor.

(3) Upon failure of a person to comply with the terms and deadline set forth in the administrative order, the County may use all appropriate legal means to recover the civil penalties and administrative costs to obtain compliance.

Section 11.011 of Chapter 11 is amended as follows.

§ 11.011 COUNTY EMPLOYEE APPEAL PROCEDURES.

(A) Employee appeals. Employee appeals for the County shall consist of the County's Administrative Law Judge appointed or designated pursuant to the procedures set forth in this code.

(B) Non-appealable actions.

(1) No probationary, temporary/seasonal or part-time employee, or appointed employee, has the right to appeal any disciplinary action or other employment action.

(2) No employees have appeal rights for verbal warnings, written reprimands or involuntary reassignment for disciplinary purposes which do not affect the employee's rate of pay.

(3) Unless specifically provided by this section, no employee has the right to appeal a termination, transfer or pay reduction which is made for a non-disciplinary reason, such as a reduction in force, furlough, reorganization or a broadly applicable reduction in salary which affects multiple employees in a department or in the County.

(4) No employees have appeal rights for suspension from employment without pay for two days or less.

(5) No appeal is allowed from discharge or involuntary reassignment due to loss of state or federal licensure or certifications which are required for the employee's position.

(C) Appealable rights for merit employees. Merit employees have the right to appeal any disciplinary action resulting in:

- (1) Dismissal, termination or release from employment;
- (2) Demotion;
- (3) Suspension from employment without pay for more than two days; or
- (4) Involuntary transfer for a disciplinary purpose to a position with less remuneration.

(D) Merit employees have the right to appeal a dismissal, termination, or release from employment, or reassignment to a position with less remuneration, based on the employee's fitness for duty.

(E) Appealing to the Administrative Law Judge.

(1) Employees desiring to file an appeal must submit their written notice of appeal, describing in detail the grounds for the appeal with any supporting documentation, to the County ~~Recorder Clerk~~ or with the Chief Administrative Officer within ten business days following the disciplinary employment action giving rise to the appeal, or an employee will be deemed to have waived all appeal rights.

(2) A copy of the appeal shall also be filed with the employee's supervisor and the Human Resource Department. Upon receipt ~~by the County Recorder~~ of the employee's appeal, a date and time shall be set for the Administrative Law Judge to convene a hearing to hear the appeal. All appeal documents will then be forwarded to the Administrative Law Judge.

(3) Hearings and decision of the Administrative Law Judge shall be held and rendered as soon as reasonably practicable, with no unreasonable delay. The Administrative Law Judge may allow an enlargement of time for hearing preparations, if good cause is shown. ~~but this division (D)(3) may not extend the amount of time during which an appealing employee may timely submit a notice of appeal.~~

(4) All parties to the appeal shall be entitled to appear at the appeals hearing in person and to be represented by counsel, to have the hearing open to the public, to confront witnesses whose testimony is to be considered and to examine the evidence to be considered by the Administrative Law Judge.

(5) The Administrative Law Judge may request the appointment of independent medical or other technical experts, in the Administrative Law Judge's sole discretion, if the Administrative Law Judge believes that the expert's opinion is necessary for the resolution of the case.

(6) (a) All documentation to be presented at the appeals hearing shall be made available by each party upon written request of the party seeking the documentation at least five business days prior to the scheduled hearing date; all requests for documents shall be considered to be ongoing up to and through the time of the hearing.

(b) Any party to any appeal may, no later than five business days prior to the date of the appeal hearing or cutoff date for a decision, submit to the Administrative Law Judge a written brief, no more than ten pages in length, with supporting documentation, which articulates that party's arguments and position regarding the subject matter of the appeal.

(c) Copies of all written briefs shall be concurrently forwarded to the opposing party, and a reply brief may be submitted in response no later than two business days prior to the hearing date or cutoff date for a decision.

(7) The Utah Rules of Evidence, Utah Rules of Civil Procedure and Utah Administrative Code do not apply to administrative hearings. Hearings are conducted to be fundamentally fair to the parties and to provide due process. The Administrative Law Judge may entertain objections in order to maintain decorum and to address issues of relevance.

~~(8) With the exception of a request for an order requiring the release of documents which have been requested or scheduling matters, no pre-hearing motions shall be entertained by the Administrative Law Judge.~~

(8) In the Administrative Law Judge's discretion, parties may convene for a pre-hearing conference with the Administrative Law Judge to discuss relevant issues, such as anticipated witnesses or the scope of the appeal.

(F) Record of the hearing. An audio recording of the hearing shall be kept and all exhibits received in evidence at the hearing shall be maintained.

(G) Appeals from disciplinary actions. The proceedings for appeals from disciplinary actions are bifurcated.

(1) During the first phase of the proceedings, the Administrative Law Judge considers evidence of the charges upon which the discipline was based. The County bears the burden of proving the charges by a preponderance of the evidence.

(a) If the Administrative Law Judge sustains all of the charges, then it shall proceed to the second phase of the hearing, described herein.

(b) If the Administrative Law Judge sustains none of the charges, then the Administrative Law Judge shall overturn the disciplinary action.

(c) If the Administrative Law Judge sustains some, but not all, of the charges, then the Administrative Law Judge shall refer the decision back to the department director for reconsideration of the disciplinary decision, in light of the Administrative Law Judge's findings. A referral back to the department director is an interlocutory order, and is not subject to appeal. The department director may decrease the severity of, modify, withdraw or retain the disciplinary decision previously made. If the department director fails to respond to the Administrative Law Judge within three business days from the Administrative Law Judge's referral, then the Administrative Law Judge shall proceed as if the department director has not changed the disciplinary decision.

(2) During the second phase of the proceedings, the Administrative Law Judge considers whether the misconduct warranted the sanction imposed by the department director. The Administrative Law Judge gives broad deference to the department director's choice of punishment, and reviews that decision for an abuse of discretion. The disciplined employee bears the burden of proving an abuse of discretion by clear and convincing evidence:

(a) A department director abuses his or her discretion if the sanction is arbitrary, capricious or illegal;

(b) When considering whether the sanction is arbitrary, capricious or illegal, the Administrative Law Judge may consider whether the discipline imposed is:

1. Disproportionate in light of the circumstances; or

2. Inconsistent with previous sanctions imposed by the department upon similarly situated employees pursuant to the department's or County's own policies.

(c) If the Administrative Law Judge finds that the disciplined employee has carried the burden of establishing an abuse of discretion, then the Administrative Law Judge shall overturn the disciplinary action.

(3) The disciplined employee may waive challenge to either phase of the proceedings at any time. In the absence of a clear, written waiver, the proceedings will proceed through both phases.

(H) Appeals from discharge or reassignment due to fitness for duty determinations.

(1) In cases of discharge or transfer to a position of less remuneration due to a determination that the individual is unfit to report to duty due to a medical condition, the employee has the right to appeal that decision.

(2) In cases of fitness for duty appeals, the County bears the burden of proving by a preponderance of the evidence that the circumstances warrant the action taken.

(I) Rendering decision.

(1) The Administrative Law Judge shall render a final decision in writing and may:

(a) Sustain the County's action; or

(b) Overturn the County's action. If the County's action is overturned, the Human Resource Department or designee shall remove the record of the overturned action from the employee's personnel file and retain it separately, which record shall be designated as private pursuant to state law.

(2) The Administrative Law Judge shall reinstate any loss of pay associated with an overturned action, but in the case where an employee has taken employment elsewhere, the amount shall be reduced by any amounts the employee earned from other employment during this period of time.

(3) If a department director reduces the severity of the disciplinary decision, then the Administrative Law Judge shall reinstate any loss of pay which would not have been incurred, if the reduced discipline had been initially imposed.



(J) Transmission. The Administrative Law Judge shall transmit a copy of its decision to the employee, the department director, the Human Resource Department and the County Recorder for certification. The County Recorder Clerk shall certify the decision by placing the County's official seal on the document and the date of certification.

Section 11.012 of Chapter 11 is amended as follows.

§ 11.012 LAND USE APPEAL.

- ~~—(A) A land use decision may be appealed by neighboring property owners and other affected persons.~~
- ~~—(B) Utah Code requires that the County, which regulates zoning, create a process to hear appeals from zoning decisions through an appeals hearing process. The County has contracted with an Administrative Law Judge as the hearing officer for the County.~~
- ~~—(C) The Administrative Law Judge is authorized to consider appeals of administrative land use decisions, and may grant variances to zoning regulations. The Administrative Law Judge may not amend land ordinances, ignore ordinances or use "appeals" as a means of waiving required regulations, but perform these functions in accordance with UCA §§ 17-27a-701 to 17-27a-708.~~
- ~~—(D) The appellant has the burden of proving that the Planning Commission, Board of Commissioners, County Administrator or Director of Planning has erred.~~
- ~~—(E) The Administrative Law Judge will perform a review of all factual matters regarding the appeal including factual matters on record as to substantial evidence for each essential finding of fact.~~
- ~~—(F) The Administrative Law Judge shall determine the correctness of the Planning Commission, Board of Commissioners, County Administrator or Director of Planning's interpretation and application of the plain meaning of the land use regulations; and interpret and apply a land use regulation to favor a land use application unless the land use regulation plainly restricts the land use application.~~
- ~~—(G) The Administrative Law Judge's decision is a quasi-judicial act.~~
- ~~—(H) Only a decision in which the Planning Commission, Commission, County Administrator or Director of Planning has applied a land use regulation to a particular land use application, person or parcel can receive an administrative hearing.~~
- ~~—(I) The decision of the Administrative Law Judge takes effect on the date when the Administrative Law Judge issues a written decision. This written decision will be made in a timely manner and in accordance with the Administrative Law Judge's contract.~~

~~—(J) In accordance with UCA § 17-27a-801(2)(a), the written decision, constitutes a final decision or final action UCA § 17-27a-801(4).~~

(A) All appeals of a San Juan County land use decision shall be filed and heard by the San Juan County Administrative Law Judge appointed, authorized, and governed by Chapter 11 (Administrative Review and Appeals) of the San Juan County Code.

(B) Only an applicant of a land use decision or “adversely affected party” as defined under the County Land Use Development and Management Act (CLUDMA) may appeal a final land use decision to the San Juan County Administrative Law Judge.

(C) Any appeal of a land use decision must be made within ten (10) business days of the decision or of constructive notice thereof, whichever is later.

1. An applicant or adversely affected party must appeal by filing a “Notice of Appeal” with the San Juan County Clerk or Chief Administrative Officer. The Notice of Appeal will include the following: a reason or reasons that the appellant is entitled to relief from the land use decision; a copy of the land use decision; and the name of the appellant with an address to which all notices or orders shall be sent.
2. A failure to appeal as required by this chapter may result in summary dismissal by the Administrative Law Judge.

(D) Whenever an appeal is brought by a party other than the applicant or property owner under this Chapter:

1. The applicant and/or property owner of the property in dispute shall be notified of the appeal within fourteen (14) business days after the Notice of Appeal is received by the Administrative Law Judge. A copy of the Notice of Appeal will be provided with the notification.
2. In addition to the appellant, the applicant or property owner has a right to be approved by the Administrative Law Judge as an intervening party in the appeal.

(E) The Administrative Law Judge is to review the land use decision. San Juan County is to provide the documentation relied upon in making its decision, and, if applicable, an

official recording if available. Both the appellant and San Juan County may supplement with additional information that may not have been provided by or to San Juan County.

- (F) The scope of the appeal shall be the land use decision being appealed, the grounds for relief raised by the appellant, issues the Administrative Law Judge determines may be raised by a party in court after the final administrative decision, and any requirements of San Juan County ordinances, policies, and procedure.
- (G) The review of factual matters by the Administrative Law Judge shall be de novo. The Administrative Law Judge may request that the parties narrow the factual matters or issues which are subject to de novo review.
- (H) The Administrative Law Judge shall: presume that the land use decision of a land use authority is valid; and uphold the land use decision unless the land use decision is: (A) arbitrary and capricious; or (B) illegal.
1. For purposes of appeal: A land use decision is arbitrary and capricious if the land use decision is not supported by substantial evidence in the record.
  2. A land use decision is illegal if the land use decision is:
    - a. based on an incorrect interpretation of the land use regulation; or
    - b. contrary to law.
- (I) If multiple land use decisions were made and timely appealed regarding the same subject property and are subject to inseparable interests by nature of the same project, property at issues, or the alleged injury to be caused, those shall be consolidated into a single appeal before the Administrative Law Judge.
- (J) The Administrative Law Judge may reverse the land use decision, affirm the land use decision, affirm in part and/or reverse in part, modify a condition or requirement, attach conditions or requirements, remand the land use decision to the land use authority, and make any such order as ought to be made consistent with its decision.
- (K) On a question of law pertaining to the interpretation of CLUDMA, the Administrative Law Judge may request an opinion from the County Attorney's Office prior to issuing any final decision on an appeal. The legal opinion will be provided in writing to all parties and become part of the appeal record. The legal opinion is not the final decision

and is not binding on the Administrative Law Judge. The Administrative Law Judge must issue a written final decision.

(L) The Administrative Law Judge may grant variances to San Juan County land use or zoning ordinances.

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### **Amendments to Chapter 31: Officials and Organizations**

Chapter 31 is amended by the addition of the following section.

#### § 31.080 REVIEW AND APPEALS OF HEALTH DEPARTMENT ADMINISTRATIVE DECISIONS

Administrative actions or decisions of the Board of Health, the Health Officer, or Health Department shall be appealed to the Administrative Law Judge under Chapter 11 of the San Juan County Code.

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### **Amendments to Chapter 32: Personnel Regulations**

Section 32.121 of Chapter 32 is amended as follows.

A) Step 1: suspension hearing.

(1) (a) The employee who has been recommended for suspension shall within five working days, not including the day of receipt of notice recommending suspension, request in writing a hearing before his or her department head/elected with a copy sent to the Human Resources Director.

(b) If an employee does not request a hearing, the department head/elected official shall issue a written notice to the employee and Human Resource Director imposing or not imposing the suspension without a hearing.

(2) (a) If an employee does request a hearing, and if he or she so desires, he or she may designate a representative to attend, but not participate in the pre-hearing, and the employee shall provide to the Human Resources Director the name of the employee's representative at least one working day prior to the pre-hearing.

(b) After the employee has had the opportunity to meet with his or her department head/elected official and explain his or her side of the matter, the department head/elected

official shall promptly, ~~but no later than five working days after the hearing,~~ render a decision in writing and forward a copy of the decision to the Human Resources Director. The decision shall include a statement as to the reasons the suspension or transfer was or was not imposed.

(B) Step 2: appeal.

(1) An employee, who after a hearing and written decision of his or her department head/elected official has been deemed suspended and does not agree with this written decision shall within ~~five~~ ten working days of receipt of the department head/elected official's written decision file a written request with the Human Resource Director for an appeal before ~~an independent hearing officer~~ the San Juan County Administrative Law Judge. The Human Resource Director will forward the request to the ~~hearing officer and the employee's department head/elected official, and others as needed~~ San Juan County Administrative Law Judge.

(2) ~~While the employee may choose to have a representative attend a hearing with them for consultation, the hearing officer may require the employee to present his or her appeal, including, but not limited to, presenting any evidence, testimony or answering questions directly, and may limit or restrict the employee's representative from presenting the appeal, including, but not limited to, presenting evidence, testimony or answering on behalf of the employee.~~ The review and hearing of the appeal shall be conducted pursuant to the procedures adopted in San Juan County Code Chapter 11.

Section 32.122 of Chapter 32 is amended as follows.

(A) Step 1: demotion/termination hearing.

(1) The employee who has been recommended for demotion or termination shall within five working days, not including the day of receipt of notice recommending demotion or termination, request in writing a hearing before his or her department head/elected official with a copy of the request sent to the Human Resources Director. Failure on the part of the employee to request a hearing in writing before his or her department head/elected official or to appear at a scheduled pre-hearing will serve as a waiver of the employee's grievance. If an employee has waived a hearing, the department head/elected official shall issue a written notice to the employee and Human Resource Director imposing or not imposing the demotion or termination.

(2) If an employee requests a hearing, the employee will be given at least three working-days' notice of the hearing date, time and location. The hearing shall be the conducted by department head/elected official or his or her respective designee. If desired by the employee, he or she may designate a representative to attend but not participate in the hearing, and the employee shall provide to the Human Resources Director the name of the employee's representative at least one working day prior to the hearing. Attendees of the hearing shall include the employee and his or her representative, the department head/elected official or his or

her respective designee, a management representative and a representative of the Human Resources Office. The hearing will not follow the formal rules of evidence and will be conducted in an informal manner. The management representative shall summarize the disciplinary notice. The employee may then respond to all specific charges.

(3) The department head/elected official will promptly, ~~but no later than five working days after the hearing,~~ render a decision in writing and forward to the employee and the Human Resources Director a copy of the decision. The decision shall include a statement as to the reasons the demotion or termination was or was not imposed.

(B) Step 2: appeal.

(1) An employee, who, after a hearing and written decision of his or her department head/elected official, has been deemed demoted or terminated and does not agree with this written decision shall within ~~five~~ ten working days of receipt of the department head/elected official's written decision file a written request with the Human Resource Director for an appeal before ~~an independent hearing officer~~ the San Juan County Administrative Law Judge. The Human Resource Director will forward the request to the ~~hearing officer and the employee's department head/elected official, and others as needed.~~ the San Juan County Administrative Law Judge.

(2) ~~While the employee may choose to have a representative attend a hearing with them for consultation, the hearing officer may require the employee to present his or her appeal, including but not limited to presenting any evidence, testimony or answering questions directly, and may limit or restrict the employee's representative from presenting the appeal, including, but not limited to, presenting evidence, testimony or answering on behalf of the employee. The review and hearing of the appeal shall be conducted pursuant to the procedures adopted in San Juan County Code Chapter 11.~~

Section 32.123 (Employee grievances) of Chapter 32 is amended as follows.

The grievance procedure for the application of express terms of this chapter which deprive an employee of accrued and/or existing pay and/or benefits or that is related to any adverse action taken against him or her for reporting governmental waste or legal violations is as follows.

(A) Step 1. An employee that has completed his or her orientation period who believes that he or she has a grievance relating to the application of the express terms of these policies and procedures which deprive him or her of accrued and/or existing pay and/or benefits or that is related to any adverse action taken against him or her for reporting governmental waste or legal violations in violation of § 32.107 shall reduce the grievance to writing and submit it to the employee's department head, with a copy sent to the Human Resource Director, within ten working days of the alleged violation. The grievance shall state the violation and cite the policies

and procedures section. Upon receipt of the grievance, the department head/elected official will provide the employee an opportunity to meet him or her and will then promptly respond to the grievance in writing. If desired by the employee, he or she may designate a representative to attend but not participate in the hearing, and the employee shall provide to the Human Resources Director the name of the employee's representative at least one working day prior to the hearing. The department head/elected official's grievance response must be consistent with County human resource systems, programs, procedures and practices as established by this chapter and/or by the Human Resource Department.

(B) Step 2.

—(1) If the grievance is not settled after following the procedure described in division (A) above, the employee may file within ~~five~~ ten working days of receipt of the department head/elected official decision a written request to the Human Resource Director for review ~~before an independent hearing officer by the San Juan County chief administrative officer.~~ The Human Resource Director will forward the request to the ~~hearing officer and the department head.~~ chief administrative officer. At the discretion of the chief administrative officer, an employee grievance may be referred to the Administrative Law Judge for review.

—(2) ~~While the employee may choose to have a representative attend a hearing with him or her for consultation, the hearing officer may require the employee to present their grievance, including but not limited to presenting any evidence, testimony or answering questions directly, and may limit or restrict the employee's representative from presenting the grievance, including but not limited to presenting evidence, testimony or answering on behalf of the employee. The employee may not raise any issue with the procedure described in division (B) that he or she did not raise in division (A).~~

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**Amendments to Chapter 33: Finance and Revenue; Taxation.**

Section 33.002 3 (Board of Equalization Standards of Practice) of Chapter 33 is amended as follows.

A) The County adopts by reference the State Tax Commission's Board of Equalization Standards of Practice. These rules are supplemented by relevant provisions in UCA §§ 59-2-1001 through 1006 and 59-2-1017 (hereafter section refers to the Utah Code); U.A.C. R884-24P-66 (County Board of Equalization Procedures and Appeals) and State Tax Commission Standards of Practice (Procedures and Guidelines for Boards of Equalization). The San Juan County Board of Commissioners, acting as the San Juan County Board of Equalization, may assign the San Juan County Administrative Law Judge to review and hear appeals filed under San Juan County Code Chapter 33: Finance and Revenue; Taxation. Such review and hearings by the Administrative

Law Judge shall be conducted pursuant to San Juan County Chapter 11 (Administrative Citations and Hearings). The San Juan County Administrative Law Judge shall attend and complete training offered by the Utah State Tax Commission relevant to the review and hearing of appeals under Chapter 33 of the San Juan County Code.

(B) The County shall use the most current version of the Board of Equalization Standards of Practice issued by the State Property Tax Division.

Section 33.059 (Appeals) (Transient Room Tax) of Chapter 33 is amended as follows.

(A) Any party aggrieved by any action of the County relating to the assessment, auditing, calculation or collection of the tax including any notice of deficiency issued by the County, may request a hearing by filing a written request for redetermination and hearing with the County Clerk/Auditor no later than 30 days after the effective date of the County's action or the date of issuance of the notice of deficiency. The appeal herein shall be reviewed and heard by the County's Administrative Law Judge pursuant to San Juan County Code Chapter 11 (Administrative Review and Appeals).

(B) The party shall have an additional right of administrative appeal to the state's Tax Commission in accordance with UCA § 59-12-302.

Section 33.099 (Procedures for Contesting Bids and Sales) of Chapter 33 is amended as follows.

Any person wishing to contest any action taken in connection with the tax sale must present such protest to the Board of County Commissioners, by filing a written notice of contest through the Clerk/Auditor's office within ten calendar days of the date of the tax sale. The protest shall be reviewed and heard by the County's Administrative Law Judge pursuant to San Juan County Code Chapter 11 (Administrative Review and Appeals).

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### **Amendments to Chapter 34: Purchasing Policy.**

Section 34.062 (Protests) of Chapter 34 is amended as follows.

Protests to the bidding process shall be submitted to the chief administrative officer in writing within five business days. The chief administrative officer will respond to the protest within five business days of receiving the complaint. ~~The chief administrative officer's decision may be appealed to the County Board of Commissioners in writing within five business days. The County Board of Commissioners may address the appeal at its next regularly scheduled meeting or hold a special meeting to evaluate the merits of the protest appeal.~~ The chief administrative officer's decision may be appealed to the San Juan County Administrative Law Judge in writing within ten (10) business days. The San Juan County Administrative Law Judge shall review and



hear the bid protest pursuant to San Juan County Code Chapter 11 (Administrative Review and Appeals).

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**Amendments to Chapter 35: Constitutional Takings.**

Section 35.005 (Appeals) of Chapter 35 is amended as follows.

Any owner of private property whose interest in the property is subject to a physical or regulatory taking by the County, pursuant to a final and authoritative decision or action by the County, may appeal the County's decision or action by filing a written notice of appeal and statement of the grounds for the appeal in the County Clerk/Auditor's office within 30 days from the date of the County's final decision or action. ~~The County Commission shall hear all evidence regarding the appeal and render its decision and findings in writing within 14 days from the date the appeal was filed. If the County fails to hear and decide the appeal within 14 days, the County's final decision or action is presumed to be approved.~~ The appeal shall be reviewed and heard by the San Juan County Administrative Law Judge pursuant to San Juan County Code Chapter 11 (Administrative Review and Appeals).

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**Amendments to Chapter 90: Health and Sanitation; Nuisances.**

Section 90.004 (Right to a Hearing) of Chapter 90 is amended as follows.

Consistent with UCA Title 4, Ch. 17, § 111, any person receiving notice of a complaint may request a hearing to the Weed Control Board (or to the ~~County legislative body~~ San Juan County Administrative Law Judge, if there is not a standing Weed Control Board) by filing a request, in writing, with the County Administrator within ten days of receiving notice of the complaint from the County. Appeals from a decision from the Weed Control Board shall be consistent with UCA Title 4, Ch. 17, § 111.

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### **Amendment to Chapter 91: Animal Control**

The following section is added to Chapter 91.

#### § 91.011 Appeals

An impoundment, a notice of violation, a citation, or administrative process decision issued in accordance with this Chapter may be appealed to the San Juan County Administrative Law Judge in accordance with Chapter 11 of the San Juan County Code.

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### **Amendment to Chapter 93: Fire Prevention**

The following section is added to Chapter 93.

#### § 93.008 Appeals

A denial or revocation of a permit, a citation, or administrative process decision issued in accordance with this Chapter may be appealed to the San Juan County Administrative Law Judge in accordance with Chapter 11 of the San Juan County Code.

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### **Amendments to Chapter 110: General Licensing**

Section 110.007 (Denials of License) of Chapter 110 is amended as follows.

(A) In the event the Economic Development Office shall deny any application for a business license, ~~the reason therefor shall be endorsed on the application by the Chairperson of the County Board of Commissioners, and the Economic Development Office shall return the fee deposited with a copy of the application to the applicant together with notice that the applicant may appear before the Board of County Commissioners within 45 days of the denial or revocation for the purpose of presenting reasons for setting aside such denial. If the applicant makes such appearance and shows by a preponderance of evidence that he or she should be licensed, the Board shall set aside the denial and approve the application. If the Board of County Commissioners denies the request, appeals can be made to District Court.~~ or shall revoke a business license, the applicant or business owner may appeal the denial or revocation to the San Juan County Administrative Law Judge pursuant to San Juan County Code Chapter 11.

(B) The Economic Development Office may deny or revoke any license upon finding that any person, firm or corporation or any employee of said firm or corporation licensed under this chapter has been convicted of a felony, or that false information has been given in the license application or that the business is being operated in a manner detrimental to the public good, may revoke that business license. The business license fee shall not be refunded.

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### **Amendments to Chapter 111: Alcoholic Beverages**

Section 111.027 of Chapter 111 is amended as follows.

(A) Licenses may be suspended or revoked by the Board of Commissioners for the violation on the licensed premises of any provision of this chapter, or of any other applicable ordinance or law relating to alcoholic beverages, or if the person to whom the license was issued no longer possesses the qualifications required by this chapter and the statutes of the state. Any license suspension or revocation by the Board of Commissioners may be appealed to the San Juan County Administrative Law Judge pursuant to San Juan County Code Chapter 11.

(B) All licenses issued pursuant to this chapter may be suspended and the premises closed by the Sheriff without prior hearing. At the time of a suspension, notice shall be given to the licensee of his or her right to ~~petition the Board of County Commissioners for a prompt hearing within ten days from the date of such suspension; and the cause, or causes, for such suspension shall be listed on the notice of closure. If cause for the suspension is established at the hearing, the suspension order may be continued for up to one year in duration. However, no license shall be revoked or suspended beyond the initial hearing without first establishing cause therefor, nor shall any license be revoked without first giving the licensee an opportunity for hearing on the cause specified for revocation.~~ appeal the suspension to the San Juan County Administrative Law Judge pursuant to San Juan County Code Chapter 11.

(C) It shall be unlawful for any person to sell beer at the licensed premises during the period of suspension or after the revocation of his or her beer license.

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### **Amendment to Chapter 150: Building Regulations; Construction**

The following section is added to Chapter 150.

#### § 150.003 Appeals

An administrative process decision or administrative enforcement action issued in accordance with this Chapter may be appealed to the San Juan County Administrative Law Judge in accordance with Chapter 11 of the San Juan County Code.

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### **Amendment to Chapter 152: Subdivision**

The following section is added to Chapter 152.

#### § 152.009 Appeals

An administrative process decision or administrative enforcement action issued in accordance with this Chapter may be appealed to the San Juan County Administrative Law Judge in accordance with Chapter 11 of the San Juan County Code.

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### **Amendments to Chapter 152: Zoning**

Section 152.041 is amended as follows.

#### § 153.041 APPEALS.

~~—(A) Appeal Authority. The authority to hear request for variances from the terms of the land use ordinance and appeals from decisions applying the land use ordinances shall be vested in the Board of County Commissioners.~~

~~—(B) Appealing land use authority's decision. An applicant, board or officer of the County, or any person affected by the land use authority's decision applying a land use ordinance may, within the time period provided in division (B)(3) below, appeal that decision to the Appeal Authority by alleging there is error in any order, requirement, decision or determination made by the land use authority in the decision applying the land use ordinance.~~

~~—(1) Time to appeal. Any appeal, pursuant hereto, must be filed in writing to the County Administrator within ten calendar days of the issuance of the written decision applying the land use ordinance.~~

~~—(2) Time for hearing appeal. The Appeal Authority should hear the appeal within 30 days of the date the appeal was filed.~~

~~—(3) Written statement setting forth theories of relief required. The appellant shall deliver to the Appeal Authority and all other participants, five business days prior to the hearing, a written statement setting forth each and every theory of relief she intends to raise at the hearing, along with a brief statement of facts in support thereof.~~

~~—(4) Condition precedent to judicial review.~~

~~—(a) No person, board or officer of the County may seek judicial review of any decision applying to the land use ordinance until after challenging the land use authority's decision in accordance with this part.~~

~~—(b) No theory of relief may be raised in the District Court unless it was timely and specifically presented to the Appeals Authority.~~

~~—(5) Standard of review and burden of proof on appeal.~~

~~—(a) The Appeal Authority shall upon appeal, presume that the decision applying the land use ordinance is valid and determine only whether or not the decision is arbitrary, capricious or illegal.~~

~~—(b) The burden of proof on appeal is on the appellant.~~

~~—(6) Due process rights. The Appeal Authority shall respect the due process rights of all participants.~~

Appeals of land use decisions under this chapter shall be filed, reviewed, and heard by the Administrative Law Judge under Chapter 11 of the San Juan County Code.

Section 152.042 is amended as follows.

§ 153.042 VARIANCES.

(A) Any person or entity desiring a waiver or modifications of the requirements of a land use ordinance as applied to a parcel of property that he or she owns, leases, or in which he or she holds some other beneficial interest may apply to the Appeal Authority San Juan County Administrative Law Judge for a variance from the terms of the ordinance.

(B) Pursuant to state law, the Appeal Authority San Juan County Administrative Law Judge may grant a variance only if:

(1) Literal enforcement of the ordinance would cause an unreasonable hardship for the applicant that is not necessary to carry out the general purpose of the land use ordinances;

(2) There are special circumstances attached to the property that do not generally apply to other properties in the same zone;

(3) Granting the variance is essential to the enjoyment of a substantial property right possessed by other property in the same zone;

(4) The variance will not substantially affect the general plan and will not be contrary to the public interest; and

(5) The spirit of the land use ordinance is observed and substantial justice done.

(C) In determining whether or not enforcement of the land use ordinance would cause unreasonable hardship hereunder, the Appeal Authority may not find an unreasonable hardship unless the alleged hardship:

(1) Is located on or associated with the property for which the variance is sought; and

(2) Comes from circumstances peculiar to the property, not from conditions that ~~are~~ are general to the neighborhood.

(D) In determining whether or not enforcement of the land use ordinance would cause unreasonable hardship under division (C) above, the ~~Appeal Authority~~ San Juan County Administrative Law Judge may not find an unreasonable hardship if the hardship is self-imposed or economic.

(E) In determining whether or not there are special circumstances attached to the property under division (B) above, the ~~Appeal Authority~~ San Juan County Administrative Law Judge may find that special circumstances exist only if the special circumstances:

(1) Relate to the hardship complained of; and

(2) Deprive the property of privileges granted to other properties in the same zone.

(F) The applicant shall bear the burden of proving that all of the conditions justifying a variance have been met.

(G) Variances run with the land.

(H) The ~~Appeal Authority~~ San Juan County Administrative Law Judge may not grant a use variance.

(I) In granting a variance, the ~~Appeal Authority~~ San Juan County Administrative Law Judge may impose additional requirements on the applicant that will:

(1) Mitigate any harmful affects of the variance; or

(2) Serve the purpose of the standard or requirement that is waived or modified.

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**PASSED AND ADOPTED** by action of the Board of San Juan County Commissioners for San Juan County in an open meeting this \_\_\_\_\_ day of May 2023.

Voting Aye: \_\_\_\_\_

Voting Nay: \_\_\_\_\_

ATTEST:

SAN JUAN COUNTY BOARD OF  
COMMISSIONERS

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Lyman Duncan, Clerk/Auditor

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Bruce Adams, Chair

# San Juan County FORM A - MENTAL HEALTH BUDGET NARRATIVE 3 Year Plan (FY 2024-2026)

Local Authority: San Juan County

**Instructions:**

In the cells below, please provide an answer/description for each question. **PLEASE CHANGE THE COLOR TO BLUE, OF SUBSTANTIVE NEW LANGUAGE INCLUDED IN YOUR PLAN THIS YEAR!**

**1) Inpatient Services**

*Adult Services*

*Pam Bennett*

**Describe the activities you propose to undertake over the three year period and identify where services are provided. For each service, identify whether you will provide services directly or through a contracted provider. Include any planned changes in programming or funding.**

There are no inpatient psychiatric facilities in San Juan County. This necessitates referring clients needing inpatient care to facilities outside the county. When inpatient needs arise, patients undergo a physical health evaluation at one of two county hospitals and receive medical clearance. After medical clearance has been obtained, arrangements are made for patients to be transported to a licensed acute inpatient facility within the state of Utah. San Juan County Sheriff’s Office provides transportation for clients who are involuntarily committed. The sheriff’s office has been extremely cooperative and helpful. They are a great partner. Such patients are often admitted to the Provo Canyon Hospital or Mountain View Hospital.

Every effort is made to maintain residents in their own homes when possible. With strong family support, increased case management and other intensive outpatient services, individuals who otherwise might have been hospitalized can at times be maintained successfully in the community.

San Juan Counseling’s professional staff maintains active certification as Designated Examiners for authority to enact involuntary commitments with the above scenarios.

**Describe your efforts to support the transition from this level of care back to the community.**

**We have identified and work with acute hospital/inpatient liaisons to ensure that sessions are set up with a primary therapist prior to discharge. We have also established and are explicit on the importance of aftercare services at intake and are collaborating with these entities to ensure an AC plan is in place prior to discharge. Our MCOT team also conducts F/U with any individuals transitioning back into the community per their mandates. Clinical updates are required and shared with the primary therapist prior to discharge. Regular phone staffings take place as required.**

*Children’s Services*

*Leah Colburn*

**Describe the activities you propose to undertake over the three year period and identify where services are provided. For each service, identify whether you will provide services directly or through a contracted provider. Include any planned changes in programming or funding.**



Since there are no children/youth inpatient facilities within San Juan County, the same procedures that apply for adult inpatient care and services apply to youth. For children and youth needing intensive services, every effort is made to meet those needs through some type of diversion plan within the county. Children and youth whose needs cannot be met locally and who require inpatient care are referred to appropriate facilities outside of the county. As inpatient needs arise, patients can undergo a physical health evaluation at either local hospital for medical clearance. Arrangements are then made for patients to be placed in an acute inpatient facility within the state of Utah. These placements are sometimes arranged through relationships with other mental health centers in the state. If the situation warrants, placement at the Utah State Hospital is utilized. Youth are also admitted to private hospitals.

As with the adult population, intensive wraparound services can sometimes alleviate the need for hospitalization. Safety of the individual, family, and community remains paramount when less restrictive (non-hospitalization) measures are pursued.

San Juan Counseling's professional staff maintain active certification as Designated Examiners or maintain relationships with active DE for authority to enact associated involuntary commitments with the above scenarios.

SJC and Canyonlands Youth Home have an agreement to use the youth home as a diversionary placement when appropriate. We have used this resource when appropriate and will continue to do so

**Describe your efforts to support the transition from this level of care back to the community.**

SJC works to support all inpatient discharges. Our MCOT staff is dedicated to work with individuals as they are transitioning back into the community. The MCOT team reaches out to follow up on the needs of the individual. The MCOT team helps to facilitate therapy appointments and other resources as needed. SJC will also offer respite when appropriate.

With SJC's relationship with local SOC's, if needed, referrals will be made and facilitated for those services

**2) Residential Care**

**Adult Services**

*Pam Bennett*

**Describe the activities you propose to undertake over the three year period and identify where services are provided. For each service, identify whether you will provide services directly or through a contracted provider. Include any planned changes in programming or funding.**

No mental health residential facilities are located within San Juan County. As a result, San Juan Counseling refers San Juan County residents who meet criteria for this level of care to facilities outside of the county. SJC has a cooperative relationship with other Utah Behavioral Health Committee (UBHC) agencies that have residential care facilities. By "cooperative relationship," it is the relationship that we, as a center, have with each of the other LMHCs throughout the state. When we are in need of services not available in San Juan County, we often call other centers and ask for advice, suggestions and assistance. They are very cooperative and are often able to suggest facilities and resources that may or may not be affiliated with their particular center. This cooperative relationship has proven invaluable in many instances in which we needed knowledge of, and/or access to, facilities and resources outside our county. However, such facilities have been difficult to access for our residents based on funding constraints and availability. Private facilities have been utilized as needed and will continue to be used. SJC has been able to provide several modified services to minimize the need of residential treatment such as aggressive case managed services, services similar to an ACT team and services similar to a Clozaril Clinic. Due to the creative efforts of the clinical team at SJC, clients that might have required

residential treatment have been maintained in a less restrictive setting while at the same time addressing their unique needs.

If a San Juan County resident is in need of therapeutic foster care, a therapeutic foster care provider is used within the county when available. Four Corners Care Center located in Blanding provides residential care for aged clients needing long-term care.

In addition to utilizing out-of-county facilities when necessary, SJC provides residential-type services in our day treatment facilities. Day treatment clients are allowed to utilize washers and dryers in the day treatment facilities to do laundry. Clients are also given the opportunity to shower in day treatment facilities. Wrap-around and other in-home services are provided to SMI clients in an effort to maintain them in their own homes in the local community.

**How is access to this level of care determined? How is the effectiveness and accessibility of residential care evaluated?**

SJC utilizes functional assessments such as the DLA-20 when available in combinations with clinical information related to safety and the need for additional support. The primary goals include the individual being in the least restrictive environment possible. Effectiveness of care is determined by several factors including functioning levels, inpatient admissions, legal involvement, safety, etc.

*Children's Services*

*Leah Colburn*

**Describe the activities you propose to undertake over the three year period and identify where services are provided. For each service, identify whether you will provide services directly or through a contracted provider. Include any planned changes in programming or funding. Please identify your current residential contracts. Please identify any significant service gaps related to residential services for youth you may be experiencing.**

Procedures for children and youth residential care are similar to the residential care for adults with the exception that they are placed in satisfactory children's facilities. Due to our close personal and working relationships with other LMHCs and their employees, they are willing to assist when asked for recommendations and help in finding residential placements for San Juan County children and youth. Relationships developed through UBHC sponsored meetings of directors, clinical directors and children's coordinators have facilitated such relationships and cooperative attitudes among various centers and their employees. *The gaps continue to be related to not having anything close/locals as well as minor communication from time to time. This has not impacted continuity of care but continues to be addressed and rectified as warranted.*

**How is access to this level of care determined? Please describe your efforts to support the transition from this level of care back to the community.**

SJC uses clinical information related to safety and the need for additional support. The primary goals include the individual being in the least restrictive environment possible. Effectiveness of care is determined by several factors including functioning levels, inpatient admissions, legal involvement, safety, etc. SJC considers residential as short-term treatment and not a placement for out of home care.

Our MCOT staff is dedicated to work with individuals as they are transitioning back into the community. The MCOT team reaches out to follow up on the needs of the individual. The MCOT team helps to facilitate therapy appointments and other resources as needed and follows up when appointments are

missed.. SJC will also offer respite when appropriate.  
With SJC's relationship with local SOC's, if needed, referrals will be made and facilitated for those services.

3) **Outpatient Care**

*Adult Services*

*Pam Bennett*

**Describe the activities you propose to undertake over the three year period and identify where services are provided. For each service, identify whether you will provide services directly or through a contracted provider. Define the process for referring an individual to a subcontractor for services. Include any planned changes in programming or funding.**

Outpatient services are provided by San Juan Counseling. Services include: Intake and evaluation, psychiatric assessment and evaluation, individual, marriage, family and group psychotherapy, and behavior management. Major goals of outpatient services are: 1) screen for appropriateness of treatment through the completion of an intake and evaluation, 2) evaluate and diagnose individuals with potential mental illness in order to determine what illnesses are present, 3) prescribe appropriate treatment secondary to initial diagnosis or diagnostic impressions and subsequently, 4) provide psychotherapy, group or family therapy and medication management as indicated in order to treat the diagnosed illness of the client or individual.  
  
Other services include: 1) indicate and/or prescribe residential or inpatient treatment as needed and, 2) referral to appropriate treatment agency.  
  
All clinical staff practice under the Department of Professional Licensing Guidelines as Licensed Mental Health Professionals. Certified Case Managers are certified under DSAMH.

**Describe the approach to serving individuals with complex behavioral health presentations or who need multiple supports to remain in the community, including the programmatic approach to serving individuals in the least restrictive level of care. Identify your proposed fidelity monitoring and outcome measures.**

San Juan Counseling does not currently have an interdisciplinary ACT team or practice ACOT for high acuity clients. However, efforts continue to coordinate with community partners to identify and outreach to clients with chronic and persistent mental illness. For instance, SJC administration and staff have met with medical staff and behavioral health leadership of Utah Navajo Health Systems (UNHS) to promote our adult day treatment programs in Blanding, Montezuma Creek and Mexican Hat. In addition, SJC staff has presented to four Navajo Nation chapters located in Utah and will continue contact with these organizations. The outcome measures sought for are keeping individuals in the community and out of inpatient units, out of jails, and to prevent homelessness. SJC utilizes the DLA-20 to track improvement and individual needs.

**Describe the programmatic approach for serving individuals in the least restrictive level of care who are civilly committed or court-ordered to Assisted Outpatient Treatment. Include the process to track the individuals, including progress in treatment.**

San Juan Counseling strives to serve civilly committed clients using the least restrictive level of care possible. Civilly committed clients living in the community are consistently re-evaluated prior to their civil commitment hearing to determine whether he/she still meets criteria. If not, this is clearly articulated to the court. Every individual civilly committed is assigned to a clinician and meets with the clinician at least monthly - usually weekly. Monthly during the case manager meetings the individuals are discussed. The re-evaluation process is ongoing.

For clients seen in acute settings, such as an ER department, SJC clinicians conduct an emergency mental health evaluation that includes a suicide-specific risk assessment, information from collateral sources, such as medical records, family members and friends. An effort is made to engage the client in safety planning and restricting his/her access to lethal means prior to determining whether civil commitment is recommended.

**Children's Services**

**Leah Colburn**

**Describe the activities you propose to undertake and identify where services are provided. For each service, identify whether you will provide services directly or through a contracted provider. Define the process for referring an individual to a subcontractor for services. Include any planned changes in programming or funding. *Please highlight approaches to engage family systems.***

Outpatient services are provided by San Juan Counseling. Services include: Intake and evaluation, psychiatric assessment and evaluation, individual, marriage, family and group psychotherapy, and behavior management. Major goals of outpatient services are: 1) screen for appropriateness of treatment through the completion of an intake and evaluation, 2) evaluate and diagnose individuals with potential mental illness in order to determine what illnesses are present, 3) prescribe appropriate treatment secondary to initial diagnosis or diagnostic impressions and subsequently, 4) provide psychotherapy, group or family therapy and medication management as indicated in order to treat the diagnosed illness of the client or individual.

*We staff clients weekly looking at them from all perspectives including the role of the family system and how to engage the family system as a whole.*

Other services include: 1) indicate and/or prescribe residential or inpatient treatment as needed and, 2) referral to appropriate treatment agency.

All clinical staff practice under the Department of Professional Licensing Guidelines as Licensed Mental Health Professionals or as certified Case Managers.

**Describe the approach to serving individuals with complex behavioral health presentations or who need multiple supports to remain in the community, including the programmatic approach to serving individuals in the least restrictive level of care. Identify your proposed fidelity monitoring and outcome measures.**

*SJC seeks to offer services that will support the family and the youth that allows the youth to remain in the least restrictive environment possible. SJC utilizes FRF/Peer Support to work with those families in need. SJC offers case management, respite, and skills development to youth when needed. SJC will also refer youth/families to SOC to utilize their full wrap around approach when appropriate.*

**4) 24-Hour Crisis Care**

## Adult Services

Nichole Cunha

Please outline plans for the next three years for access to crisis services during daytime work hours, afterhours, weekends and holidays. Describe how crisis services are utilized as a diversion from higher levels of care inpatient, residential, etc.) and the criminal justice system. Identify what crisis services are currently provided in your area, where services are provided, and what gaps need to still be addressed to offer a full continuum of care to include access to a crisis line, mobile crisis outreach teams, and facility-based stabilization/receiving centers. Identify plans for meeting any statutory or administrative rule governing crisis services. For each service, identify whether you will provide services directly or through a contracted provider. Describe how you coordinate with state and local partners for services to include the Utah Crisis Line, JJS and other DHHS systems of care, law enforcement and first responders, for the provision of crisis services. Include any planned changes in programming or funding.

In November 2020 SJC implemented MCOT services in San Juan County. During daytime work hours the crisis services are covered by 2 Bachelor's level Certified Crisis Workers. There is a licensed therapist available during the daytime hours to assist Crisis Workers as needed. We are also currently in the process of re-evaluating this model due to having an increase in therapists recently. After office hours and on the weekends, there is one Crisis Worker and one therapist on call from 8 am to 11 pm. A licensed therapist covers the on call from 11 pm to 8 am. The on-call line is covered 24 hours a day, 7 days a week. The local crisis phone number for the on-call worker is provided to the local hospitals, medical clinics, sheriff's office, police stations, DCFS, nursing home, schools, and other key facilities within the county. The Utah Crisis Line is advertised to the local community as the crisis number. The MCOT team will be deployed through handoffs from the Utah Crisis Line, calls from local partners including law enforcement, schools, and emergency rooms, calls or walk-in crisis' initiated by consumers, and local dispatch.

All crisis services are provided without any compensation from the local hospitals, jails, or other institutions. All individuals are served regardless of funding status.

Crisis services are utilized as a diversion from higher levels of care through MCOT outreaches. The MCOT team will deploy to where the crisis is happening (as far as it meets safety standards). The MCOT crisis workers will utilize local resources to meet client's needs. The MCOT team continues to reach out and monitor progress of the individual's needs, including linking to further appropriate services.

The professional staffing shortage that is happening statewide is influencing our ability to fully staff the crisis team, though with some recent hires we are re-evaluating.. SJC realizes that crisis services are essential. SJC also recognizes that providing these services and requiring after hours shifts is one the largest barriers to job satisfaction among the majority of providers. After hours and weekend work can be viewed as more challenging for some providers. With more competition for providers that are not required to work after hours and weekends, hiring has become a bigger challenge. The public system needs to develop and have access to additional resources and ideas to attract and keep providers willing and able to provide 24/7 crisis services. SJC has and will continue to explore a myriad of options to alleviate some of the challenges associated with crisis services.

As part of our efforts to promote MCOT, our MCOT crisis workers have presented to local law enforcement agencies, DCFS, JJS, medical providers, schools, and other community partners. Our MCOT team reaches out to partners quarterly with brochures and information to help with the coordination efforts. During the daytime when our MCOT team is not responding to calls they are following up with recent cases, concerning no shows, community partner outreach, etc.

Describe your current and planned evaluation procedures for crisis intervention services that

objectively measure access and measurable outcomes for persons with both mental health and substance use disorders using data. Technical assistance with data specifications and key performance indicators are available if needed, please describe any areas for help that are required.

SJC has implemented the Division MCOT data measures as required for State reporting. SJC will monitor outcome measures such as the individual's final disposition following MCOT services.

### Children's Services

Nichole Cunha

Please outline plans for the next three years for access to crisis services during daytime work hours, afterhours, weekends and holidays. Describe how crisis services are utilized as a diversion from higher levels of care (inpatient, residential, etc.) and the criminal justice system. Identify what crisis services are provided, where services are currently provided in your area, where services are provided, and what gaps need to still be addressed to offer a full continuum of care (including access to a Crisis Line, Mobile Crisis Outreach Teams, facility-based stabilization/receiving centers and In-Home Stabilization Services). Including if you provide SMR/Youth MCOT and Stabilization services, if you are not an SMR/Youth MCOT and Stabilization provider, how do you plan to coordinate with SMR providers in your region? For each service, identify whether you will provide services directly or through a contracted provider. Describe how you coordinate with state and local partners for services to include the Utah Crisis Line, JJYS and other DHHS systems of care, law enforcement and first responders, schools, and hospitals for the provision of crisis services to at-risk youth, children, and their families. Include any planned changes in programming or funding.

In November 2020 SJC implemented MCOT services in San Juan County. During daytime work hours the crisis services are covered by 2 Bachelor's level Certified Crisis Workers. There is a licensed therapist available during the daytime hours to assist Crisis Workers as needed and due to some recent hires, we are currently re-evaluating that. After office hours and on the weekends, there is one Crisis Worker and one therapist on call from 8 am to 11 pm. A licensed therapist covers the on call from 11 pm to 8 am. The on-call line is covered 24 hours a day, 7 days a week. The local crisis phone number for the on-call worker is provided to the local hospitals, medical clinics, sheriff's office, police stations, DCFS, nursing home, schools, and other key facilities within the county. The Utah Crisis Line is advertised to the local community as the crisis number. The MCOT team will be deployed through handoffs from the Utah Crisis Line, calls from local partners including law enforcement, schools, and emergency rooms, calls or walk-in crisis' initiated by consumers, and local dispatch.

All crisis services are provided without any compensation from the local hospitals, jails, or other institutions. All individuals are served regardless of funding status.

Crisis services are utilized as a diversion from higher levels of care through MCOT outreaches. The MCOT team will deploy to where the crisis is happening (as far as it meets safety standards). The MCOT crisis workers will utilize local resources to meet client's needs. The MCOT team continues to reach out and monitor progress of the individual's needs, including linking to further appropriate services.

The professional staffing shortage that is happening statewide is influencing our ability to fully staff the crisis team though with some recent hires, we are re-evaluating this. SJC realizes that crisis services are essential. SJC also recognizes that providing these services and requiring after hours shifts is one the largest barriers to job satisfaction among the majority of providers. After hours and weekend work can be viewed as more challenging for some providers. With more competition for providers that are not required to work after hours and weekends, hiring has become a bigger challenge. The public

system needs to develop and have access to additional resources and ideas to attract and keep providers willing and able to provide 24/7 crisis services. SJC has and will continue to explore a myriad of options to alleviate some of the challenges associated with crisis services.

As part of our efforts to promote MCOT, our MCOT crisis workers have presented to local law enforcement agencies, DCFS, JJS, medical providers, schools, and other community partners. Our MCOT team reaches out to partners quarterly with brochures and information to help with the coordination efforts. During the daytime when our MCOT team is not responding to calls they are following up with recent cases, concerning no shows, community partner outreach, etc

**Describe your current and planned evaluation procedures for children and youth crisis intervention services that objectively measure access and measurable outcomes for persons with both mental health and substance use disorders using data. Technical assistance with data specifications and key performance indicators are available if needed, please describe any areas for help that are required.**

SJC has implemented the Division MCOT data measures as required for State reporting. SJC will monitor outcome measures such as the individual's final disposition following MCOT services.

**5) Psychotropic Medication Management**

**Adult Services**

**Pam Bennett**

**Describe the activities you propose to undertake over the three year period and identify where services are provided. For each service, identify whether you will provide services directly or through a contracted provider. Include any planned changes in programming or funding. Please list any specific procedures related to continuity of medication management during transitions between from or between providers/agencies/level of care settings.**

Psychotropic medication management services in San Juan County are provided by San Juan Counseling's licensed medical staff. They include psychiatric assessment and evaluation, medication management by a physician and/or a psychiatric nurse, and laboratory testing as required. Professional medical staff screen for appropriateness of medication management through the completion of a psychiatric assessment and evaluation. They evaluate and diagnose individuals with potential mental illness in order to determine what illnesses are present and then prescribe appropriate treatment and medication management secondary to initial diagnosis or diagnostic impressions and subsequently manage any psychotropic medications prescribed through the agency. SJC has two part-time Psychiatric Nurse Specialists with prescriptive authority. (A.P.R.N. level). *We are currently working out the best way to collaborate with other community agencies (including getting releases signed) to ensure continuity and communication is happening when it comes to prescribing. We strongly encourage those receiving therapeutic services to utilize our in house prescribers, when possible.*

**Children's Services**

**Leah Colburn**

**Describe the activities you propose to undertake over the three year period and identify where services are provided. For each service, identify whether you will provide services directly or through a contracted provider. Include any planned changes in programming or funding. Please list any specific procedures related to continuity of medication management during transitions between providers/agencies/level of care settings.**

Psychotropic medication management services in San Juan County are provided by San Juan Counseling's licensed medical staff. They include psychiatric assessment and evaluation, medication management by a physician and/or a psychiatric nurse, and laboratory testing as required. Professional

medical staff screen for appropriateness of medication management through the completion of a psychiatric assessment and evaluation. They evaluate and diagnose individuals with potential mental illness in order to determine what illnesses are present and then prescribe appropriate treatment and medication management secondary to initial diagnosis or diagnostic impressions and subsequently manage any psychotropic medications prescribed through the agency. SJC has a full-time Psychiatric Nurse Specialist with prescriptive authority. (A.P.R.N. level). *We are currently working out the best way to collaborate with other community agencies (including getting releases signed) to ensure continuity and communication is happening when it comes to prescribing. We strongly encourage those receiving therapeutic services to utilize our in house prescribers, when possible.*

When treating children, SJC has access to a child psychiatrist for diagnosis and med management via telemedicine through the University of Utah. When necessary, SJC's APRN works directly with the doctor in providing children's services. SJC's APRN has had extensive training and supervision from child psychiatrists.

**6) Psychoeducation Services & Psychosocial Rehabilitation**

*Adult Services*

*Pam Bennett*

**Describe the activities you propose to undertake over the three year period and identify where services are provided. For each service, identify whether you will provide services directly or through a contracted provider. Include any planned changes in programming or funding.**

These services are provided primarily through services provided by SJC's Gateway (Blanding), Montezuma Creek, *and Mexican Hat Day Treatment facilities. We are currently working to get a Monticello office licensed also so that services can be provided out of that office.* Services are also available to clients who choose not to attend day treatment programs. These services include intake and evaluation, psychiatric assessment and evaluation, psychological testing, medication management by physician and by advanced psychiatric nurse, individual, family and group psychotherapy, day treatment services, case management, behavior management, 24-hour crisis on-call, intervention services, protective payee services, and a wide range of individual and group skills development classes.

Day treatment facilities and treatment focus on a holistic and recovery-oriented approach to wellness. All San Juan County residents diagnosed with a mental illness, deemed to be severe and persistently mentally ill (SPMI), and not able to remain in the community without close supervision, case management, group and individual skills development and a therapeutic type of community are eligible for services.

**Describe how clients are identified for Psychoeducation and Psychosocial Rehabilitation services. How is the effectiveness of the services measured?**

Clients are identified through a formal evaluation and referred by a licensed therapist. Measured by ability to maintain stability w/in community -- without which they would need a higher level of care.

SJC utilizes the DLA-20 to target areas of rehabilitation and completes a DLA-20 on each client every six months to measure improvement and/or areas of need. We also use the DLA-20 to measure effectiveness of services provided.

*Children's Services*

*Leah Colburn*



**Describe the activities you propose to undertake over the three year period and identify where services are provided. For each service, identify whether you will provide services directly or through a contracted provider. Include any planned changes in programming or funding.**

Children/Youth Psychoeducation Services and Psychosocial Rehabilitation are provided in a similar manner as are the adult services with the exception that there are no day treatment services for children. Services are provided by SJC staff, primarily case managers. The Family Resource Facilitators that provide these services have been appropriately trained and supervised. These services are prescribed following intake and evaluation and other assessments and are provided in conjunction with treatment by clinical team members.

**Describe how clients are identified for Psychoeducation and Psychosocial Rehabilitation services. How is the effectiveness of the services measured?**

Clients are identified through a formal evaluation and referred by a licensed therapist.  
  
Measured by ability to maintain stability w/in community -- without which they would need a higher level of care.  
  
SJC utilizes the DLA-20 to target areas of rehabilitation and completes a DLA-20 on each client every six months to measure improvement and/or areas of need.

**7) Case Management**

*Adult Services*

*Pete Caldwell*

**Describe the activities you propose to undertake over the three year period and identify where services are provided. For each service, identify whether you will provide services directly or through a contracted provider. Please include how you ensure each case management provider is certified to provide these services. Include any planned changes in programming or funding.**

Case management services are provided by SJC. Case management services are centered on the client's individual needs for behavioral training, community living skills, work activity, work adjustment, recreation, self-feeding, self-care, social appropriateness, interpersonal adjustment, self-sufficiency, etc., as prescribed in the Treatment Plan. Medication management, financial management and other vital skills are taught to ensure adequate and effective skills development for each client who receives case management services from San Juan Counseling. The focus for case management is to screen for appropriateness of case management services through the completion of an intake and evaluation, evaluate and diagnose individuals with potential mental illness in order to determine what illnesses are present, prescribe appropriate case management treatment secondary to initial diagnosis or diagnostic impressions and then subsequently, provide direct services to empower the client to learn how to provide Activities of Daily Living (ADL) for themselves or to empower them to care for themselves and for their general ADL as indicated in order to reach maximum resiliency or to reach a state of recovery from the diagnosed illness of the client.  
  
SJC ensures case managers are certified by tracking training, having staff submit CM tests to SJC leadership, and supervise 80 hours of experience required.

**Please describe how eligibility is determined for case management services. How is the effectiveness of the services measured?**

Clients are identified through a formal evaluation and referred by a licensed therapist.

Measured by ability to maintain stability w/in community -- without which they would need a higher level of care.

SJC utilizes the DLA-20 to target areas of rehabilitation and completes a DLA-20 on each client every six months to measure improvement and/or areas of need

**Children's Services**

**Pete Caldwell**

**Describe the activities you propose to undertake over the three year period and identify where services are provided. For each service, identify whether you will provide services directly or through a contracted provider. Please include how you ensure each case management provider is certified to provide these services. Include any planned changes in programming or funding.**

Children and youth have access to high quality case management, counseling, Family Resource Facilitator services, and the strength of an established "System of Care" (SOC) Committee providing wrap-around services. Therapists in the schools will continue to provide case management for children. SJC encourages the therapists in the schools to provide more case management services for youth. FRFs also provide some case management services when appropriate.

SJC ensures case managers are certified by tracking training, having staff submit CM tests to SJC leadership, and supervise 80 hours of experience required.

**Please describe how eligibility is determined for case management services. How is the effectiveness of the service measured?**

Clients are identified through a formal evaluation and referred by a licensed therapist.

Measured by ability to maintain stability w/in community -- without which they would need a higher level of care.

SJC utilizes the DLA-20 to target areas of rehabilitation and completes a DLA-20 on each client every six months to measure improvement and/or areas of need.

**8) Community Supports (housing services)**

**Adult Services**

**Pete Caldwell**

**Describe the activities you propose to undertake over the three year period and identify where services are provided. For each service, identify whether you will provide services directly or through a contracted provider. Include any planned changes in programming or funding.**

San Juan Counseling is continuing to look at ways to meet the housing needs of the community. SJC provides transitional housing occasionally through local motels and apartments. SJC has secured a trailer that is used for transitional housing to be used as needs arise.

SMI clients, especially those who attend Day Treatment receive extensive in-home, housing, and other case management services. SJC's case managers work with local low-income housing providers to meet housing needs in the community. Case managers also work with housing authorities and owners to help clients be compliant with housing standards, so their housing is not at risk.

Indicate what assessment tools are used to determine criteria, level of care and outcomes for placement in treatment-based and/or supportive housing? [Technical assistance is available through Pete Caldwell: pgcaldwell@utah.gov](mailto:pgcaldwell@utah.gov)

DLA-20, SMI criteria, Civil Commitment, and supervision needs are used to consider the individuals with the highest priorities for limited housing resources

**Children's Services (respite services)**

**Leah Colburn**

Describe the activities you propose to undertake over the three year period and identify where services are provided. For each service, identify whether you will provide services directly or through a contracted provider. Please identify how this fits within your continuum of care. Include any planned changes in programming or funding.

SJC provides respite care utilizing outplacement funds and Medicaid capitated funds. This service has been proven helpful when needed. All of SJC's case managers are now certified as child case managers. SJC is using the child case managers to provide respite services for clients in need. It is expected that the need for this service will continue, especially with Medicaid eligible clients

Please describe how you determine eligibility for respite services. How is the effectiveness of the service measured?

Eligibility is determined based on the needs of the child/family. Individuals are referred to service by therapist determination.  
  
Effectiveness is measured by parent self-report of child's behavior being more manageable in the home and parent being able to focus on needs in the home. YOQ may also be used to measure the effectiveness of the service

**9) Peer Support Services**

**Adult Services**

**Heather Rydalch**

Describe the activities you propose to undertake over the three year period and identify where services are provided. For each service, identify whether you will provide services directly or through a contracted provider. Include any planned changes in programming or funding.

SJC currently has one part time Peer Support Specialist. Our Peer Support Specialists work with a wide variety of clients depending on the needs of the clients. [SJC has had struggles hiring and maintaining qualified individuals in these positions. We are looking to hire additional, qualified individuals or move our current PS F/T as/if the need arises.](#)

Describe how clients are identified for Peer Support Specialist services. How is the effectiveness of the services measured?

Through SOC, therapist recommendation. Coalitions and community partners, Effectiveness is measured through completion of treatment goals related to peer support as well as outcomes.

**Children's Services**

**Leah Colburn**

Describe the activities you propose to undertake over the three year period and identify where services are provided. For each service, identify whether you will provide services directly or through a contracted provider. Describe how Family Peer Support Specialists will partner with

<b>other Department of Health &amp; Human Services child serving agencies, including DCFS, DJJYS, DSPD, and HFW. Include any planned changes in programming or funding.</b>
Children/Youth peer support services are provided by the Family Resource Facilitator that is an employee of San Juan Counseling.  SJC has been unable to replace our FT FRF in 2022. We have a PT FRF who will continue to work to in 2023.
<b>Describe how clients are identified for Family Peer Support Specialist services. How is the effectiveness of the services measured?</b>
Services are prescribed by therapists based on clinical need including, but not limited to, the DLA-20, C-SSTS. We also use community partners.

**10) Consultation & Education Services**

**Adult Services**

**Pam Bennett**

<b>Describe the activities you propose to undertake over the three year period and identify where services are provided. For each service, identify whether you will provide services directly or through a contracted provider. Include any planned changes in programming or funding.</b>
San Juan Counseling participates in a wide range of conferences, seminars, committees, and cooperates with other value-added partners to provide services in consultation and education. San Juan's System of Care includes DWS, DCFS, DSPD, San Juan County School District, Juvenile Court, local law enforcement, Vocational Rehabilitation, Utah Navajo Health System, San Juan County Family Resource Facilitator, and San Juan County Drug and Alcohol Prevention Specialist. San Juan Counseling currently chairs the local "System of Care" meeting. SJC helps sponsor the Family Coalition Conference, and the Domestic Violence Conference. SJC is involved with the planning process for the San Juan County Health Fair.  San Juan Partners with area federal and state agencies, clinics, hospitals, schools, law enforcement, religious organizations, and Navajo Chapter Houses in an effort to improve cooperation and service.  San Juan Counseling's clinical professional staff is available 24-7 to medical professionals, family members, law enforcement, etc. as needed for consultation for mental health crises situations.  San Juan Counseling therapists provide wellness-oriented presentations at various community seminars and gatherings. SJC staff present at the local university (USU- San Juan Campus) several times a year related to different behavioral health topics. SJC is a key member of the sex abuse prevention coalition in the county.

**Children's Services**

**Leah Colburn**

<b>Describe the activities you propose to undertake over the three year period and identify where services are provided. For each service, identify whether you will provide services directly or through a contracted provider. Include any planned changes in programming or funding.</b>
San Juan Counseling has 1 part time Peer Support Worker. Working with SOC, the Peer works closely with families in crisis to educate families about available services and provide carefully crafted

wrap-around services for families in need. Family team meetings are held to personalize the service of each family. The services are coordinated in both the family team meetings and the System of Care.

San Juan Counseling’s clinical professional staff is available 24-7 to medical professionals, school personnel, parents, law enforcement, etc. as needed for consultation for mental health crises situations.

San Juan Counseling therapists provide wellness-oriented presentations at various community seminars and gatherings.

The San Juan System of Care committee, of which SJC is a major player, sponsors an annual Family Support conference that has been attended by hundreds of people. It is a very successful event where residents are able to learn of services available in the county.

SJC is also a part of a San Juan County Health Fair held each year.

**11) Services to Incarcerated Persons**

*Pam Bennett*

**Describe the activities you propose to undertake over the three year period and identify where services are provided. For each service, identify whether you will provide services directly or through a contracted provider, and how you will coordinate with the jail to ensure service delivery is adequate. Include any planned changes in programming or funding.**

San Juan Counseling provides outpatient care services to San Juan County jail and to Canyonlands Juvenile Justice Center as requested. *We complete the RANT and will implement the LS-RNR for incarcerated individuals (when appropriate to assess rightness of fit for services (MH or SA OP services or Drug Court). We will work to provide MAT when appropriate.*

**Describe how clients are identified for services while incarcerated. How is the effectiveness of the services measured?**

Clients are identified on an as needed basis. Effectiveness is shown by the client’s ability to function within the normal jail population without continuing isolation

**Describe the process used to engage clients who are transitioning out of incarceration.**

All individuals served while in jail may receive services from SJC once released. This will be encouraged by the clinician depending on individual need. SJC will schedule appointments as requested for this population prior to release as the individual agrees.

**12) Outplacement**

*Adult Services*

*Pam Bennett*

**Describe the activities you propose to undertake over the three year period with outplacement funding, and identify where services are provided. For each service, identify whether you will provide services directly or through a contracted provider. Include any planned changes in programming or funding.**

Adult outplacement services have been needed only on an occasional basis in San Juan County. On those occasions when outplacement services have been required SJC has arranged for the placement and then assisted patients as they transition back into the community. This assistance has come in the form of helping find suitable housing, employment, day treatment services, therapy, family support and other efforts to help patients successfully transition back into the community.

*Children's Services*

*Leah Colburn*

**Describe the activities you propose to undertake over the three year period with outplacement funding, and identify where services are provided. For each service, identify whether you will provide services directly or through a contracted provider. Include any planned changes in programming or funding.**

Our Children and Youth Outplacement services are similar to that provided to adults. On those occasions when this service becomes necessary the placement is secured and upon discharge efforts are made to return children to their own homes. Families are supported, therapy is provided, and every effort is made to work closely with schools and other community resources to help the children transition back to the community. DCFS is a partner in children and youth outplacement efforts. Outplacement funding has contributed to the success of these services.

**13) Unfunded Clients**

*Adult Services*

*Pam Bennett*

**Describe the activities you propose to undertake over the three year period and identify specific populations where services are and are not provided. For each service, identify whether you will provide services directly or through a contracted provider. Include any planned changes in programming or funding.**

Unfunded clients are provided evaluations, therapy, medication management, day treatment services, and all outpatient services available locally using available funding for those unable to pay.

Outpatient services are provided in the Blanding SJC building, Gateway Day Treatment in Blanding, and in the Montezuma Creek Day Treatment facility. Services are provided by SJC employees.

The funds made available to serve the unfunded makes this service possible and are invaluable to our center.

**Describe agency efforts to help unfunded adults become funded and address barriers to maintaining funding coverage.**

Front desk staff and case managers have all been trained on how to apply for Medicaid. During the intake process front desk staff are noting those whose income is under Medicaid eligibility guidelines. Clients are offered help from front desk staff and/or case managers to apply for Medicaid. Additionally, the front desk is checking with unfunded clients periodically to encourage them to pursue various funding sources. When able and appropriate, PS has also helped.

The MCOT team is offering three free sessions to those they are seeing in crisis and that have no other funding. During the free session period our MCOT team and intake teams will be working with clients to secure other funding sources.

*Children's Services*

*Leah Colburn*

**Describe the activities you propose to undertake over the three year period and identify specific populations where services are and are not provided. For each service, identify whether you**

**will provide services directly or through a contracted provider. Include any planned changes in programming or funding.**

As with adults, children and youth are provided services utilizing available funds. Therapy, family and school support, med management and other needed services are made available.  
  
The money for unfunded clients makes it possible for these clients to be served.

**Describe agency efforts to help unfunded youth and families become funded and address barriers to maintaining funding coverage.**

Front desk staff and case managers have all been trained on how to apply for Medicaid. During the intake process front desk staff are noting those whose income is under Medicaid eligibility guidelines. Clients are offered help from front desk staff and/or case managers to apply for Medicaid. Additionally, the front desk is checking with unfunded clients periodically to encourage them to pursue various funding sources.  
  
The MCOT team is offering three free sessions to those they are seeing in crisis and that have no other funding. During the free session period our MCOT team and intake teams will be working with clients to secure other funding sources. When able and appropriate, PS has also helped.  
  
Additionally, through efforts with the San Juan School District, SJC is able to provide therapy services in schools to youth that have no other funding source.

**14) First Episode Psychosis (FEP) Services**

*Jessica Makin*

**Describe the activities you propose to undertake over the three year period and identify where services are provided. For each service, identify whether you will provide services directly or through a contracted provider. Include any planned changes in programming or funding.**

N/A

**Describe how clients are identified for FEP services. How is the effectiveness of the services measured?**

N/A

**Describe plans to ensure sustainability of FEP services. This includes: financial sustainability plans(e.g. billing and making changes to CMS to support billing) and sustainable practices to ensure fidelity to the CSC PREP treatment model. Describe process for tracking treatment outcomes. Technical assistance is available through Jessica Makin at [jmakin@utah.gov](mailto:jmakin@utah.gov)**

N/A

**15) Client Employment**

*Sharon Cook*

**Increasing evidence exists to support the claim that competitive, integrated and meaningful employment is an essential part of the recovery process and is a key factor in supporting**

**mental wellness. In the following spaces, please describe your efforts to increase client employment in accordance with Employment First 62A-15-105.2. Include any planned changes in programming or funding.**

**Competitive, integrated and meaningful employment in the community (including both adults and transition-aged youth).**

Meaningful employment contributes to the recovery process and is a key factor in supporting mental wellness. Employment promotes time structure, social contact and affiliation, collective effort and purpose, social and personal identity, regular activity.

SMI clients receiving services at San Juan Counseling have had increasing success finding employment in competitive settings, both in private business and government institutions. Presently, approximately 59% of SJC SMI clients who actively attend day treatment services are employed part-time.

**The referral process for employment services and how clients who are referred to receive employment services are identified.**

Clients are identified through a formal evaluation and referred by a licensed therapist

**Collaborative employment efforts involving other community partners.**

Much of our collaborative efforts revolve around San Juan System of Care Committee. SJC has been the driving force behind the local System of Care efforts. Systems of Care Meetings are held each month. Many of the families who have asked for services from the SOC committee struggle with employment. The SOC effort focuses some energy on attempting to find solutions to unemployment. This effort is supported by DWS, DCFS, VOC REHAB, DJJS, Family Resource, churches, schools, etc. SJC is currently in talks with Vocational Rehabilitation to explore the possibility of SJC becoming a community rehabilitation partner (CRP).

**Employment of people with lived experience as staff through the Local Authority or subcontractors.**

SJC has currently hired 3 people with lived experience as custodians

**Evidence-Based Supported Employment.**

There has been some success helping clients find meaningful employment such as janitorial work at our main office. The employees are coached and trained to maintain their employment. Jobs are difficult to find in San Juan County under the best of circumstances. The results have been satisfying for center personnel, and even more so for clients. This effort sometimes includes training that qualifies clients for the desired job.

**16) Quality & Access Improvements**

**Identify process improvement activities over the next three years. Include any planned changes in programming or funding.**

**Please describe policies for improving cultural responsiveness across agency staff and in**



**services, including “Eliminating Health Disparity Strategic Plan” goals with progress. Include efforts to document cultural background and linguistic preferences, incorporate cultural practice into treatment plans and service delivery, and the provision of services in preferred language (bilingual therapist or interpreter).**

We have worked on updating our assessments and intake processes to include client information and preferences related to culture inclusion, including background, linguistic preferences, culture practices and backgrounds. We have four members on staff that can interpret or conduct a session in Navajo and Spanish. We also collaborate with community partners (primarily UNHS) to become more educated and aligned with how services can be rendered in a culturally sensitive and appropriate way.

**Service Capacity: Systemic approaches to increase access in programs for clients, workforce recruitment and retention, Medicaid and Non-Medicaid funded individuals, client flow through programming. Please describe how the end of the Public Health Emergency and subsequent unwinding is expected to impact the agency’s services and funding.**

SJC, and its governing Board, are aware of the possible need to increase service capacity. The situation is constantly monitored and reviewed to assure that the Center has the capacity to meet the demand. SJC will continue to monitor outlying areas that are in need of services.

Covid-19 put a slow down on our plans to provide services in the Mexican Hat area because we are actively working to get it running to full capacity once more. SJC continues to provide services to clients in the community and through telemedicine when available and is actively working to expand in San Juan County (working on licensing a Monticello office). Due to the frontier nature of our county, there are many areas that are without internet and basic phone services. Covid-19 shut down has had a great impact on our ability to reach clients that live in the extreme remote areas of our catchment area. SJC will continue to look for ways to provide services in those areas.

We have navigated tragedy and critical staffing shortage. But have bounced back, especially in the therapeutic department. Some of the things we have implemented are seeming to attract qualified staff. We have utilized interns from the current USU MSW cohort, which will help with our staffing issues.

**Describe how mental health needs and specialized services for people in Nursing Facilities are being met in your area.**

Currently there is one nursing facility in San Juan County. San Juan Counseling coordinates care with the nursing facility and they refer clients for treatment when needed. SJC will also send staff to the facility if circumstances are warranted. SJC can provide routine visits, however it has been limited. SJC is working with the SNF to increase these services.

**Telehealth: How do you measure the quality of services provided by telehealth? Describe what programming telehealth is used in.**

SJC is utilizing telehealth-based services through Zoom, Skype for Business, or our 3CX platform. SJC provides individual therapy, drug court groups, other groups, respite, medication management, and case management through telehealth.

SJC hopes to measure the quality of services provided in the same manner as in person services. This includes OQ/YOQ mobile administration when possible and survey participation.

**Describe how you are addressing maternal mental health in your community. Describe how you are addressing early childhood (0-5 years) mental health needs within your community.**

<b>Describe how you are coordinating between maternal and early childhood mental health services. Technical assistance is available through Codie Thurgood: <a href="mailto:cthurgood@utah.gov">cthurgood@utah.gov</a></b>
SJC will continue working closely with the San Juan Public Health Department in the Mother's Mental Health Matters program. Clients referred for postpartum depression needing specialized care, will have the option of being referred to Erin Shepard, LCSW who has worked with SJC as a contracted provider in the past but have in house providers now. For young children child centered play therapy can be provided.  SJC provides parenting classes locally and is able to refer parents to services as needed
<b>Describe how you are addressing services for transition-age youth (TAY) (age 16-25) in your community. Describe how you are coordinating between child and adult serving programs to ensure continuity of care for TAY. Describe how you are incorporating meaningful feedback from TAY to improve services. Technical assistance is available through Jessica Makin, <a href="mailto:jmakin@utah.gov">jmakin@utah.gov</a>, and Theo Schwartz, <a href="mailto:aschwartz@utah.gov">aschwartz@utah.gov</a></b>
Due to the size, SJC Counseling does not require that youth transitioning to adulthood change programs or providers. There are additional services such as Peer Support, Case Management and T for those that want and need services.
<b>Other Quality and Access Improvement Projects (not included above)</b>
We are constantly trying to identify new processes to improve access times and improve treatment access and quality.

17) Integrated Care

Pete Caldwell

<b>Describe your partnerships with local Health Departments, accountable care organizations (ACOs), federally qualified health centers (FQHCs) and other physical health providers.</b>
We meet through SOC, Coalitions and MDT with community partners to discuss individuals (with releases) and how integrated care can be provided. We have started taking releases to MCOT calls and when we have other interactions with clients so that partnerships and CoC can be strengthened.
<b>Describe your efforts to integrate care and ensure that children, youth and adults have both their physical and behavioral health needs met, including training, screening and treatment and recovery support (see Office Directives Section E.viii). Identify what you see as the primary barriers to implementing integrated care at your agency and your efforts to overcome those barriers. Please also describe how you will provide education and referrals to individuals regarding physical health concerns (i.e., HIV, TB, Hep-C, Diabetes, Pregnancy).</b>
SJC strives to assess basic wellness as services are accessed from therapists, prescribers, nurses, case managers, and peer support. When warranted wellness issues are incorporated into plans. If a physical health issue is connected to a mental health symptom, then an objective will be written into the treatment plan.  Our day treatment programs have started wellness programs centered around eating well and active living. We provide wellness center passes to employees so they can accompany clients to teach them those skills. When needed we have provided wellness center passes to clients to promote wellness
<b>Describe your efforts to incorporate wellness and wellness education into treatment plans for</b>

**children, youth and adults. Please consider social determinants of health in your response.**

Client medical and dental needs are regularly and routinely monitored for all SMI clients involved with our adult day treatment program. Our current policy and practice is for a case manager to attend medical appointments with clients the majority of the time to help ensure any needed coordination and communication occurs with the medical provider.

Our adult day treatment program also invites nurses from the health department and providers from other agencies to present health and wellness information to our SMI clients as part of the psychosocial rehabilitative services provided there. Topics include safe sex practices, disease prevention, health diet practices and the like.

All mental health and substance use clients, including youth-in-transition, **youth and children**, who complete an intake packet for mental health services also complete a medical history form that asks them to indicate their HIV, TB, Hep-C, diabetes, and pregnancy status. This is then followed-up on as part of intake and early treatment. We have routinely referred clients for follow-up with their medical provider when concerns in these areas are indicated or suspected.

We have integrated updates to our intake process that address more than just the mental health needs of clients.

**Quality Improvement: What education does your staff receive regarding health and wellness for client care including children, youth and adults?**

We participate and provide regular training with and for community partners as well as larger entities within the state.

**Describe your plan to reduce tobacco and nicotine use in SFY 2023, and how you will maintain a *nicotine free environment* as a direct service or subcontracting agency. For ongoing engagement, it is recommended to use an evidence-based nicotine dependence tool such as the Fagerstrom scale. SUD Target= reduce tobacco and nicotine use by 4.8%.**

During the intake process each client is asked to report their smoking history and to indicate whether they are interested in tobacco cessation programming and resources. Their answers are recorded in their EHR. When indicated, smoking cessation becomes part of the therapeutic process. SMI clients who smoke are encouraged to attend smoking cessation classes. Clients are informed of our smoke-free policy during the intake process and by prominently posted signs.

All agency clients have access to medicated assisted therapies for tobacco use through SJC's on-site medical provider.

SJC currently has a committee that meets monthly to discuss tobacco cessation efforts. The committee consists of the medical director, clinical director, RN, day treatment supervisor and two MSW-level clinicians.

In FY2021 SJC trained four employees to provide the "Dimensions" group. The group has been offered to all San Juan County residents, free of charge. It is offered in person or through video conference. SJC will continue to run this group regularly through FY2024.

**Describe your efforts to provide mental health services for individuals with co-occurring mental health and intellectual/developmental disabilities. Please identify an agency liaison for OSUMH to contact for IDD/MH program work.**

SJC employs two part-time APRN who sees all SMI clients for psychotropic medication, as needed,

and conducts a general medical assessment that includes blood pressure and other basic vital signs. They are able to provide MAT for dually diagnosed SMI clients as well as NRT to assist with tobacco cessation. SJC employs part-time nurses to deliver medications to client's homes on weekends. SJC also refers to local home health providers for SMI clients with medical needs. SJC connects with UDOH Children with Special Health Care Needs to coordinate and assess for clients with Autism and other ID/DD. SJC will work with families on any of the behavioral health components of the co-occurring disorders. *SJC provides a therapist for all individuals with co-occurring disorders, autism, intellectual/developmental disorders who in conjunction with our case managers, other community partners, collaborate to ensure integrated/informed, and appropriate treatment plans are created and care is provided. Our clinical director will be the liaison for SJC*

**18) Mental Health Early Intervention (EIM) Funds**

**Please complete each section as it pertains to MHEI funding utilization.**

**School Based Behavioral Health: Describe the School-Based Behavioral Health activities or other OSUMH approved activity your agency proposes to undertake with MHEI funding over the three year period. Please describe how you intend to support family involvement in treatment. For each service, identify whether you will provide services directly or through a contracted provider. Please include: any partnerships related to 2019 HB373 funding and any telehealth related services provided in school settings. Include any planned changes in programming or funding. Please email Leah Colburn [ljacolburn@utah.gov](mailto:ljacolburn@utah.gov) a list of your FY24 school locations.**

Early Intervention funding has allowed SJC to assign therapists to spend more time at area schools than before. This arrangement has the support of local school administration. Referrals are received from the school for students needing services. SJC will serve all students needing services regardless of funding source as far as our current resources allow

**Please describe how your agency plans to collect data including MHEI required data points and YOQ outcomes in your school programs. Identify who the MHEI Quarterly Reporting should be sent to, including their email.**

San Juan Counseling staff will monitor grades, new office referrals, and suspensions on clients receiving services. MHEI Quarterly Reporting should be sent to Shurrell Meyer, [smeyer@sanjuancc.org](mailto:smeyer@sanjuancc.org).

**Family Peer Support: Describe the Family Peer Support activities your agency proposes to undertake with MHEI funding over the three year period and identify where services are provided. For each service, identify whether you will provide services directly or through a contracted provider. Include any planned changes in programming or funding. For those not using MHEI funding for this service, please indicate "N/A" in the box below.**

N/A

**Mobile Crisis Team: Describe the Mobile Crisis Team activities your agency proposes to undertake with MHEI funding over the three year period and identify where services are provided. Include any planned changes in programming or funding. For those not using MHEI funding for this service, please indicate "N/A" in the box below.**

N/A

### 19) Suicide Prevention, Intervention & Postvention

Carol Ruddell

Identify, define and describe all current strategies, programs and activities in place in suicide prevention, intervention and postvention. Strategies and programs should be evidence-based and align with the Utah State Suicide Prevention Plan. For intervention/treatment, describe your policies and procedures for suicide screening, risk assessment, and safety planning as well as suicide specific treatment and follow up/care transition services. Describe how clients are identified for suicide specific services. How is the effectiveness of the services measured? Include the evaluation of the activities and their effectiveness on a program and community level. If available, please attach the localized agency suicide prevention plan or link to plan.

SJC is a key player in the Zero Suicide coalition. Through this coalition we have supported the school district Hope weeks and other community efforts. SJC promotes the effort with the SafeUT app and the Utah Crisis Line.

Internally, SJC has created a way to identify those clients who might be at a higher risk of suicidal ideation. If clients miss an appointment a MCOT team member reaches out as a friendly check in. SJC identifies clients that may have needs based on the OQ/YOQ answers and therapist recommendation. Additionally, SJC has access to gun safes that are free of charge to any presenting with the need.

SJC staff are ASIST trained, Safe Talk Trainind and utilize the Columbia Suicide Assessment measure as a screening tool. Staff have also been trained in the administration of CAMS. We also hold a semi-annual suicide related training through our legal counsel to ensure we are documenting properly (legal standpoint) who trains on the SAVRY related to youth and suicide. Our therapists look at the monthly OQ and conduct additional screenings when necessary and add clients to the warning list in our EHR. As part of session protocol, they also explicitly inquire on suicide related thoughts/behaviors and use EBP when present. They also create a safety plan as does our MCOT team whenever anything related to suicide and/or safety is present.

Identify at least one staff member with suicide prevention responsibilities trained in the following OSUMH Suicide Prevention programs. If a staff member has not yet been identified, describe the plan to ensure a staff member is trained in the following:

1. Suicide Prevention 101 Training
2. Safe & Effective Messaging for Suicide Prevention
3. Suicide Prevention Gatekeeper training, such as Question-Persuade-Refer (QPR), Mental Health First Aid (MHFA), Talk Saves Lives or Applied Suicide Intervention Skills Training (ASIST)

Our MCOT supervisor and Clinical Director oversee and ensure compliance is met for those they supervise related to the responsibilities. At least one member of our clinical and MCOT teams are required to take these training sessions. We are small enough that we want all to take these trainings regardless of their primary assigned role. Our prevention coordinator also takes these trainings.

Describe all current strategies in place in suicide postvention including any grief supports. Describe your plan to coordinate with Local Health Departments and local school districts to develop a plan that identifies roles and responsibilities for a community postvention plan aligned with the Utah Suicide Coalition for Suicide Prevention Community Postvention Toolkit. Identify existing partners and intended partners for postvention planning. If available, please

**attach a localized suicide postvention plan for the agency and/or broader local community or link to plan.**

SJC has been involved with postvention services with individual families as requested by families or community partners. SJC's MCOT team has worked closely with local law enforcement agencies to provide warm handoffs. The Zero Suicide Coalition has created postvention kits to offer to those in need. SJC will offer grief support groups and individual sessions as needed.

MCOT is reconnecting with all identified community partners to re-educate, connect, and collaborate.

We also meet monthly with the school district in a standalone meeting as well as through SOC/SJCPAC to ensure collaboration. SJC has a therapist in the school regularly and meets with school counselors/admin on a regular basis.

**For Local Authorities participating in the Garrett Lee Smith State Youth Suicide Prevention and Early Intervention Grant Program or the Project AWARE grant, summarize your implementation plans for implementing skill based programming, gatekeeper training, community or school based screening activities, and crisis follow up services after inpatient or emergency department visits. (note: this can be done in the box below, or by linking/attaching your most current report).**

**For those not participating in either of these grant programs, please indicate "N/A" in the box below.**

N/A

**For Local Authorities participating in the Comprehensive Suicide Prevention grants describe your implementation plans for primary prevention programs, suicide intervention supports including gatekeeper training, and community postvention planning. (note: this can be done in the box below, or by linking/attaching your most current report).**

**If any of the following project deliverables are currently available, please link them here or attach them to your submission.**

1. By year 2, funding recipients shall submit a written comprehensive suicide prevention plan that is in alignment with the Utah Suicide Prevention State Plan and by year 2, funding recipients shall submit a written postvention response plan and communication protocol for their organization.
2. By year 3 funding recipients shall submit a written community postvention response plan.

**For those not participating in this project, please indicate, "N/A" below.**

N/A

**20) Justice Treatment Services (Justice Involved)**

*Thom Dunford*

**What is the continuum of services you offer for justice-involved clients and how do you address reducing criminal risk factors?**

Justice involved clients have access to the full continuum of services provided by SJC when individuals are living in a community setting. SJC utilizes BDT to address criminogenic risk factors. The majority of justice referred individuals are referred for substance use that may also have a co-occurring disorder requiring mental health services.
<b>Describe how clients are identified as justice involved clients</b>
Mental health assessments ask individuals if they have been compelled e.g., court ordered for mental health treatment
<b>How do you measure effectiveness and outcomes for justice involved clients?</b>
SJC utilizes current SAMHIS data that is submitted to the Division by SJC. Decreasing criminal and legal system involvement is a key outcome.
<b>Identify training and/or technical assistance needs.</b>
Training on the LS-RNR for Agency's staff.
<b>Identify a quality improvement goal to better serve justice-involved clients.</b>
SJC implements the LS-RNR to better serve justice involved clients.
<b>Identify the efforts that are being taken to work as a community stakeholder partner with local jails, AP&amp;P offices, Justice Certified agencies, and others that were identified in your original implementation committee plan.</b>
SJC has a good working relationship with jails, AP&P offices, and law enforcement agencies. SJC will continue to work with community stakeholders on an ongoing basis.
<b>Identify efforts being taken to work as a community stakeholder for children and youth who are justice involved with local DCFS, JJYS, Juvenile Courts, and other agencies.</b>
SJC works with the local SOC to coordinate staffings. SJC regularly meets with DCFS, Children Justice Centers, and JJS

**21) Specialty Services**

*Pete Caldwell*

<b>If you receive funding for a speciality service outlined in the Division Directives (Operation Rio Grande, SafetyNet, PATH, Behavioral Health Home, Autism Preschools), please list your approach to services, how individuals are identified for the services and how you will measure the effectiveness of the services. Include any planned changes in programming or funding. <u>If not applicable, enter NA.</u></b>
N/A

**22) Disaster Preparedness and Response**

*Nichole Cunha*

Outline your plans for the next three years to: Identify a staff person responsible for disaster preparedness and response coordination. This individual
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shall coordinate with DHHS staff on disaster preparedness and recovery planning, attending to community disaster preparedness and response coalitions such as Regional Healthcare Coordinating Councils, Local Emergency Preparedness Committees (ESF8), and engage with DHHS in a basic needs assessment of unmet behavioral health disaster needs in their communities.

In addition, please detail plans for community engagement, to include partnership with local councils and preparedness committees as well as plans for the next three years for staff and leadership on disaster preparedness (to include training on both internal disaster planning and external disaster preparedness and response training). Please detail what areas your agency intends to focus on with training efforts and timeline for completing training.

Executive Director is the point person

### 23) Required attachments

- **List of evidence-based practices provided to fidelity and include the fidelity measures.**
- **Disaster Preparedness and Recovery Plan to coordinate with state, regional, and local partners in Disaster Preparedness Planning and Supporting Disaster Behavioral Health Response.**
- **A list of metrics used by your agency to evaluate client outcomes and quality of care.**
- **A list of partnership groups and community efforts (ie. Multi-Agency Coordinating Committees, Regional Advisory Councils, High Fidelity Wraparound teams, Local Interagency Councils, Local Recovery Community, Peer Advocacy Groups, County Attorney, Law Enforcement, Local Education Agencies, Courts including Mental Health Court, Regional Healthcare Coalitions, Local Homeless Councils, State and Local government agencies, and other partnership groups relevant in individual communities)**



# **San Juan Counseling Center Emergency Disaster Plan**

Approved by SJC Administration 11/17/2021  
Approved by SJC Board 12/13/2021

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<b>SAN JUAN COUNSELING CENTER</b>	
<b>Disaster and Emergency Plan</b>	
<b>Policy Classification:</b> Administration-Management	
<b>Effective Date:</b>	
<b>Revisions:</b>	<b>Items Revised</b>

**Purpose**

The primary goal of San Juan Counseling (SJC) in disaster and emergency situations is to alleviate the suffering experienced by survivors, victims, and rescue workers in the aftermath of natural and man-made tragedies.

**Distribution**

This plan will be distributed to all SJC employees and Board Members. It will be reviewed annually by all SJC employees with management addressing any needed revisions. All staff will receive initial training on the plan with yearly reviews. When revisions are necessary these will be noted, and all staff and Board Members will be alerted to the changes. The revision date and items revised will be noted above.

## Executive Summary

This plan is put into effect to address the needs of all community members in San Juan County. Maintaining the overall health and mental functioning of the staff at SJC will be a vital part of meeting the needs of the community. The first goal will be to address the needs of the most vulnerable in the population including children and youth and the severely mentally ill (SMI) and seriously emotionally disturbed (SED) populations. Then to address the needs of the overall community.

Recognizing financial and personnel limitations, services may be offered at multiple locations. Services can include:

- Coordination of disaster mental health services.
- Development of crisis counseling and brief therapy programs.
- Provision of information to those needing long term counseling services.
- Assistance with debriefing for victims and disaster response teams.
- Provision of stress management guidance for operations personnel.

Possible locations for disaster and emergency response can include the following:

- Disaster site and impact zones.
- Emergency Operations Centers.
- Disaster Recovery Shelters.
- Death Notification Centers and Temporary Morgues.
- Community Outreach Centers.
- Victim's homes, schools, churches, and other group victim locations.
- Other locations as appropriate and necessary.

As a part of this plan, SJC will address the conditions upon which this plan is put into effect and how it is activated. It will address the essential functions of staff members and other agencies with their typical roles. Part of these essential functions will address vital positions both in the agency as well as disaster/emergency management. Succession planning will be addressed for both emergency response as well as internal SJC management. Facilities will be addressed both internally as well as alternatives for operations.

At the core of this plan is meeting the basic needs of all community members and helping all community members return to their best possible functioning level. A community that operates at its best possible level is capable of supporting and sustaining itself. On an individual level this principle also holds true. SJC's goal is to help all affected by emergencies and disasters to return to a level of functioning where they are as independent as possible in order to support those around them. Individual staff members should remember to plan for emergencies. In an effort help plan for emergencies SJC will encourage our employees to access the county family

emergency manual located at [https://sanjuancounty.org/sites/default/files/fileattachments/emergency\\_management/page/2111/emergency\\_manual\\_.pdf](https://sanjuancounty.org/sites/default/files/fileattachments/emergency_management/page/2111/emergency_manual_.pdf). A printed copy will also be available for employees. When they know that their own loved ones are safe, then they are better able to reach out and assist clients. In any emergency, once personal obligations are met, the next priority is the care of vulnerable clients and then the community at large. The provision of services can be offered through diverse options, including face to face, telehealth services, phone, and other electronic means if necessary.

## **Planning Assumptions**

### **Disaster and Emergency Plan Principles and Guidelines**

This plan establishes and outlines principles and guidelines to be considered in the event of an emergency or disaster.

This plan is not intended to be a rigid sequence of actions and steps, but rather is to serve as reference materials in the event of a disaster.

There will be many acute psychological and emotional symptoms displayed by individuals involved in a disaster.

There will be far reaching psychological and emotional problems connected with disasters and emergencies that will be felt for months after the safety, health, relocation, and financial issues have been addressed.

### **Conditions of Plan Activation**

SJC should be prepared to handle a wide variety of potential disasters that could occur within the area. These events do not necessarily require an automatic plan activation, but rather an assessment of the situation to determine the extent of the need. Such events can include the following:

- Earthquakes: Because of the many fault lines running through the State of Utah and present in several areas throughout the catchment zone, there is a serious threat to life and property due to an earthquake which can happen without warning.
- Flooding: Because of the desert like terrain covering most of the SJC catchment area, there is a particularly susceptible risk to flash flooding. These can occur at various times throughout the year, but especially during the spring, summer and fall seasons and following wildfire damage.
- Dam Breakage: There are within the catchment area a number of reservoirs where water

is stored behind earth filled dams. If one of these dams were to give way, considerable damage and loss of life could occur.

- Fires: There is ever present the possibility and threat of a serious fire which could damage public, and private lands and buildings.
- Accidents: There is an ever-present danger of accidents.
- War: The emotional and psychological effects of war can be seen for years. Effects are diverse and response should vary to meet the potential needs.
- Uranium mill site accident that could cut off communities.
- Severe winter weather which could affect multiple communities and cut off needed access to outlying areas.
- Other: This can include community events that create the need for immediate emergency response. These can include suicide events and health concerns such as pandemics etc.

### **Procedures for Plan Activation**

#### **Notification Procedures**

Plan activation will follow the disaster or emergency. As stated above, these can be widespread and varied. Notification of the emergency or disaster should track the following procedure but can vary depending upon who receives the initial notification. Dependent on the nature of the emergency SJC will coordinate and work with San Juan County's Emergency Management.

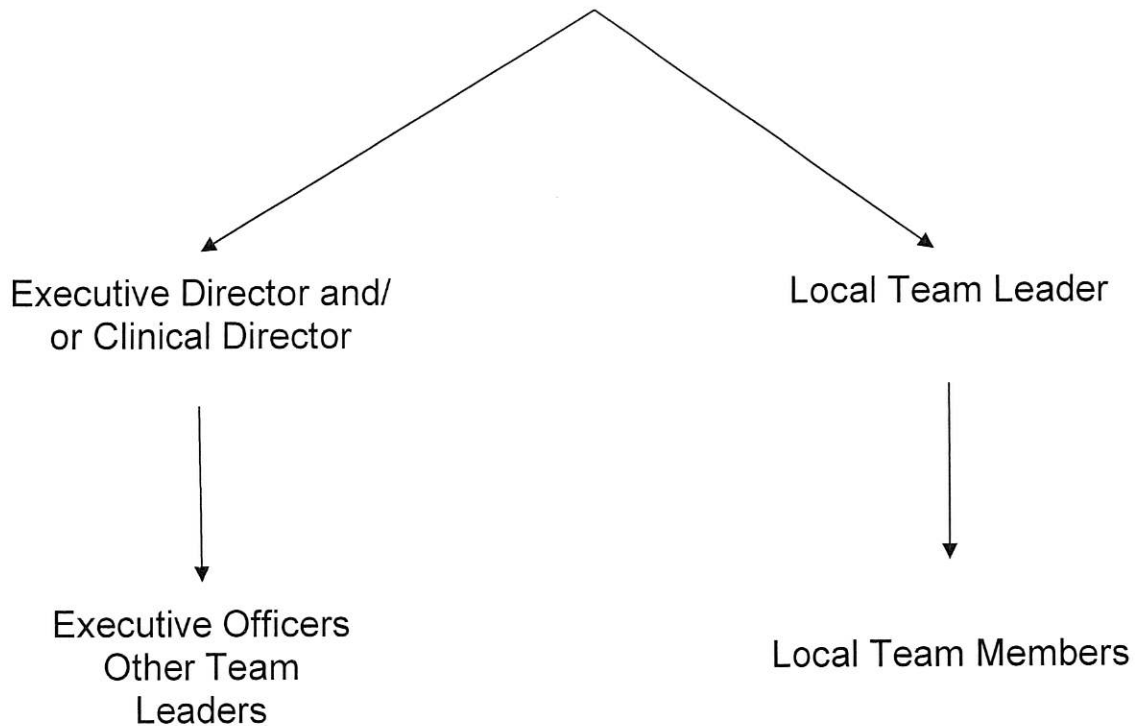
1. Notifications by Initial Point of Contact should contact both the Executive Director or Clinical Director and the Local Team Leader over the catchment area of the disaster/emergency.
  - a. Local Office (working hours)
  - b. Emergency On-Call worker (after hours)
2. The Executive Director or Clinical Director should then notify all executive staff and other Team Leaders.
3. The Team Leaders should notify their respective team members.
4. For a Localized or General Emergency/Disaster
  - a. Localized Emergency/Disaster: The local Team Leader or a team designee will proceed to the Emergency Operations Center and do the initial assessment with the county emergency management team. The Team Leader will then notify the executive staff of the anticipated needs for mental health services in the immediate circumstances.
  - b. For a General Emergency/Disaster: If the disaster or emergency involves multiple areas beyond the Team Leaders catchment range, the Executive Director and/or Clinical Director will proceed to the Emergency Operations Center and do the

initial assessment of the mental health needs. The Director will then notify appropriate SJC staff and other agencies of the mental health needs anticipated to cover the disaster area.

- 5. Go Team Membership: After the initial assessment of the mental health needs, the Team Leader or Executive Director or designee will request to be included in the initial assessment process of the disaster area. A local team will be appointed to meet the needs of the assessment.

**Flow Chart:**

Notifications by Initial Point of Contact  
Local Office (Working Hours)  
Emergency On-Call Worker (After Hours)



For contact information see Organization Chart on page 11.

## **Essential Positions**

Essential Positions for continuity of emergency response will include the Executive Director, Clinical Director, Medical Director and the local Team Leader(s) depending upon the nature and extent of the circumstances. Other vital positions of the emergency response will be the “Go Team.” The Go Team will consist of all personnel who will respond to the emergency and will be deployed following the initial assessment. These positions can include the Executive Team Members, Local Team Leader and other staff including Therapists, Case Managers, Peer Specialists and Medical Staff.

## **Essential Functions**

In the event of a short term or long-term emergency, periods of a declared pandemic, or disruptions in normal business, SJC has an established continuity plan to maintain operations in such events. Essential operations include business operations, financial operations, and clinical operations. As a part of business and financial operations, key staff include the CFO, accounting, and accounts payable. This will allow for continued payroll for staff and business operations in such emergencies and declared pandemics that can disrupt normal business operations. All business and financial operations will run through the Executive Director in such events. Overall decision-making rests with the Executive Director. The intent is to maintain essential business and financial functioning through such crisis events. In such an event that the Executive Director would not be available these roles would move to the Clinical Director.

Key clinical operations include the Executive Director, Clinical Director, Local Team Leaders and teams including clinical staff, medical staff (prescribers and nurses), therapists, case managers, office managers and the Director of Crisis Services. The intent of this plan is not to be too prescriptive as the nature of crisis is always dynamic and requires flexibility in response. Clinical services including medical, individual and group services should be maintained during the event of a crisis and can be met through telehealth/virtual means. Precautions will be taken to maintain staff and client safety. Personal protective equipment (PPE) should be kept on hand and rotated so as not to expire. When possible essential medication can be stored in nurse’s offices that have separate keys to their offices but most medication will be accessed through local pharmacies.

All clinical, medical, business, and financial staff will have electronic means made possible so that flexibility in meeting essential functions can be met. This can include cameras for continued clinical services and virtual meetings for continuity of business and financial operations in the event of quarantine or the necessity of working from various locations including home.



### **Localized Disaster**

Emergency Operations Center Representative will be either the Local Team Leader or Team Leader Designee. They will proceed to the Emergency Operations Center and will complete the initial assessment with the county emergency management team. The team leader will then notify the executive staff of the anticipated needs for mental health services in the immediate circumstances.

### **Generalized Disaster**

If the disaster involves multiple counties, the Executive Director and/or the Clinical Director will proceed to the Emergency Operations Center and do the initial assessment of the mental health needs. The Director will then notify agency staff and other agencies including the Division of Substance Abuse and Mental Health (DSAMH) of the mental health needs anticipated to cover the disaster area.

### **Assessment**

Assessment of the local disaster will consist of assessing the needs of the clients of SJC, then the needs of the community at large. Assessing for need could include support systems, medication needs, methods of communication with support systems. Common issues that will need to be addressed in emergencies include:

- Loss of Heat: Resources can include blankets, warm clothing, ability to access a location within walking distance for heat (family, friends, community shelters).
- Loss of Light: Resources can include candles or other emergency lighting with safety features.
- Storage: Resources can include food and water supplies, extra medications.
- Monitoring: Resources can include family/friends for reassurance and monitoring of client if emergencies arise.
- Decompensation: Resources can include guidance to support systems. Consider how to monitor a client's psychiatric status during the crisis.
- Shelter: Resources can include community shelter, family/friends.

Part of the assessment phase should include what resources are available. Identifying what is available and who to contact for assistance is a key feature of this assessment. Meeting with key figures on site to determine mental health needs and roles within the disaster response is one of the first steps in meeting the needs of the community at large. A mental health workers function on the "Go Team" is to primarily assess and carefully document the need for crisis counseling, debriefing and other types of psychological and emotional support that will be required to help victims, rescue workers and observers of the disaster. The mental health Go Team members should be particularly alert to the needs of any mentally ill individuals who may need direct and immediate intervention. They may have to explain their role to help others on the Go Team to

recognize the importance of the assessment process. When appropriate SJC will reach out to and coordinate with the local tribes (Ute Tribe in White Mesa, Navajo Tribe south of San Juan River).

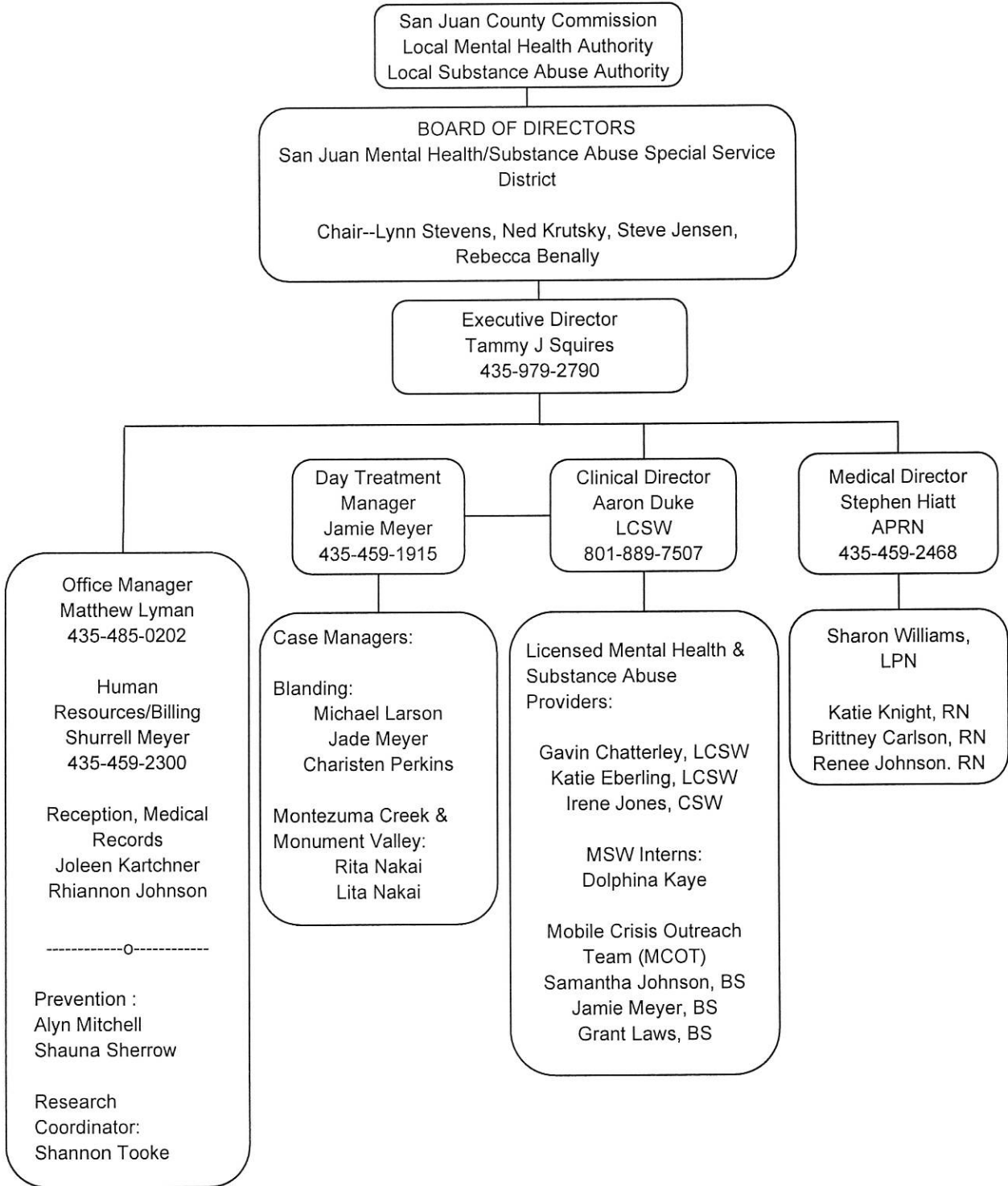
Responsibilities of the “Go Team” include but are not limited to the following:

- Assess victims and workers to determine current and future mental health needs.
- Prioritize victims in need of acute psychiatric care. Give special attention to high-risk groups which may include individuals who have lost loved ones, been physically injured, or sustained major property damage; children; handicapped individuals, the elderly; individuals identified as having a history of mental illness; and facilitating groups.
- Provide support and counseling for relief workers/ emergency team members. Workers will be observed for signs of burnout. When burnout is observed, observations will be discussed with the individual and the shelter manager will be notified and assisted in coping with the worker. It is important that workers be advised to pay attention to their own signs of burnout and arrange for relief coverage when necessary.
- Assist other emergency care providers as necessary.
- Conduct debriefings and note persons that will need future debriefings, if needed, or refer to the location director.
- Provide community education.
- Provide timely and accurate reports to the Executive Director/Clinical Director or Team Leader depending upon the circumstances.
- Take appropriate meals, activity, and rest breaks.
- Refer when appropriate.
- Coordinate activities and needs site director of the emergency response.

### **Continuity of Leadership**

Leadership identified by the Board of Directors and the Executive Director will be followed. Depending upon the circumstances key staff can stand in for other leaders until responsibilities are assumed. For organization structure and contact information see the Organization Chart below.

**Organizational Chart--San Juan Counseling  
November 2021**



**Alternative Facilities**

The base location for San Juan Counseling is considered the main office at 735 S 200 W Suite 1, Blanding, Utah. The following is the list of SJC’s facilities with their respective address, purpose and mileage from the main office. Depending upon the circumstances, each of these buildings can serve as alternative facilities to meet the needs of SJC administrative and clinical purposes including temporary residential living.

<b>Building/Purpose</b>	<b>Address</b>	<b>Mileage to Base Location</b>	<b>Nearest Alternative Facility</b>
Blanding Day Treatment	Blanding, UT	.5	1
Sober Living Facility	Blanding, UT	1	1
Montezuma Creek Day Treatment	Montezuma Creek, UT	40	39
Mexican Hat Day Treatment	Mexican Hat, UT	50	39

**Continuity Planning**

The San Juan Counseling Administrative Team generally meets bi-weekly to discuss and plan for the needs of the agency. Members include the Executive Director, Clinical Director, Medical Director, Day Treatment Supervisor, Corporate Compliance Officer, Office Manager and Human Resources. The areas addressed in SJC planning include the following with the respective representative from the administrative team:

<b>Area Responsibility</b>	<b>Assigned Staff</b>
Safety and Security	Local Team Leader
Clinical Services	Clinical Director
Medication Management	Medical Director
Counseling and Case Management	Clinical Director
Public Relations/Communications	Executive Director
Staff Training/ Orientation	Human Resources
Compliance	Corporate Compliance Officer

Operations Management	Office Manager
Engineering/Inspection	Office Manager
Housekeeping/Maintenance	Day Treatment Supervisor
Food Services/Vital Supplies	Day Treatment Supervisor
Pharmacy Services	Medical Director
Transportation	Day Treatment Supervisor
Purchasing/Contracts	Chief Financial Officer (CFO)
Medical Records	Executive Director
Computer Hardware/Software	Office Manager
Human Resources	Human Resources
Incident Reporting	Clinical Director
Billing	Corporate Compliance Officer
Corporate Compliance	Corporate Compliance Officer

### **Coordination with State and Community**

This plan will be shared with the Division of Substance Abuse and Mental Health following its formal approval and adoption. It will also be shared with the Board of Directors of San Juan Counseling and the San Juan County Commissioners. The plan can subsequently be shared with county wide agencies throughout the catchment area including the Local Health Department.

**Signature Page**

This plan has been formally reviewed and approved by San Juan Counseling Center Management.

Executive Director: \_\_\_\_\_

Date: \_\_\_\_\_

FY24 Mental Health Act Plan & Budget

Local Authority: San Juan County

Form A

	State General Fund	County Funds	Mental Health Block Grant (Fermis)	10% Set Aside Federal - Family Intervention	Other State Federal	Third Party Collections	Client Collections (eg. copays, private pay, fees)	Other Expenditures	TOTAL FY2024 Expenditures Budget	TOTAL FY2024 Revenue	Client Collections (eg. copays, private pay, fees)	TOTAL FY2024 Cons/Client Served
State General Fund	\$2,289,181	\$0	\$30,000	\$15,000	\$15,000	\$30,000	\$30,000	\$15,000	\$2,289,181	\$15,000	\$30,000	\$15,000
FY2024 Mental Health Revenue	\$494,550	\$337,219	\$5,932	\$0	\$42,000	\$95,000	\$30,000	\$15,000	\$2,289,181	\$305,400	\$0	
Local Treatment Services	\$494,550	\$337,219	\$5,932	\$0	\$42,000	\$95,000	\$30,000	\$15,000	\$2,289,181	\$305,400	\$0	
JRJ/JCC												

	State General Fund	County Funds	Mental Health Block Grant (Fermis)	10% Set Aside Federal - Family Intervention	Other State Federal	Third Party Collections	Client Collections (eg. copays, private pay, fees)	Other Expenditures	TOTAL FY2024 Expenditures Budget	TOTAL FY2024 Cons/Client Served
FY2024 Mental Health Expenditures Budget	\$37,500	\$0	\$125,000	\$1,672	\$2,000	\$16,162	\$5,104	\$182,257	\$162,300	20
Impatient Services (170)	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000	2
Residential Care (171 & 173)	\$161,011	\$4,923	\$573,207	\$8,156	\$2,000	\$78,838	\$24,896	\$889,035	\$889,035	389
Outpatient Care (22-24 and 30-50)	\$480,885	\$33,008	\$7,291	\$21,868	\$2,000	\$16,162	\$5,104	\$491,885	\$491,885	140
24-Hour Crisis Care	\$90,538	\$7,510	\$322,288	\$0	\$0	\$0	\$0	\$182,257	\$182,257	270
(outpatient based service with emergency_fund = yes)										
Psychoneurotic Medication Management (61 & 62)	\$31,008	\$1,009	\$117,511	\$1,672	\$2,000	\$16,162	\$5,104	\$182,257	\$182,257	270
Psychoneurotic Medication Management (61 & 62)										
Case Management (120 & 130)	\$90,538	\$7,510	\$322,288	\$0	\$0	\$0	\$0	\$182,257	\$182,257	270
Psychosocial Rehabilitation (SRHS Dec. 100)	\$7,510	\$0	\$26,737	\$0	\$0	\$0	\$0	\$34,184	\$34,184	37
Community Supports, including	\$1,759	\$0	\$6,259	\$0	\$0	\$0	\$0	\$8,019	\$8,019	35
- Housing (174) (Adult)	\$1,759	\$0	\$6,259	\$0	\$0	\$0	\$0	\$8,019	\$8,019	35
- Respite services (150) (Child/Youth)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0
Peer Support Services (140):	\$903	\$0	\$3,216	\$15,871	\$0	\$0	\$0	\$18,000	\$18,000	8
- Adult Peer Specialist	\$903	\$0	\$3,216	\$15,871	\$0	\$0	\$0	\$18,000	\$18,000	8
- Family Support Services (PRP Database)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0
Consideration and education services, including case consultation, collaboration with other county service agencies, public education and public information	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0
Services to persons incarcerated in a county jail or other county correctional facility	\$4,665	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000	\$5,000	5
Adult Outplacement (USH Liaison)	\$4,665	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000	\$5,000	5
Other Non-managed MH Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0
FY2024 Mental Health Expenditures Budget	\$494,550	\$337,219	\$5,932	\$0	\$42,000	\$95,000	\$30,000	\$15,000	\$2,289,181	20
State General Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0
County Funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0
FY2024 Mental Health Expenditures Budget	\$888,826	\$265,195	\$7,863	\$0	\$42,000	\$95,000	\$30,000	\$15,000	\$1,784,874	477
ADULT	\$888,826	\$265,195	\$7,863	\$0	\$42,000	\$95,000	\$30,000	\$15,000	\$1,784,874	477
YOUTH/CHILDREN	\$105,724	\$72,023	\$1,476	\$0	\$0	\$0	\$0	\$0	\$504,306	160
Total FY2024 Mental Health Expenditures	\$994,550	\$337,218	\$5,932	\$0	\$42,000	\$95,000	\$30,000	\$15,000	\$2,289,180	637

FY24 Proposed Cost & Clients Served by Population

Local Authority: San Juan County

Form A1

Budget and Clients Served Data to Accompany Area Plan Narrative

MH Budgets	Clients Served	FY2024 Expected Cost/Client Served
<b>Inpatient Services Budget</b>		
\$81,250 ADULT	10	8125
\$81,250 CHILD/YOUTH	10	8125
\$162,500	20	
<b>Residential Care Budget</b>		
\$2,500 ADULT	1	\$2,500
\$2,500 CHILD/YOUTH	1	\$2,500
\$5,000	2	
<b>Outpatient Care Budget</b>		
\$650,529 ADULT	264	2464
\$238,506 CHILD/YOUTH	125	1908
\$889,035	389	
<b>24-Hour Crisis Care Budget</b>		
\$385,729 ADULT	105	3674
\$106,156 CHILD/YOUTH	35	3033
\$491,885	140	
<b>Psychotropic Medication Management Budget</b>		
\$154,280 ADULT	233	662
\$27,975 CHILD/YOUTH	37	756
\$182,255	270	
<b>Psychoeducation and Psychosocial Rehabilitation Budget</b>		
\$433,577 ADULT	32	13549
\$607 CHILD/YOUTH	5	121
\$434,184	37	
<b>Case Management Budget</b>		
\$34,983 ADULT	28	1249
\$1,036 CHILD/YOUTH	7	148
\$36,019	35	
<b>Community Supports Budget (including Respite)</b>		
\$10,000 ADULT (Housing)	2	5000
\$8,433 CHILD/YOUTH (Respite)	6	1406
\$18,433	8	
<b>Peer Support Services Budget</b>		
\$2,361 ADULT	5	472
\$17,842 CHILD/YOUTH (includes FRF)	15	1189
\$20,203	20	
<b>Consultation &amp; Education Services Budget</b>		
\$20,000 ADULT		
\$20,000 CHILD/YOUTH		
\$40,000		
<b>Services to Incarcerated Persons Budget</b>		
\$5,000 ADULT Jail Services	5	1000
<b>Outplacement Budget</b>		
\$4,665 ADULT	2	2333
<b>Other Non-mandated Services Budget</b>		
ADULT		#DIV/0!
CHILD/YOUTH		#DIV/0!
\$0	0	

Summary

<b>Totals</b>		
\$1,784,874 Total Adult	687	\$2,598
\$504,305 Total Children/Youth	241	\$2,093
\$2,289,179	928	

From the budgets and clients served data reported above, please breakout the following information regarding unfunded (duplicated from above)

Unfunded (\$2.7 million)

\$4,456 ADULT	6	743
\$1,475 CHILD/YOUTH	4	369

Unfunded (all other)

\$30,000 ADULT	35	857
\$5,000 CHILD/YOUTH	5	1000



**FY24 Mental Health Early Intervention Plan & Budget**

Local Authority: San Juan County

Form A2

	State General Fund		County Funds		Net Medicaid	Third Party Collections	Client Collections (eg. co-pays, private pay, fees)	Other Revenue	TOTAL FY2024 Revenue		
	State General Fund	State General Fund used for Medicaid Match	NOT used for Medicaid Match	Used for Medicaid Match							
FY2024 Mental Health Revenue									TOTAL FY2024 Revenue		
FY2024 Mental Health Revenue by Source		\$18,243							\$18,243		
	State General Fund		County Funds								
FY2024 Mental Health Expenditures Budget	State General Fund	State General Fund used for Medicaid Match	NOT used for Medicaid Match	Used for Medicaid Match	Net Medicaid	Third Party Collections	Client Collections (eg. co-pays, private pay, fees)	Other Expenditures	TOTAL FY2024 Expenditures Budget	Total Clients Served	TOTAL FY2024 Cost/Client Served
MCOT 24-Hour Crisis Care-CLINICAL									\$0		#DIV/0!
MCOT 24-Hour Crisis Care-ADMIIN									\$0		#DIV/0!
FRF-CLINICAL									\$0		#DIV/0!
FRF-ADMIIN									\$0		#DIV/0!
School Based Behavioral Health-CLINICAL		\$17,331							\$17,331	10	\$1,733.10
School Based Behavioral Health-ADMIIN		\$912							\$912		
FY2024 Mental Health Expenditures Budget	\$0	\$18,243	\$0	\$0	\$0	\$0	\$0	\$0	\$18,243	10	#DIV/0!

\* Data reported on this worksheet is a breakdown of data reported on Form A.

\$18,243

# San Juan County FORM B - SUBSTANCE USE DISORDER TREATMENT BUDGET NARRATIVE 3 Year Plan (2024-2026)

**Local Authority:** San Juan County

**Instructions:**

In the cells below, please provide an answer/description for each question. **PLEASE CHANGE THE COLOR TO BLUE, OF SUBSTANTIVE NEW LANGUAGE INCLUDED IN YOUR PLAN THIS YEAR!**

**1) Early Intervention**

*Program Manager*

**Holly Watson**

<b>Describe local authority efforts you propose to undertake over the three year period to provide for individuals convicted of driving under the influence, a screening; an assessment; an educational series; and substance abuse treatment as required in Utah Code § 17-43-201(5)(m).</b>
San Juan Counseling provides the Prime For Life 16-hour class on an as needed basis. This class is provided to individuals 18 and older. All PRI participants must complete Substance Use Screening and Assessment (if indicated) before participating in the class. Those meeting the criteria for treatment after an assessment will be referred to a therapist for outpatient treatment
<b>Identify evidenced-based strategies designed to intervene with youth and adults who are misusing alcohol and other drugs.</b>
San Juan Counseling substance use clinicians are trained in multiple substance use screeners and in Motivational Interviewing, an evidenced-based intervention designed for use with youth and adults struggling with substance use.
<b>Describe work with community partners to implement brief motivational interventions and/or supportive monitoring in healthcare, schools and other settings.</b>
SJC regularly meets with local school social workers and principals to identify needs and referrals to services
<b>Describe any outreach and engagement efforts designed to reach individuals who are actively using alcohol and other drugs.</b>
SJC participates in community wellness fairs to educate the community and individuals of our services. SJC routinely reaches out to local medical providers to discuss resources. SJC has continual conversations with judges and law enforcement agencies for easy referral processes.
<b>Describe effort to assist individuals with enrollment in public or private health insurance directly or through collaboration with community partners (healthcare navigators or the Department of Workforce Services) to increase the number of people who have public or private health insurance.</b>
Front desk staff and case managers have all been trained on how to apply for Medicaid. During the

intake process front desk staff are noting those whose income is under Medicaid eligibility guidelines. Clients are offered help from front desk staff and/or case managers to apply for Medicaid. Additionally, the front desk checks with unfunded clients periodically to encourage them to pursue various funding sources. When appropriate our FPS has helped.

**Describe activities to reduce overdose.**

1. educate staff to identify overdose and to administer Naloxone;
2. maintain Naloxone in facilities,
3. Provide Naloxone kits, education and training about overdose risk factors to individuals with opioid use disorders and when possible to their families, friends, and significant others.

SJC provides Naloxone and training on administration to clients and families. Naloxone is also located in all San Juan Counseling's facilities. All staff are trained yearly on administering Naloxone and emergency procedures.SJC is also providing Fentanyl testing kits.

**Describe how you measure or determine success of these programs or services? Please identify and define measures and benchmarks you are working to achieve.**

This past year at least three overdoses have been reversed through the use of Naloxone.

**2) Ambulatory Care and Withdrawal Management (Detox) ASAM IV-D, III.7-D, III.2-D, I-D or II-D)** **Shanel Long**

**Describe the activities you propose to undertake over the three year period to assist individuals prevent/alleviate medical complications related to no longer using, or decreasing the use of, a substance. For each service, identify whether you will provide services directly or through a contracted provider. Please list all contracted providers.**

There are no hospitals in San Juan County specializing in inpatient detoxification. Local hospitals only provide acute care to stabilize a chemically intoxicated patient needing hospitalization. Once stabilized, a detox client is referred to out of county facilities licensed to work with detox clients. In some selective low risk scenarios San Juan Counseling will coordinate with local medical providers to provide outpatient detoxification, negating the need for hospitalization. Transportation for inpatient services is usually the responsibility of the family unless the client is a threat to himself or to others. In these cases the San Juan County Sheriff's Department provides transportation. Unless the client has a funding source, which is rare, available funds are used to help clients access care as soon as possible and then other sources of income must be accessed to sustain their care. When the client has completed treatment, San Juan Counseling coordinates their aftercare. The majority of clients referred by San Juan Counseling for inpatient services return to the county for follow-up care. The bulk of our clients needing detoxification services have been sent to Provo Canyon Behavioral in Orem, UT. This facility has worked well for us and it is anticipated that they will continue to be a resource in the future. Mountain View Hospital also provides inpatient detoxification services. They have expressed a desire to receive referrals and will be used as needed.

**If this service is not provided by the Local Authority, where are individuals accessing this level of care when needed? Who in your community provides this service? How is the service paid for?**

There are no hospitals in San Juan County that specialize in inpatient detoxification. In a small

percentage of cases, Provo Canyon Behavioral Hospital has provided detoxification services for dual diagnosis clients. In most of these cases, the client is unfunded and the service is provided at no charge, based on our business relationship with Provo Canyon. We anticipate Medicaid expansion will lead to more substance use clients being funded. Because the nearest in-stated detoxification unit is 5 hours away, transportation is often a significant barrier, particularly if the client is not acutely suicidal which then precludes transportation by civil commitment by the San Juan County Sheriff.

**3) Residential Treatment Services: (ASAM III.7, III.5, III.3, III.1)**

**Shanel Long**

**Describe the activities you propose to undertake over the three year period and identify where services will be provided. Identify whether you will provide services directly or through a contracted provider. Please list all contracted providers and identify the population served (Men, Women, Youth).**

There are no residential facilities in San Juan County. San Juan Counseling refers clients needing this level of care to facilities outside of the county. SJC utilizes several facilities in the 4 Corners Region that provide residential services and maintains collaborative working relationships with a number of such facilities. We have sent people to NCI in Gallup, an organization that has funds available for Navajos, Salvation Army Residential Treatment in Grand Junction, and Denver, Colorado, and Phoenix, Arizona. Odyssey House and House of Hope is also a possibility for those needing residential services. Native American clients are eligible for other programs such as Red Pines Residential Treatment in Fort Duchesne, Utah. Youth are most often referred to Odyssey House. Navajo and Ute youth have an additional option of two IHS funded facilities in the region: Nevada Skies Youth Wellness Center in Reno, NV (males only) and Desert Visions Youth Wellness Center in Sacaton, AZ (males and females.) San Juan Counseling currently has a contract with Odyssey House for residential services. Other contracts are provided on a case-by-case basis.

The client's progress is monitored and after-care services are offered by San Juan Counseling at the time of discharge.

Most residential programs utilized by San Juan Counseling clients are at least 2 months in duration, with some needing residential care for up to 6 months Updated ASAM's are required monthly. With no such facilities available in San Juan County, efforts are made to find a facility that best suits the needs of each client.

**4) Treatment for Opioid Use Disorder (OTP-Methadone)**

**VaRonica Little**

**Describe the activities you propose to undertake over the three year period and identify where services will be provided. Identify whether you will provide services directly or through a contracted provider. Please list all contracted providers and summarize the services they will provide for the local authority. If you plan to use SOR funding please identify how you will implement GPRA initial, 6-month and discharge requirements.**

Clients requiring methadone treatment are referred to a facility certified to provide outpatient Methadone treatment. Methadone maintenance clients are rare in San Juan County and the majority of the Opioid maintenance/replacement clients we see are being treated by the APRN employed by the agency. Some of these clients are referred by local medical practitioners

**Describe how you measure or determine success of these programs or services? Please**

**identify and define measures and benchmarks you are working to achieve.**

N/A

**5) Medications for Opioid Use Disorder-(Vivitrol, Naltrexone, Buprenorphine) VaRonica Little**

**Describe activities you propose to undertake over the three year period to ensure community members have access to MOUD treatment, specific types of treatment and administration, and support services for each? If you plan to use SOR funding please identify how you will implement GPRA initial, 6-month and discharge requirements for these services.**

An APRN employed by the agency will continue to provide these medications as needed to clients needing and interested in medication assisted treatment. All clients receiving a substance use evaluation receive written material describing MAT that includes an encouragement to inquire about this option if they believe such treatment would benefit them. In addition, SJCC reviews our client database periodically in search of clients with a diagnosis that could potentially be treated with MAT to ensure all clients who might benefit are given a chance to discuss this option with their therapist. Currently we are not using any contracted providers

**Describe how you measure or determine success of these programs or services? Please identify and define measures and benchmarks you are working to achieve.**

Not utilizing SOR funding

**6) Outpatient (Non-methadone – ASAM I) Shanel Long**

**Describe the activities you propose to undertake over the three year period and identify where services will be provided. For each service, identify whether you will provide services directly or through a contracted provider. Please list all contracted providers.**

Because the number of outpatient substance use clients who attend fluctuates, the majority of outpatient substance use counseling takes the form of individual therapy sessions. If however a client is assessed to be high risk / high need, he/she may be considered for inclusion in the ongoing group therapy provided for drug court clients. Current drug court programming includes Moral Reconation Therapy (MRT), Seeking Safety, parenting skills, relationships skills and the Helping Men / Women Recover programs.

SJCC has two practitioners whose primary responsibility is to provide outpatient substance use treatment. Two are licensed clinicians (one male, the other female).

Newly referred substance use clients first meet with our recovery support coordinator to complete the Risk and Needs Triage (RANT) and begin the Daily Living Assessment (DLA-20). This contact is intended to help establish rapport between the client and the RSC who is available to provide case management services and skills development services for court involved clients.

The American Society of Addiction Medicine criteria (ASAM) is completed for all clients who present with a primary substance use diagnosis to assist with a treatment recommendation (e.g residential, outpatient, etc.).

General outpatient substance use programs are for both individuals who are voluntary and court ordered. The programs provide a less restrictive environment with the possibility of three to four hours

of programming hour per week. These individuals are functioning at a level that allows them to continue to work and function within their homes without a large amount of supervision or hours of treatment. San Juan Counseling refers to this type of programming as general outpatient as compared to intensive outpatient programming that is more intense in nature. All San Juan County residents are eligible for services either as a voluntary client or court-ordered.

Therapeutic interventions for children in custody of women in treatment to address their developmental needs and issues of sexual and physical use. Neglect is also addressed in individual therapy. Generally these issues are staffed and seen by the therapist best qualified to deal with the problem. As needed, case management and transportation services are provided to ensure that women and children have access to appropriate medical and mental health support services. Case management and be provided by the Peer Support Specialist.

SJC encourages substance use clients to attend 12-step meetings on a regular basis. Several such groups are available at various locations throughout the county.

Currently we are not using any contracted providers

**7) Intensive Outpatient (ASAM II.5 or II.1)**

**Shanel Long**

**Describe the activities you propose to undertake over the three year period and identify where services will be provided. For each service, identify whether you will provide services directly or through a contracted provider. Please list all contracted providers.**

SJCC does not have an intensive outpatient program as per 2009 Audit conducted by Dave Felt. The policy was changed after that date and our programs were also changed to reflect that recommendation. All adult group therapy is outpatient (ASAM level 1).

**8) Recovery Support Services**

**Thom Dunford**

**Describe the activities you propose to undertake over the three year period and identify where services will be provided. For each service, identify whether you will provide services directly or through a contracted provider. For a list of RSS services, please refer to the following link: <https://sumh.utah.gov/services/recovery-supports/recovery-resources>**

San Juan Counseling supports 12-step programs like AA and similar faith-based groups. There are currently six 12-step meetings held weekly in Blanding and one in Monticello. One weekly group meets in the San Juan Counseling building.

SJC has recently remodeled a home in the prospect of opening a sober living facility. SJC is working through policies and procedures and licensing requirements and hopes to open the facility in summer of 2024.

**Describe how you measure or determine success of these programs or services? Please identify and define measures and benchmarks you are working to achieve.**

Use TEDS data as identified on the Scorecards and is beginning to use the SURE in May of 2023.

**9) Peer Support Services-Substance Use Disorder**

**Thom Dunford**

**Describe the activities you propose to undertake over the three year period to undertake and identify where services are provided. For each service, identify whether you will provide services directly or through a contracted provider.**

Our current Peer Support provides mental health services. We are exploring the possibility of hiring one that can work with SUD but with little luck.

**Describe how clients are identified for Peer Support Specialist services. How is the effectiveness of the services measured?**

The Center uses TEDS data and in May 2023 implemented the SURE

**10) Quality & Access Improvements**

**Shanel Long**

**Describe how you will increase access to treatment services. Is there a waiting list for certain levels of care? What interim or contingency services are available to individuals who may be on a wait list?**

SJC has an outpatient substance use treatment group during the lunch hour on Wednesdays. SJC has incorporated a journaling class given to the day treatment population led by a case manager. SJC offers services after 5:00 to increase access to working individuals.

SJCC does not currently have any clients on a waiting list for any level of care. If a waiting list was implemented we would work to get clients into meet with a case manager who would work with linking clients to Recovery Supports and other resources as appropriate.

**Please describe policies for improving cultural responsiveness across agency staff and in services, including “Eliminating Health Disparity Strategic Plan” goals with progress. Include efforts to document cultural background and linguistic preferences, incorporate cultural practice into treatment plans and service delivery, and the provision of services in preferred language (bilingual therapist or interpreter).**

SJC seeks to be culturally responsive including integrating culture in treatment where possible. Efforts include but are not limited to the following:

Asking about culture and important aspects of personal culture during assessments and ongoing treatment.

Where possible, matching client needs with a provider of their choice.

Providing translation services that are funded.

Providing training and education opportunities for providers and general staff.

Annually, analyze data of clients being served to identify any changes in demographics, languages, etc., that may necessitate increased discussions and implementations related to health disparities and cultural responsiveness.

Continued efforts and coordination with the Navajo Nation and UNHS.

**Service Capacity: Systemic approaches to increase access in programs for clients, workforce recruitment and retention, Medicaid and Non-Medicaid funded individuals, client flow through programming. Please describe how the end of the Public Health Emergency and subsequent unwinding is expected to impact the agency's services and funding.**

SJC continues to see high demand for services especially for therapy and medications. We are currently fully staffed on the therapist side and are collaborating with community partners and the community at large to make them aware of this change.

SJC hopes to continue to provide basic services as resources allow, as well as expand services.

**Describe efforts to respond to community feedback or needs. Describe your participation with key community partners (e.g.: Multi-Agency Coordinating Committees, Regional Advisory Councils, High Fidelity Wraparound teams, Local Interagency Councils, Local Recovery Community, Local Homeless Coordinating Committees, Peer Advocacy Groups, County Attorney, Law Enforcement, Local Education Agencies, Courts, Regional Healthcare Coalitions, and other partnership groups relevant in individual communities) shall occur consistently.**

SJC has a website at [www.sanjuanc.org](http://www.sanjuanc.org) that provides a description of the services provided at the center. The admin team meets regularly to discuss community feedback and/or needs. With open communication between all workers and supervisors we work to meet needs. Administration meets regularly with law enforcement, city leaders, county leaders, agency partners to work through issues as they arise.

We are actively involved in coalitions and inter-agency collaborations that lead to our community partners knowing about our services and referring their clients as needed. Our prevention coordinator is very involved in the community. We are routinely coordinating with the behavioral health department at Utah Navajo Health Systems (a Federally Qualified Health Center on the Navajo Reservation) with services that are available.

**What evidence-based practices do you provide (you may attach a list if needed)? Describe the process you use to ensure fidelity?**

SJCC provides the following EBP's relative to substance use treatment: Motivational Interviewing, Mind Body Bridging, Seeking Safety and Moral Reconciliation Therapy. SJC continues to provide therapists with an annual training budget and paid days to access training related to substance use disorders, trauma, etc. Trainings are screened for content and approved by the Clinical Director.

SJC is committed to taking a reasonable approach to evidence based implementation and fidelity. This includes being committed to three major agency practices that can be sustained and that will benefit a higher number of individuals. SJC is funding training and where possible required consultation. Minimal fidelity checks will be provided as resources allow. Quality and fidelity are important. However, the reality is that a realistic balance is needed unless we are prepared to sacrifice more access. SJC appreciates the efforts of the Division of Substance Abuse and Mental Health in the area of evidence based practices. This is a system issue and will require financial and additional clinical resources and funding to mitigate the impact on access and other community service demands. SJC supports realistic implementation and fidelity efforts within the current resources available.

**Describe your plan and priorities to improve the quality of care.**

SJCC has two therapists, both licensed as LCSWs, who provide the bulk of the substance use



treatment services for adult clients. Both receive weekly clinical supervision. Therapists providing school based services will also receive weekly supervision that will include discussion of clients with substance use disorders.

Additionally, the substance use disorder team meets weekly with the clinical director to staff, coordinate, and train in substance use related topics.

**Describe your agency plan in utilizing telehealth services. How will you measure the quality of services provided by telehealth?**

SJC is utilizing telehealth based services through Zoom, Skype for Business, or our 3CX platform. SJC provides individual therapy, drug court groups, other groups, respite, medication management, and case management through telehealth.

SJC hopes to measure the quality of services provided in the same manner as in person services. This includes OQ/YOQ mobile administration when possible and survey participation.

**What outcome measures does your agency use to address substance use services? How often does your agency review data and outcome measures? How do you identify if services are effective, efficient and improving lives? I.e., How much did we do? (Quality), How well did we do? (Quality) and Is anyone better off? (Impact).**

We have implemented the SURE which is administered monthly as well as reviewed monthly. We also utilize the ASAM

**11) Services to Persons Incarcerated in a County Jail or Correctional Facility Thomas Dunford**

**Describe the activities you propose to undertake over the three year period and identify where services will be provided. For each service, identify whether you will provide services directly or through a contracted provider, and how you will coordinate with the jail to ensure service delivery is adequate.**

San Juan Counseling staff visit incarcerated potential drug court clients to conduct the RANT and ASAM measure in order to assess general appropriateness for Drug Court group. We also utilize the LS-RNR when deemed appropriate. SJC provides additional services to the county jail and to Canyonlands Juvenile Justice Center as requested.

In high acuity cases, SJC provides individual therapy and medication management in the jail.

**Describe any significant programmatic changes from the previous year.**

None

**Describe current and planned activities to assist individuals who may be experiencing withdrawal (including distribution of Naloxone) while incarcerated or any efforts to use Medication-assisted treatment within a county jail or Prison. Identify all FDA approved medications currently provided within the jail(s).**

Our APRN's provide emergency psychiatric evaluations, typically over video conferencing, for inmates experiencing acute withdrawal from opioids while incarcerated.

**The SAPT block grant regulations limit SAPT expenditures for the purpose of providing treatment services in penal or correctional institutions of the State. Please identify whether your County plans to expand SAPT block grant dollars in penal or correctional institutions of the State.**

Our County does not use SAPT block grant dollars to provide treatment in penal or correctional institutions

## 12) Integrated Care

Shanel Long

**Describe your partnerships with local Health Departments, accountable care organizations (ACOs), federally qualified health centers (FQHCs) and other physical health providers. Please include a list of community agencies you partner with to provide integrated services.**

San Juan Counseling has positive, professional relationships with all primary care organizations in the county, including the four FQHC clinics. Services and referrals are coordinated between agencies and therapists. SJC also works closely with the Health Department on many aspects including distribution of Naloxone kits. In December 2017, San Juan Counseling relocated its main office to one shared with the San Juan Health Clinic and San Juan County Health Department. This has resulted in a moderate increase in client referrals from both agencies compared to when we were housed separately

**Describe your efforts to integrate care and ensure that children, youth and adults have both their physical and behavioral health needs met, including screening and treatment and recovery support. Identify what you see are the primary barriers to implementing integrated care at your agency and your efforts to overcome those barriers. Please also describe how you will provide education and referrals to individuals regarding physical health concerns (i.e., HIV, TB, Hep-C, Diabetes, Pregnancy).**

In the fall of 2017, we relocated our main office to a newly constructed building that we share with the San Juan Health District medical clinic and the San Juan County Health Department. We believe this creates increased integration as clients/patients visiting any of the three agencies will be placed in proximity to all. Providers at each agency have easy access to one another when acute client needs arise as well as in more routine instances.

At intake, all clients at San Juan Counseling are asked to complete a medical history to identify possible health concerns, including tobacco use history. This is then reviewed by the clinician with a referral made to a medical provider as needed.

With the increased use of MAT by local physicians, we have received several referrals for clients being treated with Suboxone. These clients have in every case been willing to allow communication between their therapist and physician. We will continue to invite these clients to sign a release of information to allow this communication.

Our ARPN team at San Juan Counseling provides robust evaluations and follow up care for all their patients. Our ARPN's and the full-time LPN assistant, routinely check client vital signs and other health indicators which are included in the E/M notation.

Our LPN that meets with patients provides education to individuals regarding their physical health concerns. If needed the nurse will assist patients with physical appointments and will walk the patient to the appropriate agency to get needs met. San Juan Public Health and San Juan Clinic are located just outside our lobby and coordination/referral is a simple process now.

**Describe your efforts to incorporate wellness and wellness education into treatment plans for children, youth and adults. Please consider social determinants of health in your response.**

Client medical and dental needs are regularly and routinely monitored for all SMI clients involved with our adult day treatment program. Our current policy and practice is for a case manager to attend medical appointments with clients the majority of the time to help ensure any needed coordination and communication occurs with the medical provider.

Our adult day treatment program also invites nurses from the health department and providers from other agencies to present health and wellness information to our SMI clients as part of the psychosocial rehabilitative services provided there. Topics include safe sex practices, disease prevention, health diet practices and the like.

All mental health and substance use clients, including youth-in-transition, youth and children, who complete an intake packet for mental health services also complete a medical history form that asks them to indicate their HIV, TB, Hep-C, diabetes, and pregnancy status. This is then followed-up on as part of intake and early treatment. We have routinely referred clients for follow-up with their medical provider when concerns in these areas are indicated or suspected.

**Describe your plan to reduce tobacco and nicotine use in SFY 2024, and how you will maintain a *nicotine free environment* at direct service agencies and subcontracting agencies. For ongoing engagement, it is recommended to use an evidence-based nicotine dependence tool such as the Fagerstrom scale. SUD Target= reduce nicotine use to 4.8 in 2021 in TEDs.**

During the intake process each client is asked to report their smoking history and to indicate whether they are interested in tobacco cessation programming and resources. Their answers are recorded in their EHR. When indicated, smoking cessation becomes part of the therapeutic process. SMI clients who smoke are encouraged to attend smoking cessation classes. Clients are informed of our smoke-free policy during the intake process and by prominently posted signs.

All agency clients have access to medicated assisted therapies for tobacco use through SJC's on-site medical provider.

SJC currently has a committee that meets monthly to discuss tobacco cessation efforts. The committee consists of the medical director, clinical director, RN, day treatment supervisor and two MSW-level clinicians.

In FY2021 SJC trained four employees to provide the "Dimensions" group. The group has been offered to all San Juan County residents, free of charge. It is offered in person or through video conference. SJC will continue to run this group regularly through FY2024

**Quality Improvement: What education does your staff receive regarding health and wellness for client care including children, youth and adults?**

We conduct and complete several trainings in house as well as from outside entities regarding the latest research and direction in the field regarding the continuity of care for our clientele. These trainings are conducted regardless of the capacity in which the individual is employed

**Describe how you measure or determine success of these programs or services? Please identify and define measures and benchmarks you are working to achieve**

Health can be individually measured as documented in the EHR and in some cases will include vitals, blood tests, etc. Especially when evals are provided by our ARPN's. SJCr uses the DLA-20 for the SUD population

13) Women's Treatment Services

Rebecca King

**Describe the evidence-based services provided for women including gender-specific substance use disorder treatment and other therapeutic interventions that address issues of trauma, relationships, sexual and physical abuse, vocational skills, networking, and parenting.**

SJC has instituted a Seeking Safety group that is specific to women with Substance Use Disorders. The seeking safety group addresses the relationship between trauma and substance use. This group meets weekly. We are in the process of introducing the Seeking Safety curriculum as a group at our day treatment program for SMI adults. Additionally, many of our providers have received training in trauma informed care. San Juan Counseling staff has met with victim advocates from Seekhaven and Utah Navajo Health Systems (UNHS) and coordinate services as needed for women in domestic violence related crises. Women in need of residential substance use treatment are referred to House of Hope and Odyssey House. SJCC has a contract with Odyssey House and contracts on a case-by-case basis with House of Hope. SJCC has also facilitated placement at Red Pine Treatment Center in Fort Duchesne, UT for Ute and Navajo clients.

SJC has recently forged a relationship with Gentle IronHawk shelter as a local resource

**Describe the therapeutic interventions for children of clients in treatment that addresses their developmental needs, their potential for substance use disorders, and their issues of sexual and physical abuse and neglect. Describe collaborative efforts with DCFS for women with children at risk of, or in state custody.**

SJC has a trauma certified therapist that can work with all forms of trauma and is in the process of training more clinicians in EB trauma protocols. We also help facilitate a CRAFT group through collaboration with USARA and meet monthly with DCFS to discuss treatment plans, and staff cases under their jurisdiction. SJC is in the process of putting together a curriculum and gauging interest in a women's specific trauma group and works closely with the Gentle IronHawk shelter

**Describe the case management, child care and transportation services available for women to ensure they have access to the services you provide.**

SJC's Peer Support Worker and case managers work with families to provide case management and other services. Childcare and transportation are provided on an as needed basis.

**Describe any significant programmatic changes from the previous year.**

None

**Residential Women & Children’s Treatment (WTX) (Salt Lake, Weber, Utah Co & Southwest Only)**

**Rebecca King**

<b>Identify the need for continued WTX funding in light of Medicaid expansion and Targeted Adult Medicaid.</b>
N/A
<b>Please describe the proposed use of the WTX funds</b>
<b>Describe the strategy to ensure that services provided meet a statewide need, including access from other substance abuse authorities</b>
<b>Submit a comprehensive budget that identifies all projected revenue and expense for this program by email to: bkelsey@utah.gov</b>
<b>Please demonstrate out of county utilization of the Women and Children’s Residential Programs in your local area. Please provide the total number of women and children that you served from other catchment areas and which county they came from during the last fiscal year.</b>

**14) Adolescent (Youth) Treatment**

**Shanin Rapp**

<b>Describe services provided for adolescents and families. Please identify the ASAM levels of care available for youth.</b>
<p>SJC provides .5 and 1 levels of care for youth with a substance use disorder. Motivational interviewing, drug testing (when appropriate), and CBT-informed therapy is available to youth in need of therapeutic intervention. Youth requiring high levels of care, such as residential treatment, are referred to Odyssey House or Navajo Regional Behavioral Health Center in Shiprock, NM.</p> <p>Most of the youth we see are referred by the school. Those that do not require treatment are typically referred to their school counselor.</p>
<b>Describe efforts to engage, educate, screen, recruit, and refer youth. Identify gaps in the youth treatment referral system within your community and how you plan to address the gaps.</b>
<p>SJC receives the majority of our youth referrals from the San Juan School District (SJSD) and by self-referral, typically by the parents / guardians. Juvenile Justice Services also refer youth to services. SJC works closely with the school district in an effort to inform school counselors about the availability of SJC counselors in the school. SJC has made a point of having therapists in the schools on a</p>

<p>predictable schedule so the referral process is clear and relatively easy to accomplish and have recently partnered with the school district on the AWARE grant they were recently awarded. In FY24, SJC and the SJSJ will continue to work together to identify youth who are likely Medicaid eligible and help their parents / guardians navigate the application process</p>
<p><b>Describe collaborative efforts with mental health services and other state child serving agencies (DCFS, DJJS, SOC, DSPD, Juvenile Court) and any significant programmatic changes from the previous year.</b></p>
<p>No changes</p>

**15) Drug Court**

**Shanel Long**

<p><b>Describe the Drug Court eligibility criteria for each type of specialty court (Adult, Family, Juvenile Drug Courts, etc). Please provide an estimate of how many individuals will be served in each certified drug court in your area.</b></p>
<p>San Juan Counseling only has a Felony Drug Court. To be eligible an individual has to have drug related charges and they need to agree to enter the drug court program (take a plea in abeyance). Approval from all the drug court team is required before an individual will be admitted into the program. We estimate that we will serve 15 clients in the drug court program.</p>
<p><b>Describe Specialty Court treatment services. Identify the services you will provide directly or through a contracted provider for each type of court (Adult, Family, Juvenile Specialty Courts, DUI). Describe your efforts to have Certified Peer Support specialists working with Drug Courts? How will you engage and assist individuals with Medicaid enrollment throughout their episode of care.</b></p>
<p>San Juan County Drug Court participants are given individual and group therapy according to their needs. Our Drug Court Coordinator provides some case management, but the primary responsibility falls upon the tracker/case manager who is a sheriff's office employee. The front desk at SJC routinely monitors clients' income levels and they will provide assistance to help individuals enroll in Medicaid</p>
<p><b>Describe the MAT services available to Specialty Court participants. Please describe policies or procedures regarding use of MAT while in specialty court or for the completion of specialty court. Will services be provided directly or by a contracted provider (list contracted providers).</b></p>
<p>Drug court participants are eligible for all MAT services that SJC provides. This is determined by individual participant needs. MAT services will be provided directly by SJC</p>
<p><b>Describe your drug testing services for each type of court including testing on weekends and holidays for each court. Identify whether these services will be provided directly or through a contracted provider. (Adult, Family, Juvenile Specialty Courts, etc).</b></p>
<p>Drug testing is done on a random basis for participants. Weekends and holidays are included on a random basis. Drug tests are administered in Blanding by SJC and in Monticello by the San Juan County Sheriff's Office</p>

List all drug court fees assessed to the client in addition to treatment sliding scale fees for each type of court (Adult, Family, Juvenile Specialty Courts, etc).

San Juan Counseling only charges treatment sliding scale fees for drug court participants

## 16) Justice Services

Thomas Dunford

**Describe screening to identify criminal risk factors.**

SJCC uses the Risk and Needs Triage (RANT) for all adult clients referred for a substance use evaluation.

SJC has recently been trained and on occasion administered the LS-RNR as a screening measure when necessary.

**Identify the continuum of services for individuals involved in the justice system. Identify strategies used with low risk offenders. Identify strategies used with high risk offenders to reduce criminogenic risk factors.**

Because the number of outpatient substance use clients who attend fluctuates, the majority of outpatient substance use counseling takes the form of individual therapy sessions. If however a client is assessed to be high risk / high need, he/she may be considered for inclusion in the ongoing group therapy provided for drug court clients. Current drug court programming includes Moral Reconciliation Therapy (MRT), Seeking Safety, parenting skills, relationships skills and the Helping Men / Women Recover programs.

SJCC has two practitioners whose primary responsibility is to provide outpatient substance use treatment. Two are licensed clinicians (one male, the other female).

Newly referred substance use clients first meet with our recovery support coordinator to complete the Risk and Needs Triage (RANT) and begin the Daily Living Assessment (DLA-20). This contact is intended to help establish rapport between the client and the RSC who is available to provide case management services and skills development services for court involved clients.

The American Society of Addiction Medicine criteria (ASAM) is completed for all clients who present with a primary substance use diagnosis to assist with a treatment recommendation (e.g residential, outpatient, etc.).

The Prime for Life psychoeducation course whose ASAM indicates this to be an appropriate level of care

**Identify a quality improvement goal to better serve individuals involved in the criminal justice system. Your goal may be based on the recommendations provided by the University of Utah Criminal Justice Center in SFY 2020.**

The Utah Criminal Justice Center, following their evaluation of San Juan Counseling, made the recommendation that single-sex Drug Court groups should be created given that women's pathways to crime and substance use can vary from men's. Since this recommendation was made, San Juan Counseling has, for six months out of the yearlong group, separated the larger group into two single-sex groups. This allows for both the benefits to women of sex-specific programming, as outlined in research

(Claus et al, 2007), as well as the benefits of combined-sex group work (increased empathy and understanding by male group members of the impact of substance use on the developing fetus and the pregnant woman, etc.). Additionally, the Center recommended tracking of program completion among substance use clients, with an aim of a success rate of 65%-85%. San Juan Counseling's Drug Court Program has a 70% completion rate and an 80% completion rate for group programming outside of drug court, with a plan to track client completion more formally.

**Identify coalitions, planning groups or councils (or other efforts) at the county level working to improve coordination and outcomes for adults involved in the justice system.**

SJC meets regularly with the San Juan County Drug Court Team which includes the County Attorney, Judge, Defense Attorney, AP&P, Case Manager, and SJC treatment staff. SJC is always willing to participate with AP&L or other probation services to coordinate care, improve services and supervision based on risk level. SJC's MCOT team regularly meets and coordinates with the San Juan County Sheriff's office to improve coordination

**Identify efforts as a community stakeholder for children and youth involved with the juvenile justice system, local DCFS, DJJS, Juvenile Courts, and other agencies.**

SJC administration attends all Regional Advisory Councils. SJC's clinical director meets monthly with the local DCFS office to coordinate services. SJC administration meets regularly with San Juan School District officials to coordinate services and school needs. SJC is a part of SJC-PAC which brings many community partners together for coordination. SJC is also a key player in the Zero Suicide Coalition that brings partners together to discuss suicide prevention efforts in the community. SJC's clinical director meets quarterly with the Children's Justice Center. SJC administration attends all tables of six meetings that occur quarterly, which includes DCFS, Juvenile Court, JJS, etc.

**Describe how you measure or determine success of these programs or services? Provide data and outcomes used to evaluate Justice Services. Please identify and define measures and benchmarks you are working to achieve**

SJC uses current collected TEDS data including drug and alcohol use, arrests, successful completion of treatment, etc. Additional outcome measures may include the SURE and DLA-20.

**17)Suicide Prevention, Intervention & Postvention (ONLY COMPLETE IF NOT COMPLETED ON FORM A)**

**Describe all current activities in place in suicide prevention, including evaluation of the activities and their effectiveness on a program and community level. Please include a link or attach your localized suicide prevention plan for the agency.**

N/A

**Describe all currently suicide intervention/treatment services and activities including the use of evidence based tools and strategies. Describe your policies and procedures for suicide screening, risk assessment, and safety planning as well as suicide specific treatment and follow**



up/care transition services. Describe how Describe how clients are identified for suicide specific services. How is the effectiveness of the services measured?

Describe all current strategies in place in suicide postvention including any grief supports. Please describe your current postvention response plan, or include a link or attach your localized suicide postvention plan for the agency and/or broader local community.

Describe your plan for coordination with Local Health Departments and local school districts to identify roles and support implementation of a community postvention plan in alignment with the state Community Postvention Toolkit.

For Local Authorities participating in the Garrett Lee Smith State Youth Suicide Prevention and Early Intervention Grant Program summarize your implementation plans for implementing skill based programming, gatekeeper training, community or school based screening activities, and crisis follow up services after inpatient or emergency department visits. (note: this can be done in the box below, or by linking/attaching your most current report).

For those not participating in this grant program, please indicate "N/A" in the box below.

For Local Authorities participating in the Comprehensive Suicide Prevention grants describe your implementation plans for primary prevention programs, suicide intervention supports including gatekeeper training, and community postvention planning. (note: this can be done in the box below, or by linking/attaching your most current report).

If any of the following project deliverables are currently available, please link them here or attach them to your submission.

1. By year 2, funding recipients shall submit a written comprehensive suicide prevention plan that is in alignment with the Utah Suicide Prevention State Plan and by year 2, funding recipients shall submit a written postvention response plan and communication protocol for their organization.
2. By year 3 funding recipients shall submit a written community postvention response plan.

For those not participating in this project, please indicate, "N/A" below.

For Local Authorities receiving mini grant funding for the Live On Utah statewide suicide prevention campaign, summarize your implementation and sustainability plans for the implementation of culturally appropriate suicide prevention messaging in your area.

For those not participating in this project, please indicate, "N/A" below.

FY24 Substance Use Disorder Treatment Area Plan Budget

Local Authority: San Juan County

Form B

FY2024 Substance Use Disorder Treatment Expenditures Budget by Level of Care	State Funds NOT used for Medicaid Match	State Funds used for Medicaid Match	County Funds NOT used for Medicaid Match	County Funds Used for Medicaid Match	Federal Medicaid	SAPT Treatment Revenue	SAPT Women's Treatment Set aside	Other State/Federal	3rd Party Collections (eg, insurance)	Client Collections (eg, co-pays, private pay, fees)	Other Revenue (gifts, donations, reserves etc)	TOTAL FY2024 Revenue	TOTAL FY2024 Expenditures	Total FY2024 Client Served	Total FY2024 Cost/Client Served
FY2024 Substance Use Disorder Treatment Revenue	\$15,222					\$4,509				\$1,600		\$21,331 (1)			
Drug Court	\$21,596											\$25,915			
Local Treatment Services	\$65,672	\$14,570			\$16,048	\$91,769	\$23,487	\$2,500	\$3,500	\$5,000		\$310,918			
Total FY2024 Substance Use Disorder Treatment Revenue	\$102,490	\$14,570	\$0	\$20,367	\$88,372	\$96,278	\$23,487	\$2,500	\$3,500	\$6,600		\$358,164			\$239,325
		\$117,060				\$119,765									
FY2024 Substance Use Disorder Treatment Expenditures Budget by Level of Care	\$12,269	\$1,791		\$494	\$5,905	\$7,339	\$2,868		\$427	\$806		\$31,877		59	\$540
Early Intervention - 1															
Amphetamine Care and Withdrawal Management (Deron) ASAM IV-D, III-7-D, III-2-D, 1-D or II-D) 2															
Residential Treatment Services: (ASAM III 7, III.5, III.3, III.1) - 3				\$12,000	\$40,000									4	\$13,000
Treatment for Opioid Use Disorder (OTP-Methadone) - 4															
Medications for Opioid Treatment - (Vivitrol, Naltrexone, Buprenorphine) - 5	\$1,333	\$193		\$53	\$642	\$796	\$311	\$2,500	\$46	\$87		\$5,961		7	\$852
Outpatient, Non-Methadone (ASAM I) - 6	\$86,888	\$12,598		\$7,820	\$41,825	\$51,908	\$20,308		\$3,027	\$5,707		\$230,081		103	\$2,234
Intensive Outpatient (ASAM II.5 or II.1) - 7															
Recovery Support (includes housing, peer support, case management and other non-clinical) - 8+9	\$2,000					\$36,245								20	\$1,912
FY2024 Substance Use Disorder Treatment Expenditures Budget	\$102,490	\$14,570	\$0	\$20,367	\$88,372	\$96,278	\$23,487	\$2,500	\$3,500	\$6,600		\$358,164		193	\$1,856
	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0			
FY2024 Substance Use Disorder Treatment Expenditures Budget By Population	State Funds NOT used for Medicaid Match	State Funds used for Medicaid Match	County Funds NOT used for Medicaid Match	County Funds Used for Medicaid Match	Federal Medicaid	SAPT Treatment Revenue	SAPT Women's Treatment Set aside	Other State/Federal	3rd Party Collections (eg, insurance)	Client Collections (eg, co-pays, private pay, fees)	Other Revenue	TOTAL FY2024 Expenditures			
Pregnant Women and Women with Dependent Children, (Please include pregnant women under age of 18)	\$30,707	\$4,365		\$6,102	\$26,477	\$33,511	\$23,487	\$250	\$1,048	\$1,977		\$127,924			
All Other Women (18+)	\$11,366	\$1,616		\$2,259	\$9,800	\$6,352		\$250	\$389	\$732		\$32,764			
Men (18+)	\$56,880	\$8,086		\$11,303	\$49,045	\$52,164		\$2,000	\$1,943	\$3,663		\$185,084			
Youth (12-17) (Not including pregnant women or women with dependent children)	\$3,537	\$503		\$703	\$3,050	\$4,251			\$120	\$228		\$12,392			
Total FY2024 Substance Use Disorder Expenditures Budget by Population Served	\$102,490	\$14,570	\$0	\$20,367	\$88,372	\$96,278	\$23,487	\$2,500	\$3,500	\$6,600		\$358,164			

**FY24 Drug Offender Reform Act & Drug Court Expenditures**

Local Authority: San Juan County

Form B1

FY2024 DORA and Drug Court Expenditures Budget by Level of Care	Drug Offender Reform Act (DORA)	Felony Drug Court	Family Drug Court	Juvenile Drug Court	DUI Fee on Fines	TOTAL FY2024 Expenditures
Screening and Assessment Only						\$0
Detoxification: ASAM IV-D or III.7-D) (ASAM III.2-D) ASAM I-D or II-D)						\$0
Residential Services (ASAM III.7, III.5, III.1 III.3 III.1 or III.3)						\$0
Outpatient: Contracts with Opioid Treatment Providers (Methadone: ASAM I)						\$0
Office based Opioid Treatment (Buprenorphine, Vivitrol, Naloxone and prescriber cost)) Non-Methadone						\$0
Outpatient: Non-Methadone (ASAM I)		\$19,331				\$19,331
Intensive Outpatient (ASAM II.5 or II.1)						\$0
Recovery Support (includes housing, peer support, case management and other non-clinical )		\$2,000				\$2,000
FY2024 DORA and Drug Court Expenditures Budget	\$0	\$21,331	\$0	\$0	\$0	\$21,331 [1]

\$19,731

SFY24 Opioid Budget

Local Authority:

Form B2

State Fiscal Year	Projected SOR SFY 2023 Revenue Not Used	State Opioid Response SFY2024 Revenue	Total SFY 2024 SOR Revenue
		SOR 2	
2024		\$2,500	\$2,500.00

SFY2024 State Opioid Response Budget Expenditure	Estimated Cost
<b>Direct Services</b>	<b>\$2,500.00</b>
Salary Expenses	\$2,500.00
Title 1	
Title 2	
Title 3	
<b>Administrative Expenses</b>	<b>\$0.00</b>
Supplies	
Communication	
Travel	
Conference/Workshops	
Equipment/Furniture	
Miscellaneous	
Screening & Assessment	\$0.00
Drug Testing	\$0.00
Office Based Opioid Treatment (Buprenorphine, Vivitrol, Nalaxo	\$0.00
Opioid Treatment Providers (Methadone)	\$0.00
Intensive Outpatient	\$0.00
Residential Services	\$0.00
Outreach/Advertising Activities	\$0.00
Recovery Support (housing, contracted peer support, contracte	\$0.00
<b>Contracted Services</b>	<b>\$0.00</b>
Contracted Service 1	
Contracted Service 2	
Contracted Service 3	
Contracted Service 4	
Contracted Service 5	
Contracted Service 6	
<b>Total Expenditure FY2024</b>	<b>\$2,500.00</b>

\*Insert a note providing details

\*Insert a note describing it

# San Juan County

## GOVERNANCE & OVERSIGHT NARRATIVE

### 3 Year Plan (2024-2026)

**Local Authority:** San Juan County

**Instructions:**

In the cells below, please provide an answer/description for each question. **PLEASE CHANGE THE COLOR TO BLUE, OF SUBSTANTIVE NEW LANGUAGE INCLUDED IN YOUR PLAN THIS YEAR!**

**1) Subcontractor Monitoring**

The DHS Contract with Mental Health/Substance Abuse Local Authority states: When the Local Authority subcontracts, the Local Authority shall at a minimum:

- (1) Conduct at least one annual monitoring review of each subcontractor. The Local Authority shall specify in its Area Plan how it will monitor their subcontracts.

**Describe how monitoring will be conducted, what items will be monitored and how required documentation will be kept up-to-date for active subcontractors.**

San Juan Counseling currently has one contract for inpatient services with Provo Canyon Behavioral Health. The review is conducted throughout the year when the claims are submitted to SJC for payment. SJC monitors and reviews all claims to include eligibility, authorization status, discharge summary/medical records and payment, by two individuals.

When new subcontracts are awarded San Juan Counseling's Director and Clinical Director will implement an appropriate yearly monitoring plan.

# San Juan County FORM C - SUBSTANCE USE PREVENTION NARRATIVE 3 Year Plan (2024-2026)

With the intention of helping every community in Utah to establish sustainable [Community Centered Evidence Based Prevention](#) efforts, fill in the following table per the instructions below.

Not every community will be at optimal readiness nor hold highest priority. This chart is designed to help you articulate current prevention activities and successes as well as current barriers and challenges. Please work with your Regional Director if you have questions about how to best report on your communities. For instructions on how to complete this table, please see the [Community Coalition Status Tool](#) here.

- List every community in your area defined by one of the following:
1. serving one of the [99 Small Areas](#) within Utah
  2. serving the communities that feed into a common high school
  3. any other definition of community with OSUMH approval.

\* All "zero" or "no priority" communities may be listed in one row

CCEBP Community	<u>CCEBP Community Coalition Status</u> (see tool here)	Priority High Medium Low	Notes/ Justification of Priority	List of Programs Provided (if applicable)	Evidence Based Operating System (e.g. CTC, CADCA Coalition Academy, PROSPER)	Links to community strategic plan

<p><b>MONTECELLO</b> Monticello High School (MHS)</p>	<p>A4, A5 Recently completed a community mapping activity, designed to assess perceptions and needs regarding youth substance use - which will lead into our Community Readiness Assessment for 2023-2024</p>	<p>Medium</p>	<p>Monticello has an active youth group - as part of the San Juan County Youth Coalition that works under the SJCPAC Coalition umbrella but does not currently have enough capacity for a stand-alone coalition. We recently hired a part-time prevention specialist which will greatly enhance coalition building efforts in the Monticello community. Supporting their county youth coalition involvement is planting seeds for a local prevention coalition in the future.</p>	<p><b>Let's Do This / Stoodis</b> (Parents Empowered) Campaign. <b>Guiding Good Choices / Strengthening Families</b> <b>Good Behavior Game @ Monticello Elementary</b></p>	<p>Strategic Prevention Framework - working with prevention staff to implement CTC and CADCA Academy support - but prevention specialist in Monticello does not have that training.</p>	
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<p><b>BLANDING</b> San Juan High School (SJHS)</p>	<p>D3, D4c, D7 Community Readiness Assessment planned for 2023-2024</p>	<p>High</p>	<p>Blanding has been the hub of the county-wide coalition (SJCPAC Coalition) for several years. Plans are to continue moving toward starting and supporting other local coalitions in various San Juan County communities. Supporting youth and coalition building activities.</p>	<p><b>Let's Do This / Stoodis</b> (Parents Empowered) Campaign. <b>Guiding Good Choices / Strengthening Families Good Behavior Game @ Blanding Elementary</b></p>	<p>CTC, SPF, CADCA Academy</p>	<p><a href="https://docs.google.com/document/d/1m0xP4nyciteofd-Sq491tG---Nc1Cs4/edit">https://docs.google.com/document/d/1m0xP4nyciteofd-Sq491tG---Nc1Cs4/edit</a></p>
<p><b>WHITE MESA</b> (This community feeds into San Juan High School (SJHS) in Blanding.</p>	<p>A3, A4, A5</p>	<p>Low</p>	<p>Limited connection with White Mesa but working to support them in prevention strategies and efforts. SUCPAC Coalition is working with them to raise capacity for future coalition involvement.</p>	<p><b>Let's Do This / Stoodis</b> (Parents Empowered) Campaign. <b>Guiding Good Choices / Strengthening Families</b></p>		



**Bluff**

This community feeds into San Juan High School (SJHS) in Blanding, as well as Whitehorse High School (WHS) in Montezuma Creek.

A3, A4, A5	Low	Very unique population, with retirees and new move-ins. One one elementary school - and no secondary school in the community area. Continue to raise capacity for future coalition involvement.	<p><b>Let's Do This / Stoodis</b> (Parents Empowered) Campaign.  <b>Guiding Good Choices / Strengthening Families</b>  <b>Good Behavior Game @ Bluff Elementary</b></p>		
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<p><b>MONTTEZUMA CREEK / ANETH</b> Area These communities feed in Whitehorse High School (WHS)</p>	<p>A4, A5 Recently completed a community mapping activity, designed to assess perceptions and needs regarding youth substance use - which will lead into our Community Readiness Assessment for 2023-2024</p>	<p>Medium</p>	<p>High School UNITY (United National Indian Tribal Youth) Club works in tandem with SJ County Youth Coalition and is beginning to gather steam for youth coalition work in the community. Recently hired a part-time prevention specialist which will give us better hands on work in the community to help with prevention efforts. Supporting youth coalition involvement to continue to plant seeds for a local prevention coalition. Works with SUCPAC Coalition.</p>	<p><b>Let's Do This / Stoodis</b> (Parents Empowered) Campaign. <b>Guiding Good Choices / Strengthening Families Good Behavior Game @ Montezuma Creek Elementary</b> Hoping to train new prevention specialist hired in this community to help implement these EB strategies more readily.</p>	<p>Recently had two coalition members from this community train in the CADCA Academy model. They are excited about working towards building a coalition in their community.</p>	
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**AREA NARRATIVE:**

Monticello is part of the San Juan County Prevention Action Collaboration (SJCPCAC) Coalition. We have a school counselor and several youth that are very involved in our San Juan County Youth Coalition (SJCYC) and are helping build our youth coalition in their community, which is planting seeds for a community prevention coalition in the future. We recently hired a part-time prevention coordinator, who lives in the Monticello community. She is very excited about reaching out to local key leaders and community members in an effort to raise prevention awareness. She is also helping strengthen and build up the youth coalition at MHS through training and recruitment efforts. We have planned various youth campaigns for the coming year, which ties directly to risk factors identified from the SHARP Survey and community Assessment. We also plan on having a Prevention week, sponsored by MHS, SJCPCAC Coalition and the SJCYC to help build capacity within the community. We are working in all San Juan County communities to launch the new Gray Matters campaign, to help educate parents on the dangers of marijuana use on the developing teen brain. We also continue to support the "Let's Do this" / "Stoodis" campaign in San Juan County, which is based on Parents Empowered messaging - but delivered in a more culturally relevant package that resonates with families in our county. We are working to train all of our prevention staff in Guiding Good Choices and Strengthening Families - so that we can offer those parents classes throughout our entire county. We provided funding for the San Juan School District to launch and implement the Good Behavior Game in all Monticello Elementary school this year. Community events designed to target Family Mealtime and Family Bonding will also target the importance of upstream prevention in our communities.

**Branding** is the hub of the San Juan County Prevention Action Collaboration (SJCPAC) Coalition. We have a school counselor and several youth that are very involved in our San Juan County Youth Coalition (SJCYC) and are helping build our youth coalition in their community, which is planting seeds for a community prevention coalition in the future. We have a full-time prevention specialist, who lives in the Blanding community. She does a good job in reaching out to local key leaders and community members in an effort to raise prevention awareness. She is also helping strengthen and build up the youth coalition at MHS through training and recruitment efforts. We have planned various youth campaigns for the coming year, which ties directly to risk factors identified from the SHARP Survey and community Assessment. We also plan on having a Prevention week, sponsored by MHS, SJCPAC Coalition and the SJCYC to help build capacity within the community. We are working in all San Juan County communities to launch the new Gray Matters campaign, to help educate parents on the dangers of marijuana use on the developing teen brain. We also continue to support the "Let's Do this" / "Stoodis" campaign in San Juan County, which is based on Parents Empowered messaging - but delivered in a more culturally relevant package that resonates with families in our county. We are working to train all of our prevention staff in Guiding Good Choices and Strengthening Families - so that we can offer those parents classes throughout our entire county. We provided the funding necessary for San Juan School District to launch and implement the Good Behavior Game in Blanding Elementary school this year. Community events, including our Fall Festival, are designed to target Family Mealtime and Family Bonding will also target the importance of upstream prevention in our communities.

#### **White Mesa (Ute Mountain Ute Reservation)**

White Mesa has one semi-active leaders in our SJCPAC Coalition. Their community has show interest in Parents Empowered messaging in their community and education centers. We have been working as part of our CPP grant with R&R to install messaging. We plan to continue building on that energy and excitement to generate more prevention awareness in a community that has been difficult to engage with in the past. We are working in all San Juan County communities to launch the new Gray Matters campaign, to help educate parents on the dangers of marijuana use on the developing teen brain. We also continue to support the "Let's Do this" / "Stoodis" campaign in San Juan County, which is based on Parents Empowered messaging - but delivered in a more culturally relevant package that resonates with families in our county. We are working to train all of our prevention staff in Guiding Good Choices and Strengthening Families - so that we can offer those parents classes throughout our entire county. Community events are designed to target Family Mealtime and Family Bonding will also target the importance of upstream prevention in our communities.

**Montezuma Creek / Aneth Area (Navajo Nation)**

This

Area has several community members on our SJCPAC Coalition. Our plan is to establish a new coalition here within a few years. We are currently looking for a champion. We recently hired a part-time prevention coordinator, who lives in the Aneth community. She is very excited about reaching out to local key leaders and community members in an effort to raise prevention awareness. She has been in contact with local Chapter House leaders and she is helping strengthen and build up the youth coalition at WHS through training and recruitment efforts. The Youth Coalition works in tandem with the United National Indican Tribal Youth (UNITY) Club. We have planned various youth campaigns for the coming year, which ties directly to risk factors identified from the SHARP Survey and community Assessment. We also plan on having a Prevention week, sponsored by WHS, SJCPAC Coalition and the SJCYC to help build capacity within the community. We are working in all San Juan County communities to launch the new Gray Matters campaign, to help educate parents on the dangers of marijuana use on the developing teen brain. We also continue to support the "Let's Do this" / "Stoodis" campaign in San Juan County, which is based on Parents Empowered messaging - but delivered in a more culturally relevant package that resonates with families in our county. We are working to train all of our prevention staff in Guiding Good Choices and Strengthening Families - so that we can offer those parents classes throughout our entire county. We provided the funding necessary for San Juan School District to launch and implement the Good Behavior Game in Montezuma Creek Elementary school this year. Community events designed to target Family Mealtime and Family Bonding will also target the importance of upstream prevention in our communities.

**Monument Valley / Ojato / Mexican Hat (Navajo Nation)**

This Area has several community members on our SJCPAC Coalition. Two of our coalition members from this community, recently completed the CADCA Academy training and they are so excited about the possibility of establishing a new coalition here within a few years. We hired a part-time prevention coordinator, last year. She lives in the Ojato area. She is very excited about reaching out to local key leaders and community members in an effort to raise prevention awareness. She has been in contact with local Chapter House leaders in an effort to help gain support for implementation of the SHARP Survey in our River Region (tribal) schools. She is helping strengthen and build up the youth coalition at MVHS through training and recruitment efforts. The Youth Coalition works in tandem with the United National Indian Tribal Youth (UNITY) Club. We have planned various youth campaigns for the coming year, which ties directly to risk factors identified from the SHARP Survey and community Assessment. We also plan on having a Prevention week, sponsored by MVHS, SJCPAC Coalition and the SJCYC to help build capacity within the community. We are working in all San Juan County communities to launch the new Gray Matters campaign, to help educate parents on the dangers of marijuana use on the developing teen brain. We also continue to support the "Let's Do this" / "Stoodis" campaign in San Juan County, which is based on Parents Empowered messaging - but delivered in a more culturally relevant package that resonates with families in our county. We are working to train all of our prevention staff in Guiding Good Choices and Strengthening Families - so that we can offer those parents classes throughout our entire county. We provided San Juan School District the funding necessary to launch and implement the Good Behavior Game in Tse'Bi'i Nidzizgai Elementary school this year. Community events designed to target Family Mealtime and Family Bonding will also target the importance of upstream prevention in our communities.

**NAVAJO MOUNTAIN (Navajo Nation)**

This area is a very small and remote community in the corner of San Juan County. Monument Valley coalition members try very hard to support that community in it's prevention efforts. With the hiring of our part-time prevention specialist in Monument Valley, we hope to add to the support of coalition strategies and youth involvement efforts in the Navajo Mountain area. We are currently looking for a champion. We are strengthening and building up the youth coalition at NMHS through training and recruitment efforts and working in tandem with the United National Indian Tribal Youth (UNITY) Club. We have planned various youth campaigns for the coming year, which tie directly to risk factors identified from the SHARP Survey and Community Assessment. We also plan on having a Prevention week, sponsored by NMHS, SJCPAC Coalition and the SJCYC to help build capacity within the community. We are working in all San Juan County communities to launch the new Gray Matters campaign, to help educate parents on the dangers of marijuana use on the developing teen brain. We also continue to support the "Let's Do this" / "Stoodis" campaign in San Juan County, which is based on Parents Empowered messaging - but delivered in a more culturally relevant package that resonates with families in our county. We are working to train all of our prevention staff in Guiding Good Choices and Strengthening Families - so that we can offer those parents classes throughout our entire county. Community events designed to target Family Mealtime and Family Bonding will also target the importance of upstream prevention in our communities.

**NOTE:** We are using our 2019 data on our logic models, due to the impact of covid 19 on our engagement numbers, especially in that our River Region (tribal) schools did not participate at all in 2021. Engagement in our Abajo Mountain (northern county) schools was very low in 2021. There is one exception on our logic models in reference to the Prescription Drugs. This substance is more of an issue (according to qualitative data we have) than our data has shown before. Therefore - we used 2021 SHARP data to substantiate this substance as a concern. Only within the last few weeks have we obtained permission to implement the SHARP Survey in our River Region schools. We are so excited that it went through. We anticipate that much of our Area Plan will change when we are able to obtain the SHARP data from the 2023 survey - which will move us back in line with our baseline data from 2019.

**Please provide  
logic models on  
the Logic Models  
Tab**

Provide a Logic Model by coalition and/or agency for each problem behavior being addressed funded by Block Grant, PFS, SOR, SPF Rx, or State General Funds. Make a copy of the blank one and paste below for each additional logic model needed.


<b>Problem Behavior Goal</b>									
Reduce underage drinking by 4.3%									
<b>Measures &amp; Sources</b>									
Reduce Lifetime Use of Alcohol as reported by grade 12 from 16.3% in 2019 to 12% on 2029 SHARP Survey.									
<b>Agency/Coalition</b>									
San Juan County Prevention Action Collaboration (SJCPAC) Coalition									
Risk/Protective Factor	Local Conditions	Strategies	Focus Population: Universal Selective Indicated	Evidence Based: Link to Program Registry Link to EBW Tier Level Not Evidence Based	Cost	Outcomes			
						Short (process)	Medium (3 to 5 years)	Long (10 years)	



Measures & Sources	SHARP Survey 2019	Community Mapping and Assessment activities	Alcohol use by youth outside of town on public lands and other locations.	<b>Parents Empowered</b> (adapted to resonate with San Juan County Families through delivery and messaging) <b>Stoodis/Let's Do This Campaign</b>	Universal	Utah EBW Tier 3	Block Grant: State General Fund: Discretionary:	Parents who attend the program will show in crease in knowledge and skills related to conflict resolution, behavior modification and relationship building.	Parent Attitudes Favorable to ASB will decrease from 26.8% in 2019 to 24% in 2025 - as reported by grade 12. Family Attachment will increase from 51.3% in 2019 to 55% in 2025 as reported by grade 12.	Reduce Lifetime Use of Alcohol as reported by grade 12 from 16.3% in 2019 to 12% in 2029.
			Twenty Seven percent of students reported family conflict in 2019	<b>Strengthening Families / Guiding Good Choices</b>	Blueprints	Block Grant: State General Fund: Discretionary:	Parents who attend the program will show in crease in knowledge and skills related to conflict resolution, behavior modification and relationship building.	Parent Attitudes Favorable to ASB will decrease from 26.8% in 2019 to 24% in 2025 - as reported by grade 12. Family Attachment will increase from 51.3% in 2019 to 55% in 2025 as reported by grade 12.	Reduce Lifetime Use of Alcohol as reported by grade 12 from 16.3% in 2019 to 12% in 2029.	

	Risk/Protective Factor	Local Conditions	Strategies	Focus Population: Universal Selective Indicated	Evidence Based: Link to Program Registry Link to EBW Tier Level Not Evidence Based	Cost	Outcomes		
Logic	Availability - Retail	Retail outlets have no consequences for selling to minors	EASY Compliance Checks	Universal	What Works for Health Registry	Block Grant: State General Fund: Discretionary:	Short (process)	Medium (3 to 5 years)	Long (10 years)
Measures & Sources	Mapping activity shows that alcohol is easy to access	No EASY Checks conducted - law enforcement data					Increase in # of compliance checks conducted	Retail availability will decrease	Underage drinking will decrease
							2023 law enforcement data	2025 Mapping Activity	2029 SHARP Survey

<b>Problem Behavior Goal</b>	Reduce underage marijuana use by 3%								
<b>Measures &amp; Sources</b>	Reduce Lifetime Use of marijuana in grade 12 from 26% in 2019 to 23% on 2029 SHARP Survey.								
Agency/Coalition	San Juan County Prevention Action Collaboration (SJCPAC) Coalition								
Risk/Protective	Local	Strategies	Focus	Evidence	Cost	Outcomes			

	Key Factor	Conditions	Strategies	Focus	Evidence	Cost	Short (process)	Medium (3 to 5 years)	Long (10 years)
Logic	Academic Failure	Youth marijuana use on school grounds throughout county communities	<b>Good Behavior Game</b>	Universal	Blueprints	Block Grant: State General Fund: Discretionary:	Targeted classroom strategies help students reduce aggressive and disruptive behavior in primary classrooms, teaching personal management and refusal skills	Reduce Academic Failure in grade 12 from 58.3% in 2019 to 55% in 2025.	Reduce Lifetime Use of marijuana in grade 12 from 26% in 2019 to 23% on 2029 SHARP Survey.
Measures & Sources	SHARP Survey 2019	Community Mapping and Assessment activities. SHARP Survey 2019					Teacher Evaluations, classroom behavior logs, coalition meeting minutes and attendance logs.	2025 SHARP Survey	2029 SHARP Survey
	Risk/Protective	Local					Outcomes		

Logic	Rewards for Prosocial Involvement Perceived Risk of Drug Use	Youth report lack of prosocial involvement and opportunities, youth don't think marijuana and other drugs are that dangerous to use	Youth Coalition	Universal	Based: Link to Program Registry Link to EBW Tier Level Not Evidence Based	Block Grant: State General Fund: Discretionary:	Form and strength youth coalitions in each area high school, train youth in prevention science, dangers of youth substance abuse, and help them learn how to identify local conditions and issues and have opportunities for prosocial involvement.	Medium (3 to 5 years)	Long (10 years)			
Measures & Sources	SHARP Survey 2019	SHARP Survey 2019					Meeting minutes and attendance rolls	2025 SHARP Survey	2029 SHARP Survey			

<b>Problem Behavior Goal</b>		Reduce Prescription Drug Use by 4.6%							
<b>Measures &amp; Sources</b>		Reduce 30-Day Prescription Drug Use from 21.6% in 2021 to 17% on 2031 Survey.							
<b>Agency/Coalition</b>		San Juan County Prevention Action Collaboration (SJCPCAC) Coalition							
	Risk/Protective Factor	Local Conditions	Strategies	Focus Population: Universal Selective Indicated	Evidence Based: Link to Program Registry Link to EBW Tier Level Not Evidence Based	Cost	Outcomes		
							Short (process)	Medium (3 to 5 years)	Long (10 years)
Logic	Reduce Family Conflict	Key informant interviews indicate a higher use of prescription drugs than our data suggests. Perception of Risk for using prescription drugs not prescribed, lowered from 81.4% in 2019 to 77.2% in All Grades in 2021 ShARP Survey.	Strengthening Families / Guiding Good Choices	Universal	Blueprints	Block Grant: State General Fund: Discretionary:	Parents who attend the program will show an increase in knowledge and skills related to teaching conflict resolution and refusal skills	Percent in grade 12 reporting Family Conflict will decrease from 22.1% in 2019 to 19% in 2025.	Reduce 30-Day Prescription Drug Use from 21.6% in 2021 to 17% on 2031 Survey.

Item 9.

Measures & Sources	SHARP Survey 2019	Key informant interviews, SHARP Survey 2021							1. Pre/post test scores 2. Key informant interviews in 2025	2025 SHARP Survey	2031 SHARP Survey

FY24 Substance Abuse Prevention Area Plan & Budget

Local Authority: San Juan County

Form C

	State Funds	County Funds	County Funds	County Funds	Federal Medicaid	SAPT Prevention Revenue	Partnerships for Success PHS Grant	Other State & Federal (TANF, Discretionary Grants, etc)	3rd Party Collections (eg, insurance)	Client Collections (eg, co-pays, private pay, fees)	Other Revenue (gifts, donations, reserves etc)	TOTAL FY2024 Revenue
FY2024 Substance Abuse Prevention Revenue	State Funds NOT used for Medicaid Match	State Funds used for Medicaid Match	County Funds NOT used for Medicaid Match	County Funds Used for Medicaid Match	Federal Medicaid	\$227,040	\$22,500	\$8,400				\$257,940

	State Funds	County Funds	County Funds	County Funds	Federal Medicaid	SAPT Prevention Revenue	Partnerships for Success PHS Grant	Other Federal (TANF, Discretionary Grants, etc)	3rd Party Collections (eg, insurance)	Client Collections (eg, co-pays, private pay, fees)	Other Revenue (gifts, donations, reserves etc)	Projected number of clients served	TOTAL FY2024 Expenditures	TOTAL FY2024 Evidence-based Program Expenditures
FY2024 Substance Abuse Prevention Expenditures Budget	State Funds NOT used for Medicaid Match	State Funds used for Medicaid Match	County Funds NOT used for Medicaid Match	County Funds Used for Medicaid Match	Federal Medicaid	\$227,040	\$22,500	\$8,400	\$0	\$0	\$0	0	\$257,940	\$232,146
Universal Direct						3897	\$3,825	\$1,428					\$43,850	\$39,465
Universal Indirect						\$186,173	\$18,450	\$6,888					\$211,511	\$190,360
Selective Services						\$2,270	\$225	\$84					\$2,579	\$2,321
Indicated Services													\$0	\$0
FY2024 Substance Abuse Prevention Expenditures Budget	\$0	\$0	\$0	\$0	\$0	\$227,040	\$22,500	\$8,400	\$0	\$0	\$0	0	\$257,940	\$232,146

SAPT FY2024 Prevention Set Aside	Information Dissemination	Education	Alternatives	Problem Identification & Referral	Community Based Process	Environmental	Total
Primary Prevention Expenditures	\$68,112	\$68,112			\$90,816		\$227,040
Cost Breakdown Salary							
Expense Category	121906	86406	15000				34628
							Indirect
							Total FY2024 Expenditures
							\$257,940

**San Juan County**

**FORM D  
LOCAL AUTHORITY APPROVAL OF AREA PLAN  
3 Year Plan (2024-2026)**

**IN WITNESS WHEREOF:**

The Local Authority approves and submits the attached Area Plan for State Fiscal Years 2024-2026 in accordance with Utah Code Title 17 Chapter 43.

The Local Authority represents that it has been authorized to approve the attached Area Plan, as evidenced by the attached Resolution or other written verification of the Local Authority’s action in this matter.

The Local Authority acknowledges that if this Area Plan is approved by the Utah Department of Health and Human Services Office of Substance Use and Mental Health (DHHS/OSUMH) pursuant to the terms of Contract(s) # A03089, the terms and conditions of the Area Plan as approved shall be incorporated into the above-identified contract by reference.

**LOCAL AUTHORITY: San Juan County**

**By:** \_\_\_\_\_  
*(Signature of authorized Local Authority Official, as provided in Utah Code Annotated)*

***PLEASE PRINT:***

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

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

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





## COMMISSION STAFF REPORT

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**MEETING DATE:** May 2, 2023  
**ITEM TITLE, PRESENTER:** Consideration and Approval of Reappointment of Lois Young to Represent the Town of Bluff on the San Juan County Board of Health by Grant Sunada, Public Health Director  
**RECOMMENDATION:** Approval

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### SUMMARY

Lois Young has submitted her letter of intent to the Town of Bluff and San Juan County Board of Health to be considered for a second term on the San Juan County Board of Health.

### HISTORY/PAST ACTION

Approval from Town Council of Bluff on March 7, 2023 and San Juan County Board of Health on April 20, 2023.

### FISCAL IMPACT

None.

This a formal request to extend my appointment to the Public Health Board. I've been serving on the Public Health Board for the last 4 years and have learned much during the Pandemic and the changes within the Board.

I've lived in Bluff, UT for 17 years and have my own successful business as a Jeweler, selling finished pieces to locals and tourists. The town of Bluff has also been going through many changes resulting from being Incorporated, we are all learning to work together to create a strong and dynamic community. I've been on a number of Bluff committees such as The Active Transportation advisory committee, the Bluff Arts Festival committee, the Bluff Animal Rescue Committee, and am the Town's Social Communications person, to name a few responsibilities. Though the town is quite small, I noticed that there was a lack of "non-government" communications available to everyone. To promote communications in the community, I created a system to send pertinent information regarding events and news to everyone in Town and connected with the town. I'm known as "The Town Crier" - the increase in town-wide communications has promoted more connection.

During the 4 years I've been on the San Juan County Health Board, I've been active with communicating the work and issues of the County Public Health Board to Bluff residents, which was especially important during the Pandemic. In turn, when residents of Bluff have needs or suggestions, I'm contacted to help out or to communicate that need to County officials or resources and to help mitigate the need.

Also, during the Board meetings, I've enjoyed the responsibility to learn about programs developed by the Public Health Dept., and to listen to reports on their function and status. And to join into any discussions regarding needed improvements and how that need might be met.

There have been several staff changes in the last 4 years, the Board Director, Chair of the Board, and members of the Board. It has been an important responsibility to become informed about potential Board members and to support or to question regarding their positive contribution to the Board of Public Health.

During my next tenure, I'm excited to continue learning, and to contribute to issues and committee and community needs as they arise.

Previously, before my retirement, I worked as a unit manager and teacher at the University of Washington Medical Center in Seattle, for 22 years. This experience gave me an additional base that facilitates my work with the San Juan Public Health Board.

Thank you,

Lois Young  
Town of Bluff  
Bluff, UT. 84512  
206-437-1121 (cell)



## COMMISSION STAFF REPORT

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<b>MEETING DATE:</b>	May 16, 2023
<b>ITEM TITLE, PRESENTER:</b>	Discussion and Approval of Budget and Supporting Positions for Monticello Cancer Screening Program presented by Grant Sunada, Public Health Director
<b>RECOMMENDATION:</b>	Approval

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### SUMMARY

The Health Services and Resource Administration (HRSA) provided San Juan Public Health with Community Project Funding for 2022-2023 to reestablish the Victims of Mills Tailings Exposure Cancer Screening Program that was originally funded in 2009. This funding supports staff time, marketing, travel to and from appointments, and clinical activities related to cancer screenings among high-risk individuals.

The current San Juan Public Health staff has limited capacity to manage this program, but the COVID-19 Public Health Crisis Workforce Grant has funding to supplement this short-term HRSA and allow for the hiring of another Public Health Nurse. During that time, our current Home Visiting Nurse plans to retire and can train the new nurse. HRSA funding will also support two part-time marketing coordinators, contracting with a cancer epidemiology consultant, and other logistical support from public health staff.

### HISTORY/PAST ACTION

Background: Monticello Mill was owned and operated by the United States Government between 1941 and the early 1960s. In 1989 the Environmental Protection Agency placed the Mill and the tailings site on the Department of Energy's National Priority List for cleanup and removal of toxic waste. Prior to this, however, the toxic waste polluted the air and waterways in the greater-Monticello community. This led to noticeably high rates of cancer diagnoses, some tragically resulting in death.

In partnership with the Utah Department of Health, the then-Southeast Utah District Health Department (SEUHD) administered the newly-established cancer screening program made possible by the Community Project Funding request. Individuals would contact the local SEUHD, complete an application to determine eligibility, and could then receive a voucher for a doctor's appointment at local hospitals or a health care provider in the community. To qualify, individuals needed to live in the greater Monticello community between 1941-2000. If individuals qualified, they could receive a voucher from the SEUHD to use to pay for a physical examination and then for a battery of cancer screens.

### FISCAL IMPACT

Funding through July 31, 2023 with potential for extension.

a. Personnel	\$83,355.51
b. Fringe Benefits	\$22,484.49
c. Travel	\$35,000.00
d. Equipment	\$769.74
e. Supplies	\$6,115.18
f. Contractual	\$1,000.00
g. Construction	n/a
h. Other	\$371,275.08
i. Total Direct Charges (sum of 6a-6h)	\$520,000.00
j. Indirect Charges	
k. <b>Totals</b> (sum of 6i-6j)	\$520,000.00



**Department of Health and Human Services**  
 Health Resources and Services Administration

Notice of Award  
 FAIN# GE146225  
 Federal Award Date: 04/28/2023

**Recipient Information**

- 1. Recipient Name**  
 COUNTY OF SAN JUAN  
 9 S Main St  
 Monticello, UT 84535-7705
- 2. Congressional District of Recipient**  
 03
- 3. Payment System Identifier (ID)**  
 1876000305A1
- 4. Employer Identification Number (EIN)**  
 876000305
- 5. Data Universal Numbering System (DUNS)**
- 6. Recipient's Unique Entity Identifier**  
 WCVABP2FEVA2
- 7. Project Director or Principal Investigator**  
 Mack McDonald  
 mmcdonald@sanjuancountyutah.org  
 (435)587-3225
- 8. Authorized Official**

**Federal Agency Information**

- 9. Awarding Agency Contact Information**  
 Zenaida Bennett  
 Grant Management Specialist  
 Office of Federal Assistance Management (OFAM)  
 Division of Grants Management Office (DGMO)  
 zbennett@hrsa.gov  
 (301) 287-2592
- 10. Program Official Contact Information**  
 Crystal Bush  
 Engineer  
 Healthcare Systems Bureau (HSB)  
 cbush@hrsa.gov  
 (000) 000-0000

**Federal Award Information**

- 11. Award Number**  
 6 GE1HS46225-01-04
- 12. Unique Federal Award Identification Number (FAIN)**  
 GE146225
- 13. Statutory Authority**  
 Consolidated Appropriations Act, 2022, (PL 117-103)
- 14. Federal Award Project Title**  
 Community Project Funding/Congressionally Directed Spending - Non-Construction
- 15. Assistance Listing Number**  
 93.493
- 16. Assistance Listing Program Title**  
 Congressional Directives
- 17. Award Action Type**  
 Administrative
- 18. Is the Award R&D?**  
 No

**Summary Federal Award Financial Information**

<b>19. Budget Period Start Date 08/01/2022 - End Date 07/31/2023</b>	
<b>20. Total Amount of Federal Funds Obligated by this Action</b>	<b>\$0.00</b>
20a. Direct Cost Amount	
20b. Indirect Cost Amount	
21. Authorized Carryover	\$0.00
22. Offset	\$0.00
23. Total Amount of Federal Funds Obligated this budget period	\$520,000.00
<b>24. Total Approved Cost Sharing or Matching, where applicable</b>	<b>\$0.00</b>
<b>25. Total Federal and Non-Federal Approved this Budget Period</b>	<b>\$520,000.00</b>
<b>26. Project Period Start Date 08/01/2022 - End Date 07/31/2023</b>	
27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Project Period	\$520,000.00

- 28. Authorized Treatment of Program Income**  
 Addition
- 29. Grants Management Officer – Signature**  
 Sarah Hammond on 04/28/2023

**30. Remarks**

GA Admin Batch Tracking Number 000178.



Notice of Award  
Award Number: 6 GE1HS46225-01-04  
Federal Award Date: 04/28/2023

**Healthcare Systems Bureau (HSB)**

<p><b>31. APPROVED BUDGET: (Excludes Direct Assistance)</b></p> <p><input checked="" type="checkbox"/> Grant Funds Only <input type="checkbox"/> Total project costs including grant funds and all other financial participation</p> <table style="width:100%; border-collapse: collapse;"> <tr><td>a. Salaries and Wages:</td><td style="text-align: right;">\$83,356.00</td></tr> <tr><td>b. Fringe Benefits:</td><td style="text-align: right;">\$22,485.00</td></tr> <tr><td>c. Total Personnel Costs:</td><td style="text-align: right;">\$105,841.00</td></tr> <tr><td>d. Consultant Costs:</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>e. Equipment:</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>f. Supplies:</td><td style="text-align: right;">\$6,884.00</td></tr> <tr><td>g. Travel:</td><td style="text-align: right;">\$35,000.00</td></tr> <tr><td>h. Construction/Alteration and Renovation:</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>i. Other:</td><td style="text-align: right;">\$372,275.00</td></tr> <tr><td>j. Consortium/Contractual Costs:</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>k. Trainee Related Expenses:</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>l. Trainee Stipends:</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>m. Trainee Tuition and Fees:</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>n. Trainee Travel:</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>o. TOTAL DIRECT COSTS:</td><td style="text-align: right;">\$520,000.00</td></tr> <tr><td>p. INDIRECT COSTS (Rate: % of S&amp;W/TADC):</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>q. TOTAL APPROVED BUDGET:</td><td style="text-align: right;">\$520,000.00</td></tr> <tr><td>    i. Less Non-Federal Share:</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>    ii. Federal Share:</td><td style="text-align: right;">\$520,000.00</td></tr> </table> <p><b>32. AWARD COMPUTATION FOR FINANCIAL ASSISTANCE:</b></p> <table style="width:100%; border-collapse: collapse;"> <tr><td>a. Authorized Financial Assistance This Period</td><td style="text-align: right;">\$520,000.00</td></tr> <tr><td>b. Less Unobligated Balance from Prior Budget Periods</td><td></td></tr> <tr><td>    i. Additional Authority</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>    ii. Offset</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>c. Unawarded Balance of Current Year's Funds</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>d. Less Cumulative Prior Award(s) This Budget Period</td><td style="text-align: right;">\$520,000.00</td></tr> <tr><td>e. AMOUNT OF FINANCIAL ASSISTANCE THIS ACTION</td><td style="text-align: right;">\$0.00</td></tr> </table>	a. Salaries and Wages:	\$83,356.00	b. Fringe Benefits:	\$22,485.00	c. Total Personnel Costs:	\$105,841.00	d. Consultant Costs:	\$0.00	e. Equipment:	\$0.00	f. Supplies:	\$6,884.00	g. 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RECOMMENDED FUTURE SUPPORT:</b> (Subject to the availability of funds and satisfactory progress of project)</p> <table border="1" style="width:100%; border-collapse: collapse; margin-bottom: 5px;"> <thead> <tr style="background-color: #cccccc;"> <th style="width:20%;">YEAR</th> <th>TOTAL COSTS</th> </tr> </thead> <tbody> <tr> <td></td> <td style="text-align: center;">Not applicable</td> </tr> </tbody> </table> <p><b>34. APPROVED DIRECT ASSISTANCE BUDGET: (In lieu of cash)</b></p> <table style="width:100%; border-collapse: collapse;"> <tr><td>a. Amount of Direct Assistance</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>b. Less Unawarded Balance of Current Year's Funds</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>c. Less Cumulative Prior Award(s) This Budget Period</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>d. AMOUNT OF DIRECT ASSISTANCE THIS ACTION</td><td style="text-align: right;">\$0.00</td></tr> </table> <p><b>35. FORMER GRANT NUMBER</b></p> <p><b>36. OBJECT CLASS</b> 41.51</p> <p><b>37. BHCNIS#</b></p>	YEAR	TOTAL COSTS		Not applicable	a. Amount of Direct Assistance	\$0.00	b. Less Unawarded Balance of Current Year's Funds	\$0.00	c. Less Cumulative Prior Award(s) This Budget Period	\$0.00	d. AMOUNT OF DIRECT ASSISTANCE THIS ACTION	\$0.00
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c. Less Cumulative Prior Award(s) This Budget Period	\$0.00																																																																
d. AMOUNT OF DIRECT ASSISTANCE THIS ACTION	\$0.00																																																																
<p><b>38. THIS AWARD IS BASED ON THE APPLICATION APPROVED BY HRSA FOR THE PROJECT NAMED IN ITEM 14. FEDERAL AWARD PROJECT TITLE AND IS SUBJECT TO THE TERMS AND CONDITIONS INCORPORATED EITHER DIRECTLY OR BY REFERENCE AS:</b></p> <p>a. The program authorizing statute and program regulation cited in this Notice of Award; b. Conditions on activities and expenditures of funds in certain other applicable statutory requirements, such as those included in appropriations restrictions applicable to HRSA funds; c. 45 CFR Part 75; d. National Policy Requirements and all other requirements described in the HHS Grants Policy Statement; e. Federal Award Performance Goals; and f. The Terms and Conditions cited in this Notice of Award. In the event there are conflicting or otherwise inconsistent policies applicable to the award, the above order of precedence shall prevail. Recipients indicate acceptance of the award, and terms and conditions by obtaining funds from the payment system.</p>																																																																	
<p><b>39. ACCOUNTING CLASSIFICATION CODES</b></p> <table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #cccccc;"> <th style="width:15%;">FY-CAN</th> <th style="width:15%;">CFDA</th> <th style="width:15%;">DOCUMENT NUMBER</th> <th style="width:15%;">AMT. FIN. ASST.</th> <th style="width:15%;">AMT. DIR. ASST.</th> <th style="width:15%;">SUB PROGRAM CODE</th> <th style="width:15%;">SUB ACCOUNT CODE</th> </tr> </thead> <tbody> <tr> <td>22 - 370NCON</td> <td>93.493</td> <td>22GE1HS46225</td> <td>\$0.00</td> <td>\$0.00</td> <td>N/A</td> <td>22GE1HS46225</td> </tr> </tbody> </table>		FY-CAN	CFDA	DOCUMENT NUMBER	AMT. FIN. ASST.	AMT. DIR. ASST.	SUB PROGRAM CODE	SUB ACCOUNT CODE	22 - 370NCON	93.493	22GE1HS46225	\$0.00	\$0.00	N/A	22GE1HS46225																																																		
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22 - 370NCON	93.493	22GE1HS46225	\$0.00	\$0.00	N/A	22GE1HS46225																																																											

## HRSA Electronic Handbooks (EHBs) Registration Requirements

The Project Director of the grant (listed on this NoA) and the Authorizing Official of the grantee organization are required to register (if not already registered) within HRSA's Electronic Handbooks (EHBs). Registration within HRSA EHBs is required only once for each user for each organization they represent. To complete the registration quickly and efficiently we recommend that you note the 10-digit grant number from box 4b of this NoA. After you have completed the initial registration steps (i.e., created an individual account and associated it with the correct grantee organization record), be sure to add this grant to your portfolio. This registration in HRSA EHBs is required for submission of noncompeting continuation applications. In addition, you can also use HRSA EHBs to perform other activities such as updating addresses, updating email addresses and submitting certain deliverables electronically. Visit <https://grants3.hrsa.gov/2010/WebEPSEExternal/Interface/common/accesscontrol/login.aspx> to use the system. Additional help is available online and/or from the HRSA Call Center at 877-Go4-HRSA/877-464-4772.

## Terms and Conditions

**Failure to comply with the remarks, terms, conditions, or reporting requirements may result in a draw down restriction being placed on your Payment Management System account or denial of future funding.**

### Reporting Requirement(s)

**1. Due Date: 05/22/2023**

You are required to submit a Semi-Annual Progress Report for your approved project into the HRSA Electronic Handbooks (EHBs) approximately every six months until the project is completed. The purpose of the progress report is to report on the progress made on your approved project for the reporting period.

**Failure to comply with these reporting requirements will result in deferral or additional restrictions of future funding decisions.**

All prior terms and conditions remain in effect unless specifically removed.

### Contacts

#### NoA Email Address(es):

Name	Role	Email
Mack Mcdonald	Program Director	mmcdonald@sanjuancountyutah.org

Note: NoA emailed to these address(es)

All submissions in response to conditions and reporting requirements (with the exception of the FFR) must be submitted via EHBs. Submissions for Federal Financial Reports (FFR) must be completed in the Payment Management System (<https://pms.psc.gov/>).



## UTAH DEPARTMENT OF HEALTH & HUMAN SERVICES CONTRACT AMENDMENT

PO Box 144003, Salt Lake City, Utah 84114  
288 North 1460 West, Salt Lake City, Utah 84116

2229214  
Department Log Number

222700714  
State Contract Number

1. **CONTRACT NAME:** The name of this contract is Public Health Crisis Response Workforce Supplemental SFY 2022 – San Juan County Amendment 1.
2. **CONTRACTING PARTIES:** This contract amendment is between the Utah Department of Health & Human Services (DEPARTMENT) and San Juan County (CONTRACTOR).

**PAYMENT ADDRESS**

San Juan County  
735 S 200 W, Ste 2  
Blanding UT, 84511

**MAILING ADDRESS**

San Juan County  
735 S 200 W, Ste 2  
Blanding UT, 84511

**Vendor ID:** 06866HL

**Commodity Code:** 99999

3. **PURPOSE OF CONTRACT AMENDMENT:** Attachment A, effective 11/17/22, is replacing Attachment A, which was effective 9/1/2021. The contract amount is being changed. The original amount was \$159,977. The funding amount will be increased by \$32,671 in federal funds. New total funding is \$192,648.
4. **CHANGES TO CONTRACT:**
  1. The contract amount is being changed. The original amount was \$159,977. The funding amount will be increased by \$32,671 in federal funds. New total funding is \$192,648.
  2. Attachment A, effective 11/17/22, is replacing Attachment A, which was effective 9/1/2021.

UEI: WCVABP2FEVA2

Indirect Cost Rate: 0%

Add

Federal Program Name:	Centers for Disease Control and Prevention	Award Number:	6 NU90TP922163-01-01
Name of Federal Awarding Agency:	Department of Health and Human Services	Federal Award Identification Number:	NU90TP922163
Assistance Listing:	PUBLIC HEALTH EMERGENCY RESPONSE: COOPERATIVE AGREEMENT FOR	Federal Award Date:	5/19/2021



	EMERGENCY		
Assistance Listing Number:	93.354	Funding Amount:	\$32671.

All other conditions and terms in the original contract and previous amendments remain the same.

- 5. EFFECTIVE DATE OF AMENDMENT: This amendment is effective 11/17/2022
  
- 6. DOCUMENTS INCORPORATED INTO THIS CONTRACT BY REFERENCE BUT NOT ATTACHED:
  - A. All other governmental laws, regulations, or actions applicable to services provided herein.
  - B. All Assurances and all responses to bids as provided by the CONTRACTOR.
  - C. Utah Department of Health & Human Services General Provisions and Business Associate Agreement currently in effect until 6/30/2023.
  
- 7. This contract, its attachments, and all documents incorporated by reference constitute the entire agreement between the parties and supersedes all prior written or oral agreements between the parties relating to the subject matter of this contract.

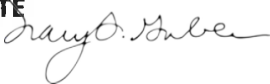
**Contract with Utah Department of Health & Human Services and San Juan County, Log # 2229214**

IN WITNESS WHEREOF, the parties enter into this agreement.

**CONTRACTOR**

By:  12/06/2022  
Willie Grayeyes Date  
County Commission Chair

**STATE**

 12/9/2022  
By: \_\_\_\_\_  
Tracy Gruber Date  
Executive Director, Department  
of Health & Human Services

ATTACHMENT A - SPECIAL PROVISIONS  
 CDC Crisis Response Cooperative Agreement:  
 COVID-19 Public Health Workforce Supplemental Funding

- I. Definitions
- A. "CDC" means the Centers for Disease Control and Prevention.
  - B. "CWF" means Crisis Workforce Supplemental Funding Cooperative Agreement.
  - C. "DEI" means diversity, equity, and inclusion.
  - D. "Department" means the Utah Department of Health, Bureau of Emergency Medical Services and Preparedness.
  - E. "FTE" Full Time equivalent.
  - F. "General Provisions" means the agreement between the parties titled "General Provisions and Business Associate Agreement" effective July 1, 2019 through June 30, 2024.
  - G. "STLT" means State, Tribal, Local, and Territorial (STLT) governments.
  - H. "Subrecipient" means Local Healthcare Department.
- II. Purpose
- A. The purpose of this agreement is to recruit, hire, and train personnel to address projected jurisdictional COVID-19 response needs, including hiring personnel to build capacity to address STLT public health priorities deriving from COVID-19, which supports Department efforts to enhance Utah's public health workforce through the CDC Crisis COVID-19 Public Health Workforce Supplemental located at <https://www.cdc.gov/cpr/readiness/funding-ph.htm>.
- III. Department Contact Information
- A. Department encourages inquiries concerning this grant and special provisions, which should be directed to the following Department contacts:
 

For programmatic technical assistance, contact:  
 Jenny Starley, Program Manager  
 Bureau of Emergency Medical Services and Preparedness  
 (385) 258-0543  
[jstarley@utah.gov](mailto:jstarley@utah.gov)

For financial or budget assistance, contact:  
 Jerry Edwards, Financial Manager  
 Office of Fiscal Operations, Utah Department of Health  
 (801) 538-6647
- IV. Payments
- A. Subrecipient shall submit a final Monthly Expenditure Report, as required by the General Provisions, and for the final funding transfer (no later than July 5, 2023).
  - B. Department agrees to reimburse Subrecipient up to the maximum amount of the contract for expenditures made by the Subrecipient directly related to the program, as defined in the General Provisions.
  - C. Reimbursement requests from Subrecipient can be backdated from the federal funded date of September 1, 2021.
- V. COVID-19 Funding
- A. This funding is approved for COVID-19 Public Health Workforce activities, as described in the supplemental funding guidance, located at <https://www.cdc.gov/cpr/readiness/funding-ph.htm>.

## VI. Budget and Reporting

- A. Subrecipient may begin spending funds on reimbursable personnel costs as described in Subrecipient's submitted budget upon full execution of this contract. (See Section IX.A.1-4 for examples of such costs.) Non-personnel cost categories (See Section IX.A.5-6 for examples of such costs) require budget review and approval by Department (via email) prior to Subrecipient expenditure.
- B. Subrecipient shall submit to Department bi-annual progress and fiscal reports by:
  - 1. January 7, 2022 (for activity period July 1, 2021 - December 31, 2021);
  - 2. July 7, 2022 (for activity period January 1, 2022 - June 30, 2022);
  - 3. January 7, 2023 (activity period July 1, 2022 - December 31, 2022); and
  - 4. July 7, 2023 (activity period January 1, 2023 - June 30, 2023).
- C. Progress Reporting Requirements:
  - 1. Subrecipient shall provide progress reports to Department regarding hiring goals and DEI metrics by using the Hiring Diversity Goals template located within the Crisis Workforce Development template, tab 9.
- D. Fiscal Reporting Requirements:
  - 1. Subrecipient shall provide fiscal reports to Department on the status update of fiscal commitments made by using the Spend Plan template located within the Crisis Workforce Development template, tab 11 .
- E. Closeout Reporting Requirements, due September 14, 2023:
  - 1. Subrecipient shall submit a closeout report, using a template provided by Department, and will include:
    - a) Final performance progress and evaluation;
    - b) Fiscal report;
    - c) Equipment and supplies tangible personal property report; and
    - d) Final report on DEI metrics.
- F. Subrecipient shall submit additional information to Department upon request to support state and federal reporting requirements.
- G. Subrecipient shall update the Department with any changes to programmatic, and financial points of contact as they occur.

## VII. Department Responsibilities

- A. Department agrees to distribute additional closeout report templates via email no later than thirty (30) days prior to the due date.
- B. Department agrees to provide technical assistance upon request by Subrecipient.

## VIII. Coronavirus Disease 2019 (COVID-19) Funds

- A. Department, as a recipient of a grant or cooperative agreement awarded by the Department of Health and Human Services (HHS) with funds made available under the Coronavirus Preparedness and Response Supplemental Appropriations Act, 2020 (P.L. 116-123); the Coronavirus Aid, Relief, and Economic Security Act, 2020 (the "CARES Act") (P.L. 116-136); the Paycheck Protection Program and Health Care Enhancement Act (P.L. 116-139); the Consolidated Appropriations Act and the Coronavirus Response and Relief Supplement Appropriations Act, 2021 (P.L. 116-260) and/or the American Rescue Plan of 2021 [P.L. 117-2] agrees, as applicable to the award, to:
  - 1. Comply with existing and/or future directives and guidance from the Secretary regarding control of the spread of COVID-19;
  - 2. In consultation and coordination with HHS, provide, commensurate with the condition of the individual, COVID-19 patient care regardless of the individual's home jurisdiction and/or appropriate public health measures (e.g., social distancing, home isolation); and

3. Assist the United States Government in the implementation and enforcement of federal orders related to quarantine and isolation.
- B. Department and Subrecipient will comply with Section 18115 of the CARES Act, with respect to the reporting to the HHS Secretary of results of tests intended to detect SARS-CoV-2 or to diagnose a possible case of COVID-19. Such reporting shall be in accordance with guidance and direction from HHS and/or CDC. HHS laboratory reporting guidance is posted at: [www.hhs.gov/sites/default/files/covid-19-laboratory-data-reporting-guidance.pdf](http://www.hhs.gov/sites/default/files/covid-19-laboratory-data-reporting-guidance.pdf).
  - C. Further, consistent with the full scope of applicable grant regulations (45 C.F.R. 75.322), the purpose of this award, and the underlying funding, the Department and Subrecipient is expected to provide to CDC copies of and/or access to COVID-19 data collected with these funds, including but not limited to data related to COVID-19 testing. CDC will specify in further guidance and directives what is encompassed by this requirement.
  - D. This award is contingent upon agreement by the recipient to comply with existing and future guidance from the HHS Secretary regarding control of the spread of COVID-19. In addition, Department is expected to flow down these terms to any subaward, to the extent applicable to activities set out in such subaward.
- IX. Allowable Costs
- A. This list is not exhaustive; CDC encourages individual jurisdictional and local needs to be met, as applicable.
    1. Overtime costs are a very likely and reasonable expense during the response to COVID-19, subrecipient may include projected overtime in their budgets.
      - a) Subrecipient should be careful to estimate costs based on current real-time needs and will still be required to follow federal rules and regulations in accounting for the employees' time and effort.
    2. Funding can be used to hire personnel for roles that may range from senior leadership positions to early career or entry-level positions and may include, but is not limited to:
      - a) Permanent full-time and part-time staff (which may include converting part-time positions to full-time positions during the performance period)
      - b) Temporary or term-limited staff
      - c) Fellows
      - d) Interns
      - e) Contractors or contracted employee
    3. The costs, including wages and benefits, related to recruiting, hiring, and training of individuals to serve as:
      - a) Professional or clinical staff, including public health physicians and nurses (other than school-based staff); mental or behavioral health specialists to support workforce and community resilience; social service specialists; vaccinators; or laboratory scientists or technicians;
      - b) Disease investigation staff, including epidemiologists; case investigators; contact tracers; or disease intervention specialists;
      - c) School nurses and school-based health services personnel, including hiring school-based nurses, converting current nurses from part-time to full-time work, increasing hours, increasing nursing salaries or otherwise supporting retention efforts;
      - d) Program staff, including program managers; communications and policy staff; logisticians; planning and exercise specialists; program evaluators; pandemic preparedness and response coordinators to support the current pandemic response and identify lessons learned to help prepare for possible future disease outbreaks; health equity officers or teams;

data managers, including informaticians, data scientists, or data entry personnel; translation services; trainers or health educators; or other community health workers;

- e) Administrative staff, including human resources personnel; fiscal or grant managers; clerical staff; staff to track and report on hiring under this cooperative agreement; or others needed to ensure rapid hiring and procurement of goods and services and other administrative services associated with successfully managing multiple federal funding streams for the COVID-19 response; and
  - f) Any other positions as required to prevent, prepare for, and respond to COVID-19.
4. These individuals may be employed by:
    - a) STLT public health governments or their fiscal agents;
    - b) Schools, school boards, school districts, or appropriate entities for providing school-based health care;
    - c) Nonprofit private or public organizations or community-based organizations with demonstrated expertise in implementing public health programs and established relationships with STLT public health departments, particularly in medically underserved areas; or
    - d) Employment agencies, contracted vendors, or other temporary staffing agencies.
  5. Purchase of equipment and supplies necessary to support the expanded workforce including personal protective equipment, equipment needed to perform the duties of the position, computers, cell phones, internet costs, cybersecurity software, and other costs associated with support of the expanded workforce (to the extent these are not included in recipient indirect costs).
  6. Administrative support services necessary to implement activities funded under this section, including travel and training (to the extent these are not included in recipient indirect costs).

#### X. Allowable Activities

- A. This list is not exhaustive; CDC encourages individual jurisdictional and local needs to be met, as applicable, and to use a variety of mechanisms to expand the public health workforce, including, but not limited to:
  1. Using CDC's Social Vulnerability Index (located at <https://www.atsdr.cdc.gov/placeandhealth/svi/index.html>) data and tools to inform jurisdiction COVID-19 planning, response, and hiring strategies.
  2. Contracting services: Using the General Services Administration (GSA) COVID-19 Related Support Services (CRSS) contract mechanism available at Acquisition Gateway to obtain contract staff or services.
  3. Cross-training: Cross-train staff hired to work on COVID-19 response for other communicable disease response and future pandemic response activities.
  4. Forming partnerships: Form partnerships with academic institutions, creating student internship or fellowship opportunities, and building graduation-to-workforce pipelines.
  5. Planning: Continuity of operations (plans, protocols, and systems-based) related to emergency preparedness is within scope. If that is something that recipients think is important to do for COVID-19 and beyond.
  6. Strategic Planning: LHD strategic planning, if there is an identified gap in your plans, with how the local health department is organized, or need assistance identifying those gaps, that is certainly something CDC would support. This could

mean hiring a consultant or purchasing a decision-support tool to help you review your strategic vision for the future.

7. Strike Force Teams: developing, training, and equipping response-ready “strike force” teams capable of deploying rapidly to meet emergent needs, including through the Emergency Management Assistance Compact.
8. Training: Focus on COVID-19 and preparedness activities, cross-training of COVID-19 staff for other communicable disease response activities, clinical staff activities.

XI. Unallowable Costs

- A. Research.
- B. Clinical care
- C. Publicity and propaganda (lobbying):
  1. Other than for normal and recognized executive-legislative relationships, no funds may be used for:
    - a) Publicity or propaganda purposes, for the preparation, distribution, or use of any material designed to support or defeat the enactment of legislation before any legislative body
    - b) The salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before any legislative body
  2. See Additional Requirement 12 for detailed guidance on this prohibition an additional guidance on lobbying: [https://www.cdc.gov/grants/documents/Anti-Lobbying\\_Restrictions\\_for\\_CDC\\_Grantees\\_July\\_2012.pdf](https://www.cdc.gov/grants/documents/Anti-Lobbying_Restrictions_for_CDC_Grantees_July_2012.pdf)

XII. Required Disclosures for Federal Awardee Performance and Integrity Information System (FAPIIS)

- A. Consistent with 45 CFR 75.113, applicants and recipients must disclose in a timely manner, in writing to the CDC, with a copy to the HHS Office of Inspector General (OIG), all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Subrecipients must disclose, in a timely manner in writing to the prime recipient (pass through entity) and the HHS OIG, all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Disclosures must be sent in writing to the CDC and to the HHS OIG at the following addresses:

CDC, Office of Grants Services  
 Shirley K Byrd, Grants Management Officer  
 Centers for Disease Control and Prevention  
 Branch IV, Team II  
 2935 Flowers Road  
 Atlanta, GA  
 Email: [skbyrd@cdc.gov](mailto:skbyrd@cdc.gov) (Include “Mandatory Grant Disclosures” in subject line)

AND

U.S. Department of Health and Human Services  
 Office of the Inspector General  
 ATTN: Mandatory Grant Disclosures, Intake Coordinator  
 330 Independence Avenue, SW  
 Cohen Building, Room 5527

Washington, DC 20201

Fax: (202)-205-0604 (Include "Mandatory Grant Disclosures" in subject line) or

Email: [MandatoryGranteeDisclosures@oig.hhs.gov](mailto:MandatoryGranteeDisclosures@oig.hhs.gov)



### Budget Information - Non Construction Programs

OMB Approval No. 0348-0044

<b>Section A - Budget Summary</b>						
Grant Program Function or Activity  (a)	Catalog of Federal Domestic Assistance Number  (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal  (c)	Non-Federal  (d)	Federal  (e)	Non-Federal  (f)	Total  (g)
1. Victims of the Mill Tailings Exposure Cancer Screening Program				520,000.00		520,000.00
2.						-
3.						-
4.						-
5. Totals		-	-	520,000.00	-	520,000.00
<b>Section B - Budget Categories</b>						
6. Object Class Categories	Grant Program, Function or Activity				Total (5)	
	(1)	(2)	(3)	(4)		
a. Personnel	83,355.51				83,355.51	
b. Fringe Benefits	22,484.49				22,484.49	
c. Travel	35,000.00				35,000.00	
d. Equipment	769.74				769.74	
e. Supplies	6,115.18				6,115.18	
f. Contractual	1,000.00				1,000.00	
g. Construction					-	
h. Other	371,275.08				371,275.08	
i. Total Direct Charges (sum of 6a-6h)	520,000.00	-	-	-	520,000.00	
j. Indirect Charges					-	
k. Totals (sum of 6i-6j)	520,000.00	-	-	-	520,000.00	
7. Program Income					-	



**Section C. Non-Federal Resources**

**Lines 8-11**—Enter amounts of non-Federal resources that will be used on the grant. If in-kind contributions are included, provide a brief explanation on a separate sheet.

**Column (a)**—Enter the program titles identical to Column (a), Section A. A breakdown by function or activity is not necessary.

**Column (b)**—Enter the contribution to be made by the applicant.

**Column (c)**—Enter the amount of the State's cash and in-kind contribution if the applicant is not a State or State agency. Applicants which are a State or State agencies should leave this column blank.

**Column (d)**—Enter the amount of cash and in-kind contributions to be made from all other sources.

**Column (e)**—Enter totals of Columns (b), (c), and (d).

**Line 12**—Enter the total for each of Columns (b)-(e). The amount in Column (e) should be equal to the amount on Line 5, Column (f) Section A.

**Section D. Forecasted Cash Needs**

**Line 13**—Enter the amount of cash needed by quarter from the grantor agency during the first year.

**Line 14**—Enter the amount of cash from all other sources needed by quarter during the first year.

**Line 15**—Enter the totals of amounts on Lines 13 and 14.

**Section E. Budget Estimates of Federal Funds Needed for Balance Project**

**Lines 16-19**—Enter in Column (a) the same grant program titles shown Column

(a), Section A. A breakdown by function or activity is not necessary. For applications and continuation grant applications, enter in the proper column amounts of Federal funds which will be needed to complete the program project over the succeeding funding periods (usually in years). This section need not be completed for revisions (amendments, changes, or supplemental funds for the current year of existing grants.

If more than four lines are needed to list the program titles, submit additional schedules as necessary.

**Line 20**—Enter the total for each of the Columns (b)-(e). When additional schedules are prepared for this Section, annotate accordingly and show overall totals on this line.

**Section F. Other Budget Information**

**Line 21**—Use this space to explain amounts for individual direct object-cost categories that may appear to be out of the ordinary or to explain the details as required by the Federal grantor agency.

**Line 22**—Enter the type of indirect rate (provisional, predetermined, fixed) that will be in effect during the funding period, the estimated amount the base to which the rate is applied, and the total indirect expense.

**Line 23**—Provide any other explanations or comments deemed necessary.

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IA (Rev. 4-92)  
Circular A-102



Budget Justification Grant#:	FY 2022 Budget Period		
	Federal Grant Request	Non-Federal Resources	Total
<b>REVENUE</b> – Should be consistent with information presented in Budget Information: Budget Details form and Form 3: Income Analysis.			
FY 2022 Congressionally Directed Spending Non-construction and Construction Projects Overview	\$520,000.00		\$ 520,000.00
			-
<b>TOTAL REVENUE</b>	<b>\$520,000.00</b>		<b>\$520,000.00</b>
<b>EXPENSES:</b> Object class totals should be consistent with those presented in Section B of the Budget Information: Budget Details form.			
<b>PERSONNEL</b>			
ADMINISTRATION (strategy, community/clinical partnerships, and	\$ 36,758.09		\$ 36,758.09
MARKETING EMPLOYEES (facilitating community and media	\$ 46,597.42		\$ 46,597.42
			\$ -
<b>TOTAL PERSONNEL</b>	<b>\$ 83,355.51</b>		<b>\$ 83,355.51</b>
<b>FRINGE BENEFITS</b>			
Health Insurance	\$ 13,366.88		\$ 13,364.88
Social Security Tax	\$ 2,128.95		\$ 2,128.95
Medicare Tax	\$ 428.42		\$ 428.42
State Retirement	\$ 5,795.12		\$ 5,795.12
Health Savings Account	\$ 602.82		\$ 602.82
Long Term Disability	\$ 162.30		\$ 162.30
<b>TOTAL FRINGE</b>	<b>\$ 22,484.49</b>		<b>\$ 22,484.49</b>
<b>TRAVEL</b>			
NEMT Patient travel: 10,000 loaded miles (non-emergency medical	\$ 35,000.00		\$ 35,000.00
			-
<b>TOTAL TRAVEL</b>	<b>\$ 35,000.00</b>		<b>\$ 35,000.00</b>
<b>EQUIPMENT</b> – Include items of moveable equipment that cost \$5,000 or more and with a useful life of one year or more.			
Radiation Survey Meter	769.74		769.74
<b>TOTAL EQUIPMENT</b>	<b>769.74</b>		<b>769.74</b>
<b>SUPPLIES</b>			
<b>ADVERTISING</b>			
Program Outreach Flyer Printing (EDDM)	\$ 736.78		\$ 736.78
Program Outreach Brochures	\$ 1,000.00		\$ 1,000.00
Mobile Pogram Outreach Display - Retractable Banners x 5	\$ 521.40		\$ 521.40

Program Outreach Table Cover	\$ 357.00		\$ 357.00
Memorial Books and Displays (allowing participants to record and	\$ 1,000.00		\$ 1,000.00
Program outreach shirts	\$ 2,500.00		\$ 2,500.00
<b>TOTAL SUPPLIES</b>	<b>\$ 6,115.18</b>		<b>\$ 6,115.18</b>
<b>Contractual - Include sufficient detail to justify costs.</b>			
Cancer Epidemiology Consultant (Provide evidence-based expertise to validate and verify epidemiological basis for risk definitions, cancer screening protocols, marketing messages, and other program details; \$50/hour @ 5 hours/month)	\$1,000		1,000
<b>TOTAL CONTRACTUAL</b>	<b>\$ 1,000.00</b>		<b>\$ 1,000.00</b>
<b>OTHER – Include detailed justification. Note: Federal funding CANNOT support construction, fundraising, or lobbying costs.</b>			
ADVERTISING (Program Outreach Costs)			\$ -
Retail USPS Marketing Flats (EDDM; \$0.187 per piece; 13,500 x 3;	\$ 7,573.50		\$ 7,573.50
Radio Program Outreach (KRTZ, KISS, KVFC)	\$ 9,000.00		\$ 9,000.00
Radio Program Outreach (Red Rock 92.7; local sporting events)	\$ 5,000.00		\$ 5,000.00
Newspaper Program Outreach (San Juan Record, Moab, Navajo	\$ 5,041.63		\$ 5,041.63
Program Outreach Video Production	\$ 19,000.00		\$ 19,000.00
Targeted Social Media ads (average \$0.97 per click for Facebook	\$ 6,499.95		\$ 6,499.95
Sub-Total	\$ 52,115.08		\$ 52,115.08
<b>CLINICAL VOUCHERS/REIMBURSEMENT</b>			
Physical Exams at nearest healthcare facility (\$50/exam x 2020	\$ 101,000.00		\$ 101,000.00
Cancer Screenings at nearest healthcare facility (\$216/screen x 1010	\$ 218,160.00		\$ 218,160.00
Sub-Total	\$ 319,160.00		\$ 319,160.00
<b>TOTAL OTHER</b>	<b>\$ 371,275.08</b>		<b>\$ 371,275.08</b>
<b>TOTAL DIRECT CHARGES (Sum of TOTAL Expenses)</b>	<b>\$ 520,000.00</b>		<b>\$ 520,000.00</b>
<b>INDIRECT CHARGES – Include approved indirect cost rate.</b>			
X% indirect cost rate (includes utilities and accounting services)			-
<b>TOTALS (Total of TOTAL DIRECT CHARGES and INDIRECT CHARGES)</b>			<b>\$ 520,000.00</b>



## COMMISSION STAFF REPORT

**MEETING DATE:** May 2, 2023

**ITEM TITLE, PRESENTER:** Discussion and Approval of San Juan County Health Department Environmental Service Delivery Plan FY2024 by Grant Sunada, Public Health Director

**RECOMMENDATION:** Approval

### SUMMARY

The purpose of this funding is support the main activities of the San Juan County Environmental Health Director in ensuring and promoting air quality; maintaining superior drinking water quality; emergency response; protect public health and the environment from exposure to contamination caused by solid and hazardous waste and used oil, wastewater, liquid waste, and pollution. For example, the Division of Drinking Water and the LHDs work in partnership to ensure that the public water systems can supply safe and reliable drinking water. LHDs serve the important role as both a local contact and support for public water systems throughout the State.

Goals of this funding include the following:

- Air Quality: Provide air quality information to the public. As appropriate, alert the Division of Air Quality to compliance issues.
- Drinking Water: Maintain superior drinking water quality by ensuring adequate facilities, source protection and timely assistance to water system operators at specific sites. Ensure that sanitary surveys are conducted using established forms and following established guidance protocol.
- Federal Laws: The LHD will coordinate with DEQ as situations arise with regards to federal laws, regulations, and conditions set forth in the following federal laws: 1. Clean Water Act, 2. Safe Drinking Water Act, 3. Resource Conservation and Recovery Act, 4. Clean Air Act, 5. Pollution Prevention Act, 6. Toxic Substance Control Act, 7. National Environmental Policy Act, 8. Federal Insecticide, Fungicide, Rodenticide Act.
- The LHD will provide support to DEQ as public outreach and engagement activities arise.
- Waste Management and Radiation Control: Protect public health and the environment from exposure to contamination caused by incidents or improper treatment, storage and disposal of solid and hazardous waste. Protect public health and the environment from exposure to contamination caused by incidents or improper treatment, storage, and disposal of used oil.
- Water Quality: Effectively implement the small wastewater disposal system program to protect the environment and enhance relations with and support of LHD. Identify and manage all pollution sources to insure continued beneficial uses of water and public health protection.
- Get the Mercury Out: Encourage pollution prevention to Utah citizens through programs that target the reductions of special wastes.

**HISTORY/PAST ACTION**

Approval of previous Environmental Service Delivery Plan by San Juan County Commission.

Approval of this Environmental Service Deliver Plan by the San Juan County Board of Health.

**FISCAL IMPACT**

The total funding allotment for San Juan County Health Department is \$73,498 (compared to \$74,251 in FY2023). The funding becomes effective July 1, 2023, and will be disbursed in quarterly installments beginning August 1, 2022.

- State -- General Funds: \$62,245
- Air Quality Compliance: \$3,000
- Drinking Water: \$1,628 (Sanitary Surveys & training) plus \$5,047
- Used Oil: \$1,078
- Mercury and Other Water Quality: \$500

Attachment B  
**San Juan County Health Department  
Environmental Service Delivery Plan FY2024**

**Reporting**

An Annual Report on Performance and Expenditures (due August 15, 2024).

**Funding Sources**

**TOTAL: \$73,498 *Pending approval of "Scope of Work" and assignments***

**State**

General Funds: \$62,245

Local health departments receive quarterly payments from the Waste Tire Recycling Fund, distributed by the Division of Finance in the amount of \$5 per ton of waste tires that were reimbursed under applicable subsections of § 19-6-8 et al., to be allocated according to the recommendations of the Utah Association of Local Health Officers [see § 19-6-817(1)].

**NOTE: The following funding sources have restrictions; funds may solely be used for the purpose appropriated.**

**Federal**

Air Quality Compliance: \$3,000 CFDA# 66.605 – Performance Partnership Grant Award #BG 99847521

Drinking Water: \$1,628 (Sanitary Surveys & training) plus \$5,047 (Scope of Work) CFDA#66.605 – Performance Partnership Grant Award #BG 99847521 *Drinking Water funding is Pending approval of "Scope of Work" and assignments*

**Restricted**

Used Oil: \$1,078

Mercury and Other Water Quality: \$500

**Air Quality**

GOAL	OBJECTIVE	MEASURE	TO BE REPORTED
<p>Provide air quality information to the public.</p> <p>As appropriate, alert the Division of Air Quality to compliance issues.</p>	<p>Provide information to the public directly - through outreach activities, answers to questions, and/or printed information - and indirectly - via the Web and social media outlets.</p>	<p>A brief summary on how objectives were met. To the extent possible, provide the number of people reached.</p>	<p>Issues requiring action reported directly to Jay Morris, Assistant Director, at 801-413-6079 or <a href="mailto:jpmorris@utah.gov">jpmorris@utah.gov</a></p> <p>All other information, summarized annually, in conjunction with the End of Year Report.</p>
	<p>As appropriate, refer air quality compliance issues to Division of Air Quality staff.</p>	<p>Timely referral of issues. A brief summary of the types of issues handled directly as part of the annual report.</p>	

DRAFT

Drinking Water			
GOAL	OBJECTIVE	MEASURE	TO BE REPORTED
Maintain superior drinking water quality by ensuring adequate facilities, source protection and timely assistance to water system operators.	Provide service as outlined in the attached Drinking Water Scope of Work. (See Attachment B.5)		
Ensure that sanitary surveys are conducted using established forms and following established guidance protocol.	Conduct sanitary surveys for reimbursement (below) using established guidance protocols. Surveys are due to the Division within 30 days of completion. All surveys are to be completed and received by the Division by no later than October 31, 2023. Extension of the deadline needs to be approved by Division on case-by-case basis. The reimbursement amount for any surveys not completed will be subtracted from the February 2024 quarterly payment.	Number of systems surveyed.  Percent of systems with approved ratings.  Percent population served with approved ratings.	When surveys are performed.  Each survey report must be submitted to DDW within 30 days of survey.

**Drinking Water service plan requirements and funding is Pending approval of "Scope of Work" and assignments.**

UTAH 19071	SAND ISLAND RECREATION SITE	\$	456.00
UTAH 19079	BLUE MOUNTAIN RANCH RECREATION	\$	536.00
UTAH 19078	LA SAL BRANCH MEETING HOUSE	\$	536.00

**Executive Director's Office**

<b>GOAL</b>	<b>OBJECTIVE</b>	<b>MEASURE</b>	<b>TO BE REPORTED</b>
<p>DEQ has been delegated authority from the EPA to maintain and implement programs in conformance with federal laws, regulations, and conditions set forth in the following federal laws:</p> <ol style="list-style-type: none"> <li>1. Clean Water Act</li> <li>2. Safe Drinking Water Act</li> <li>3. Resource Conservation and Recovery Act</li> <li>4. Clean Air Act</li> <li>5. Pollution Prevention Act</li> <li>6. Toxic Substance Control Act</li> <li>7. National Environmental Policy Act</li> <li>8. Federal Insecticide, Fungicide, Rodenticide Act</li> </ol> <p>DEQ and the LHD coordinate efforts to protect the integrity of the regulatory process and ensure that enforcement actions are not put at risk due to technicalities that could have been addressed through coordination.</p>	<p>Title 19 indicates it is unlawful for any person to violate the provisions of Title 19 or the terms of any order or rule issued under it. The LHD will coordinate with either the DEQ Executive Director or a DEQ Division Director on anything that directly cites Title 19 and is the subject of a judicial (civil or criminal) enforcement process.</p>	<p>The LHD will coordinate with DEQ as situations arise.</p>	<p>Coordination efforts will be documented and submitted in the End of Year Report.</p>
<p>Environmental Justice is a rising issue across the country. DEQ and the LHD will coordinate efforts to provide public outreach and engagement to Environmental Justice communities.</p>	<p>The LHD will provide support to DEQ and DEQ Division's to provide public outreach and engagement to Environmental Justice communities.</p>	<p>The LHD will provide support to DEQ as public outreach and engagement activities arise.</p>	<p>Coordination efforts will be documented and submitted in the End of Year Report.</p>



Waste Management and Radiation Control			
GOAL	OBJECTIVE	MEASURE	TO BE REPORTED
<p>Protect public health and the environment from exposure to contamination caused by incidents or improper treatment, storage and disposal of solid and hazardous waste.</p>	<p><b>Investigate all incidents (e.g., spills and complaints) and allegations of solid waste and hazardous materials violations, including complaints the LHD and DWMRC receive from anonymous sources.</b></p> <ol style="list-style-type: none"> <li>1. For incidents that are resolved quickly, documentation should be submitted when the incident has been resolved.</li> <li>2. For incidents that require extended follow-up, documentation should be submitted periodically.</li> <li>3. Provide a written description of the incident and investigation process, including follow-up procedures and resolutions. For major problems, include photographs,</li> <li>4. Ensure that all incidents are investigated and verify the issues are being addressed in a timely and appropriate manner. If issues do not get resolved, ensure that appropriate enforcement actions are taken. Notify the DWMRC for any assistance needed.</li> </ol>	<p>Document:</p> <ul style="list-style-type: none"> <li>• Incidents responded to</li> <li>• Inspections conducted</li> <li>• Incidents resolved</li> </ul> <p>Submit documentation and photographs of investigations and resolutions of major problems in the annual report.</p>	<p>Annually, in conjunction with the End of Year Report.</p>

**Waste Management and Radiation Control**

GOAL	OBJECTIVE	MEASURE	TO BE REPORTED
<p>Protect public health and the environment from exposure to contamination caused by incidents or improper treatment, storage and disposal of solid and hazardous waste.</p>	<p>All staff responding to solid waste or hazardous materials questions attends and participates in a training session either electronically or in person if one is hosted by the DWMRC.</p>	<p>Attendance and participation in training.</p>	<p>Annually, in conjunction with the End of Year Report.</p>
<p>Reduce health and safety hazards from stockpiles of waste tires; promote waste tire recycling; and only allow disposal of waste tires when shredded to 6 in. square or smaller. See Utah Code Ann. §§ 19-6-802, 19-6-812(1)</p>	<p><b>Perform administrative duties in accordance with the Waste Tire Recycling Act.</b></p> <ol style="list-style-type: none"> <li>Develop regulations, application forms, and procedures for partial reimbursement [§§ 19-6-813(1), 19-6-818(1)] of:                             <ul style="list-style-type: none"> <li>Transportation and recycling of waste tires from a retail tire business</li> <li>Recycling or beneficial use of waste tires from an abandoned waste tire pile</li> <li>Recycling or beneficial use of waste tires from a non-abandoned waste tire pile [see §§ 19-6-809(1), (3), (4)]</li> </ul> </li> <li>Provide a written report and approval status for applications for reimbursement to the Division of Finance within 15 calendar days after receiving an application [§ 19-6-814].                             <ul style="list-style-type: none"> <li>Evaluate reimbursement applications for compliance with § 19-6-810(1) for abandoned waste tire piles, including: providing an affidavit to the recycler that the</li> </ul> </li> </ol>	<p>Provide a copy of regulations, application forms, and procedures used to fulfill duties under the Waste Tire Recycling Act.</p> <p>Provide a log detailing the approvals sent to the Division of Finance in conjunction with the End of the Year report. Include details of on-site investigations for first-time waste tire recyclers applying for reimbursement.</p> <p>Quarterly reporting required by Utah Code Ann. § 19-6-817(2).</p>	<p>Quarterly reporting required by Utah Code Ann. § 19-6-817(2).</p> <p>The following in conjunction with the End of the Year Report:</p> <ul style="list-style-type: none"> <li>Copy of regulations, application forms, and procedures.</li> <li>Log detailing approvals send to the Division of Finance.</li> <li>Documentation of on-site investigations for first-time waste tire recyclers applying for reimbursement.</li> </ul>

**Waste Management and Radiation Control**

GOAL	OBJECTIVE	MEASURE	TO BE REPORTED
	<p>pile meets the definition of an abandoned waste tire pile [§ 19-6-803(1)]; and that the LHD has not been able to locate the responsible persons or cause the responsible persons to remove the pile.</p> <ul style="list-style-type: none"> <li>• Evaluate reimbursement applications for compliance with § 19-6-801(2) for waste tire piles that are not abandoned.</li> <li>• Evaluate applications for compliance with § 19-6-812 for reimbursement to landfill operators that dispose of waste tire shreds 6 in. square or smaller.</li> <li>• Conduct on-site investigations for first-time waste tire recyclers applying for reimbursement [§ 19-6-814(b)].</li> </ul> <p>3. Track amount of waste tires removed from abandoned piles and record the recycler that the tires are transported to; and provide a quarterly report to the DWMRC Director [§ 19-6-817(2)].</p>		

\*Acknowledge the authority of the County and Health Department to regulate the collection, transportation, and disposal of solid waste generated within its jurisdiction as provided for in Section 19-6-503, Utah Code Ann., 1953 as amended.

\*Acknowledge the authority of the County and Health Department to enact and enforce ordinances regarding the management of used oil as provided for in Section 19-6-723, Utah Code Ann., 1953 as amended.

**Waste Management and Radiation Control: Used Oil**

<b>GOAL</b>	<b>OBJECTIVE</b>	<b>MEASURE</b>	<b>TO BE REPORTED</b>
<p>Protect public health and the environment from exposure to contamination caused by incidents or improper treatment, storage, and disposal of used oil.</p>	<p><b>Inspect all used oil collection centers (UOCCs) every six months and submit an inspection report with photos documenting compliance.</b></p> <ol style="list-style-type: none"> <li>1. Document inspections on UOCC Inspection Form provided by Division of Waste Management and Radiation Control (DWMRC) either electronically or hardcopy:               <ol style="list-style-type: none"> <li>a. Ensure all inspection forms are completely filled out. Use N/A if not applicable.</li> <li>b. Annotate time spent to complete the inspection (include travel).</li> <li>c. Add comments, suggestions or issues in the comment section.</li> </ol> </li> <li>2. Attach a copy of photo(s) to each inspection form to document conditions and/or noncompliance and resolutions implemented.</li> <li>3. Gather ALL DIYer log sheets at UOCCs and submit with inspection forms and photo(s) even if only a few entries have been made.</li> </ol>	<p>Inspector will download the most current list of UOCCs for their inspection area via DEQ website. The number of UOCCs inspected versus the total universe goal is 100%.</p> <p>Complete inspection reports must include:</p> <ul style="list-style-type: none"> <li>• Inspection checklists,</li> <li>• Fully filled-out log sheets and Printed/labeled photographs of the each UOCC tank area.</li> </ul> <p>Documentation of any non-compliance and resolutions are annotated on the inspection form in the comment section.</p> <p><b>All UOCC Collection Center log sheets are collected during each inspection and submitted to DWMRC with your inspection reports.</b></p>	<p><b>UOCC inspection reports which include checklist, photos and log sheets submitted to the Division, semi-annually:</b></p> <ul style="list-style-type: none"> <li>• No later than Jan. 20 (for July – Dec. activity)</li> <li>• No later than July 20 (for Jan. – June activity)</li> </ul>
<p>Protect public health and the environment from exposure to contamination caused by incidents or improper treatment, storage, and disposal of used oil.</p>	<p><b>Investigate all incidents (e.g., spills and complaints) regarding used oil releases and allegations of used oil violations, including complaints the LHD and DWMRC receive from anonymous sources.</b></p>	<p>All incidents regarding used oil releases are listed on the Semi-Annual Used Oil Report Form</p> <p>Allegations for used oil violations are investigated and</p>	<p><b>Semi- annually on the UOCC Report Form:</b></p> <ul style="list-style-type: none"> <li>• No later than Jan. 20 (for July – Dec. activity)</li> <li>• No later than July 20 (for Jan. – June activity)</li> </ul>

**Waste Management and Radiation Control: Used Oil**

GOAL	OBJECTIVE	MEASURE	TO BE REPORTED
	<ol style="list-style-type: none"> <li>1. For incidents that are resolved quickly, documentation should be submitted when the complaint has been resolved.</li> <li>2. For incidents that require extended follow-up, documentation should be submitted periodically.</li> <li>3. Provide a written description of the incident and investigation process, including follow-up procedures and resolutions. For major problems, include photographs.</li> <li>4. Ensure that all complaints are investigated and verify the issues are being addressed in a timely and appropriate manner. If issues do not get resolved, ensure that appropriate enforcement actions are taken. Notify the DWMRC for any assistance needed.</li> </ol>	<p>reported on Used Oil Report Form.</p> <p>Submit documentation and photographs of investigations and resolutions of major problems in the annual report.</p>	
<p>Protect public health and the environment from exposure to contamination caused by incidents or improper treatment, storage, and disposal of used oil.</p>	<p>Perform public outreach promoting used oil recycling to public groups such as the Chamber of Commerce, high school automotive shops, fairs, official boards and other organizations.</p>	<p>Number of public education presentations performed.</p>	<p><b>Semi- annually on the UOCC Report Form:</b></p> <ul style="list-style-type: none"> <li>• No later than Jan. 20 (for July – Dec. activity)</li> <li>• No later than July 20 (for Jan. – June activity)</li> </ul>
	<p>All used oil staff attend and participate in the used oil training session either electronically or in person if one is hosted by the DWMRC.</p>	<p>Attendance and participation in used oil training by all personnel involved with used oil outreach.</p>	<p>Semi-annually on the Used Oil Report Form</p>

## Water Quality

GOAL	OBJECTIVE	MEASURE	TO BE REPORTED
<p>Effectively implement the small wastewater disposal system program to protect the environment and enhance relations with and support of local health department.</p>	<p>Administer small wastewater disposal systems to comply with Utah Administrative Code R317-4 and local rules.</p> <ol style="list-style-type: none"> <li>1. Review, approve, and inspect all new, repairs, and alterations to both Conventional and Alternative onsite systems, including Holding Tanks.</li> <li>2. Conduct complaint investigations and pursue corrections of any onsite system failures.</li> <li>3. <b>Collect the \$40 for each new onsite wastewater system installed, and remit fees to DWQ by the 30<sup>th</sup> day of the month following the end of each quarter.</b></li> <li>4. Assure that all LHD staff involved in the review, approval, and inspection of onsite wastewater systems are trained and certified at the appropriate level per R317-11.</li> <li>5. Assure that all onsite system work is done by persons certified as appropriate according to R317-11.</li> </ol>	<ol style="list-style-type: none"> <li>1. Existence of plan review, perc test, soil log evaluation and inspection records.</li> <li>2. Number of systems approved broken out between conventional and alternative.</li> <li>3. Number of systems inspected.</li> <li>4. Total number of systems in county.</li> <li>5. Number of Holding Tank approvals issued.</li> <li>6. Number of complaint investigations conducted.</li> <li>7. Number and type of failures identified and/or corrected.</li> <li>8. Fees remitted quarterly to DWQ.</li> <li>9. All staff are certified per R317-11 and identified as being Level 2 or 3.</li> <li>10. All work is done by persons certified per R317-11.</li> </ol>	<p>Annually, in conjunction with the End of Year Report.</p>
<p>Communication and Training</p>	<p>To remain effective and knowledgeable, DWQ and LHD will continue to participate and communicate in onsite program matters.</p>	<ol style="list-style-type: none"> <li>1. DWQ will notify LHD by a means of communication, when a representative comes into the LHD area for onsite program business.</li> </ol>	<p>Annually, in conjunction with the End of Year Report.</p>

**Water Quality**

GOAL	OBJECTIVE	MEASURE	TO BE REPORTED
		<ol style="list-style-type: none"> <li>2. DWQ will be represented at all COWP meetings.</li> <li>3. LHD will attempt to send a representative to COWP meetings.</li> <li>4. A representative of DWQ will attend the annual Utah Onsite Wastewater Association conference.</li> <li>5. LHD will attempt to send a representative to the Annual Utah Onsite Wastewater Association conference.</li> </ol>	
<p>Effectively implement and administer the Liquid Waste Program in the collection, storage, transportation and disposal of all sewage wastewater.</p>	<p>Administer the Liquid Waste Program per Utah Administrative Code R 317-550 to help prevent a public health hazard or nuisance or adversely affecting water quality.</p> <ol style="list-style-type: none"> <li>1. Ensure every Liquid Waste Operation working within the boundaries of the LHD holds a valid operating permit.</li> <li>2. Ensure that the disposal sites used by the Liquid Waste operators are maintained in a sanitary manner and adequate to receive and treat these wastes.</li> </ol>	<ol style="list-style-type: none"> <li>1. Maintain a list of all Liquid Waste operators currently permitted within the LHD jurisdiction.</li> <li>2. LHD may conduct annual inspections on all the liquid waste trucks used by each operator.</li> <li>3. Encourage the operator to obtain a surety bond issued by a corporate surety company.</li> <li>4. LHD may inspect disposal sites used by the liquid waste operators, as determined as necessary.</li> </ol>	<p>Annually, in conjunction with the End of Year Report.</p>

Water Quality			
GOAL	OBJECTIVE	MEASURE	TO BE REPORTED
Identify and manage all pollution sources to insure continued beneficial uses of water and public health protection.	Notify DWQ of any new surface water and ground water pollution sources you become aware of.	<ol style="list-style-type: none"> <li>1. Number of uncontrolled pollution sources and spills identified and addressed or referred to DEQ.</li> <li>2. Number of fish kills investigated.</li> </ol>	Annually, in conjunction with the End of Year Report.

*DWQ is open to update to the Mercury program or removal and replacement with educational requirements related to household hazardous wastes.*

Water Quality: Get the Mercury Out			
GOAL	OBJECTIVE	MEASURE	TO BE REPORTED
Encourage pollution prevention to Utah citizens through programs that target the reductions of special wastes.	<p>Contractor will serve as a collection center for citizens needing to dispose of mercury containing household products. Funds provided by DEQ cover mercury disposal up to \$500, through state contract with Clean Harbors</p> <p>Chuck Lawrence at Clean Harbors. (801)597-0283 <a href="mailto:lawrence.chuck@cleanharbors.com">lawrence.chuck@cleanharbors.com</a></p>	Pounds of mercury collected and properly disposed.	Annually, in conjunction with the End of Year Report.



## Purpose

The purpose of this scope of work is to establish clear goals, objectives, measures, and reporting requirements that the Division of Drinking Water (DDW) and the Local Health Departments (LHDs) have agreed to guide our work together. DDW and the LHDs work in partnership to ensure that the public water systems can supply safe and reliable drinking water. LHDs serve the important role as both a local contact and support for public water systems throughout the State.

## Core Items

### 1. Track, Manage, and Report on Threshold Systems

A threshold system is a water system that does not currently meet the state or federal definition of a public water system (eight service connections or 25 persons served for sixty days out of the year), but through development may meet that definition in the future. LHDs can notify DDW about a potential water system through the interactive form (<https://forms.gle/e5uNvxWWLCPBKRue6>). LHDs are encouraged to reach out to DDW for assistance or consultation on a potential public water system including on-site inspections or review of potential public or system type status.

LHD's, within their purview, will develop and implement procedures to identify drinking water service threshold systems/business. This can be achieved through planning and zoning notices, miscellaneous notifications, onsite wastewater permitting, and other methods. The procedures will ensure the LHD is aware of new developments outside of public water system boundaries. The LHD will work with DDW to track, monitor, and manage these developments and potential water systems, and will consult with DDW on each case whether a new system meets the PWS criteria or not. When a water system meets the requirements of a PWS, the LHD will report the system to DDW. When possible LHDs will assist in helping new systems meet the requirements set forth in their Initial Water System Order (Welcome to the Club *sic*).

**Goal:** LHD will be aware of the threshold for becoming a public water system to develop and implement procedures to trigger a review of any new development. Decrease public health gaps for residents receiving drinking water from a system that should be regulated by DDW.

**Objective:** The proliferation of small systems and large communities served water behind a master meter that are unknown to DDW, but should be a PWS when there is a public health gap. Community development can also grow to cross the regulatory threshold. DDW needs LHD assistance to keep track of these localized situations and refer these systems to DDW for regulation when appropriate. The LHD and building authority is uniquely positioned to assist these systems in their transition to regulated PWSs.

**Measure:** Maintain an inventory of threshold systems and update their status annually.

**Report:** Notify DDW on or before the quarterly Action Compliance Strategy Meeting of threshold systems that meet the requirements of a PWS and provide the inventory of threshold systems LHD reviewed in the annual report.

## 2. Consultations with Public Water Systems

The LHD will consult with and provide assistance to local drinking water systems on unapproved or corrective action status, boil orders, notices of violation (NOV), system deficiencies, optimization and technical assistance, training and using WaterLink, and will support water systems performing Level 1 Assessments. The LHD will also confirm the deficiency and violation status of the public water system serving a proposed development and consult with DDW if capacity deficiencies are identified before the development is approved by the LHD. The LHD will inform DDW of concerns and questions received by PWSs to keep DDW aware of developing perceptions and concerns so that DDW can adjust training and outreach accordingly.

**Goal:** Provide local support for PWS compliance and optimization.

**Objective:** Ensure that each PWS has accurate, timely, and localized assistance to ensure their compliance with DDW regulations to protect public health.

**Measure:** Reduce the number of not approved PWSs, minimize the duration of and subsequent follow-up events that result from water system non-compliance.

**Report:** What the LHD is doing to encourage compliance with drinking water rules and standards. Report the number of systems LHD provided support or information to assist in Public Notifications and/or building permit denials due to drinking water deficiencies.

## 3. Emergency Response

The LHD will contact DDW, using the emergency response number, within 4 hours of any incident or emergency that may impact drinking water to ensure best practices will be used to protect public health. Leaving a voicemail on the DDW emergency response number will be sufficient notification in the event of an unanswered call. The LHD will coordinate efforts with DDW to determine what emergency situations they wish to participate in. DDW will notify and/or coordinate with the LHD on all Tier 1 and Maximum Contaminant Level (MCL) Public Notices. The LHD will work with DDW and the PWS on additional sampling requirements and reporting during drinking water emergencies.

**Goal:** Provide rapid and accurate response to protect public health.

**Objective:** Ensure that the public is quickly given accurate and consistent information. Participate in emergency response activities according to established protocols.

**Measure:** Response measures will be event specific.

**Report:** All emergency response activities and results, not already recorded in Waterlink, shall be tracked, managed, and reported to DDW by email per incident.

#### 4. Support Source Protection Programs

The LHD will support public water systems in their efforts to protect their drinking water sources through cooperation, coordination, and communication. Counties of the first and second class are statutorily required to develop and enforce source protection ordinances to protect watersheds, drinking water sources, and public health. Many counties that are not of the first or second class have recognized the value of protecting drinking water sources and have voluntarily implemented source protection ordinances as well. LHDs that have these ordinances will work with county code enforcement to encourage that these ordinances are enforced, consult with DDW whenever there is a change to their ordinance, and respond to DDW inquiries in a timely manner.

**Goal:** To protect the public drinking water supply from potential contamination sources.

**Objective:** To support PWS efforts to protect their sources through cooperation, coordination, and communication. The LHD has more authority than DDW within its local jurisdiction to make significant impacts on source protection. This could be through ordinance, plan review, density planning, coalitions, or other measures.

**Measure:** Document actions related to source protection ordinances such as identifying source protection zones of a PWS to identify properties with restricted activities such as onsite wastewater systems, ground heat source pump inquiries, watershed issues, etc., enforcement, public outreach and education, and other activities.

**Report:** All source protection activities LHDs are involved in shall be tracked, managed, and reported to DDW annually.

#### 5. Public Consultations and Media Inquiries

The LHD in coordination with DDW and the PWS will continue to provide accurate, timely, consistent messaging to the public concerning water systems within its boundaries and ensure that communication is in alignment with DDW programs, policies, and directive whenever practical. Media inquiries regarding public drinking water systems and supplies will be coordinated with DDW whenever practical. This coordination will follow the procedures outlined in the DEQ-LHD Notification Procedure.

**Goal:** To provide transparency to the public with respect to drinking water issues.

**Objective:** Ensure accurate, timely, and consistent messaging with respect to drinking water issues to the public and media.

**Measure:** Agree to participate and coordinate with DDW.

**Report:** Report the number of systems LHD provided support or information to assist in public consultations and media inquiries.

## 6. Investigative Sampling

**Goal:** To reduce the duration of public health concerns, DDW may request the support of LHDs to collect samples. DDW will work with LHDs on which samples are needed and laboratory costs.

**Objective:** To quickly identify the root cause of specific public health concerns.

**Measure:** Number and type of samples collected for each specific event. **Report:** Number and type of investigative PWS samples collected in relation to any specific event that the DDW requests, along with any correlation between samples collected and issues identified.

## 7. Sanitary Survey Training

**Goal:** Improve accuracy and consistency of site visit inspections

**Objective:** All surveyors attend annual training virtual sessions and in-person support sessions. The in-person session will function as a day to cover questions and answers, and/or the DDW trainer can shadow the LHD surveyors on a site inspection.

**Measure:** Each surveyor will complete both in-person and virtual recordings (\$100 compensation per surveyor)

**Report:** DDW will track virtual training participation using the Webex software.

## 8. Operator Certification

**Goal:** Help DDW ensure that all PWS have a certified operator.

**Objective:** Provide location and proctor for operator certification examinations and help to identify certified operators when a system is without one.

**Measure:** Number of tests proctored.

**Report:** Number of tests proctored.

## 9. Support Backflow and Cross Connection Program

**Goal:** Prevent contamination of public drinking water supply from cross connections or backflow events.

**Objective:** Support local backflow and cross connection control programs. **Measure:** LHD specific actions

**Report:** Annually report on LHD specific actions.



## COMMISSION STAFF REPORT

**MEETING DATE:** May 16, 2023

**ITEM TITLE, PRESENTER:** Consideration and Approval of San Juan County Health Department Public Health Infrastructure - 2023 by Grant Sunada, Public Health Director

**RECOMMENDATION:** Approval

### SUMMARY

The general purpose of this contract is to provide support for core infrastructure improvements that include the agency's foundational capabilities and workforce. The objectives are as follows:

*Foundational Capabilities (1st year) –*

- Prioritize activities within their jurisdiction that lead to improved organizational systems and processes and evidence of stronger public health foundational capabilities
  - in service of residents and communities in San Juan County and
  - that allow for increased communication and coordination across cities, counties, tribes, academic/community organizations, and states in the San Juan County region.

*Workforce Development (5 years) –*

- Prioritize activities within their jurisdiction that lead to the key outcomes that include increased size and capabilities of the public health workforce when facing future emergencies and ongoing challenges; and
- Increase effectiveness of leadership and data science development training programs to address health disparities, and increased leadership and data science competency of emerging public health professionals representing communities in San Juan County as compared to baseline.

### HISTORY/PAST ACTION

This is a new contract that will build on the efforts funded through the previously approved COVID-19 Health Disparities contract.

This has been reviewed and approved by the San Juan County Board of Health.

### FISCAL IMPACT

The Utah Department of Health and Human Services agrees to pay \$343,689.00 in cost reimbursement in accordance with the provisions of this contract. This contract is funded with 100% federal funds, 0% state funds, and 0% other funds.

- \$328,129.00 for Workforce Development from January 15, 2023, to November 30, 2027.
- \$15,560.00 for Foundational Capabilities from January 15, 2023, to November 30, 2023.

This funding will support the next Public Health Workforce Coordination phase of what began as the Health Equity Coordinator position funded through the COVID-19 Health Disparities contract.



## UTAH DEPARTMENT OF HEALTH & HUMAN SERVICES CONTRACT

PO Box 144003, Salt Lake City, Utah 84114  
288 North 1460 West, Salt Lake City, Utah 84116

2302106  
Department Log Number

232701308  
State Contract Number

1. **CONTRACT NAME:** The name of this contract is San Juan County Health Department PH Infrastructure - 2023
2. **CONTRACTING PARTIES:** This contract is between the Utah Department of Health & Human Services (DEPARTMENT) and San Juan County (CONTRACTOR).

**PAYMENT ADDRESS**

San Juan County  
735 S 200 W, Ste 2  
Blanding UT, 84511

**MAILING ADDRESS**

San Juan County  
735 S 200 W, Ste 2  
Blanding UT, 84511

**Vendor ID:** 06866HL  
**Commodity Code:** 99999

3. **GENERAL PURPOSE OF CONTRACT:** The general purpose of this contract is to provide support for core infrastructure improvements that include, but are not limited to the agency's workforce, foundation capabilities, and data infrastructure.
4. **CONTRACT PERIOD:** The service period of this contract is 01/15/2023 through 11/30/2027, unless terminated or extended by agreement in accordance with the terms and conditions of this contract.
5. **CONTRACT AMOUNT:** The DEPARTMENT agrees to pay \$343,689.00 in accordance with the provisions of this contract. This contract is funded with 100% federal funds, 0% state funds, and 0% other funds.
6. **CONTRACT INQUIRIES:** Inquiries regarding this Contract shall be directed to the following individuals:

**CONTRACTOR**

Grant Sunada  
(435) 587-3838  
gsunada@sanjuancounty.org

**DEPARTMENT**

Population Health  
Population Health Administration  
Tonya Merton

(385) 266-0510  
tmerton@utah.gov

7. SUB – RECIPIENT INFORMATION:

UEI: WCVABP2FEVA2

Indirect Cost Rate: 0%

Federal Program Name:	Centers for Disease Control and Prevention	Award Number:	1 NE11OE000088-01-00
Name of Federal Awarding Agency:	CDC Office of Financial Resources	Federal Award Identification Number:	NE11OE000088
Assistance Listing:	CDC's Collaboration with Academia to Strengthen Public Health	Federal Award Date:	11/29/2022
Assistance Listing Number:	93.967	Funding Amount:	\$328129.00

Federal Program Name:	Centers for Disease Control and Prevention	Award Number:	1 NE11OE000088-01-00
Name of Federal Awarding Agency:	CDC Office of Financial Resources	Federal Award Identification Number:	NE11OE000088
Assistance Listing:	CDC's Collaboration with Academia to Strengthen Public Health	Federal Award Date:	11/29/2022
Assistance Listing Number:	93.967	Funding Amount:	\$15560.00

8. REFERENCE TO ATTACHMENTS INCLUDED AS PART OF THIS CONTRACT:

Attachment A: Scope of Work

9. DOCUMENTS INCORPORATED INTO THIS CONTRACT BY REFERENCE BUT NOT ATTACHED:

- A. All other governmental laws, regulations, or actions applicable to services provided herein.
- B. All Assurances and all responses to bids as provided by the CONTRACTOR.
- C. Utah Department of Health & Human Services General Provisions and Business Associates Agreement currently in effect until 6/30/2023.

10. This contract, its attachments, and all documents incorporated by reference constitute the entire agreement between the parties and supersedes all prior written or oral agreements between the parties relating to the subject matter of this contract.
-

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**Contract with Utah Department of Health & Human Services and San Juan County, Log # 2302106**

IN WITNESS WHEREOF, the parties enter into this agreement.

**CONTRACTOR**

**STATE**

By: \_\_\_\_\_  
Bruce Adams                      Date  
County Commission Chair

By: \_\_\_\_\_  
Tracy S. Gruber                      Date  
Executive Director, Department  
of Health & Human Services

Attachment A: Scope of Work  
San Juan County Health Department PH Infrastructure - 2023  
Effective Date: January 15, 2023

- I. GENERAL PURPOSE
- A. The general purpose of this contract is to provide support for core infrastructure improvements that include, but are not limited to the agency's workforce, foundational capabilities, and data infrastructure.
- II. DEFINITIONS
- A. "A1" means Component A: Strengthening public health infrastructure, under Strategy A1: Workforce, as outlined within the CDC's funding opportunity announcement, entitled, "Strengthening U.S. Public Health Infrastructure, Workforce, and Data Systems CDC-RFA-OE22-2203."
- B. "A2" means Component A: Strengthening public health infrastructure, under Strategy A2: Foundational Capabilities, as outlined within the CDC's funding opportunity announcement, entitled, "Strengthening U.S. Public Health Infrastructure, Workforce, and Data Systems CDC-RFA-OE22-2203."
- C. "CDC" means the Centers for Disease Control and Prevention.
- D. "Department" means Utah Department of Health and Human Services.
- E. "Subrecipient" means Contractor and legal name of the vendor as noted on Contract Page One.
- III. PROGRAM CONTACT
- A. The Department encourages inquiries concerning this grant and special provisions, which should be directed to the following Department contacts:
1. For program management, contact:  
Jenny Starley, Workforce Development Coordinator  
Division of Population Health  
(385) 454-3134  
jstarley@utah.gov
  2. For general programmatic questions, contact:  
Tonya Merton, Contract/Grant Analyst  
Division of Population Health  
(385) 266-0510  
tmerton@utah.gov
  3. For financial or budget assistance, contact:  
Jerry Edwards, Finance Manager  
Department of Health and Human Services Operations  
(801) 557-8260  
jedwards@utah.gov
- IV. RESPONSIBILITIES OF SUBRECIPIENT
- A. For A1, Subrecipient will utilize funds according to CDC guidance provided in related document Foa\_Content\_of\_CDC-RFA-OE22-2203 (9).pdf (see Part II. A. 2. ii. on page 6), which can be found at <https://www.grants.gov/web/grants/view-opportunity.html?oppld=340034>, to:

1. Prioritize activities within their jurisdiction that lead to the key outcomes that include increased hiring of diverse staff and increased size and capabilities of the public health workforce with improved wages and protections; and
  2. Increase effectiveness of leadership and data science development training programs to address health disparities and advance health equity, and increased leadership and data science competency of diverse and representative emerging public health professionals as compared to annual baseline levels, set in January for each year of the contract.
- B. For A2, Subrecipient will utilize funds according to CDC guidance provided in related document Foa\_Content\_of\_CDC-RFA-OE22-2203 (9).pdf (see Part II. A. 2. ii. on page 6), which can be found at <https://www.grants.gov/web/grants/view-opportunity.html?oppld=340034>, to prioritize activities within their jurisdiction that lead to improved organizational systems and processes and evidence of stronger public health foundational capabilities.
- C. If an activity is not clearly aligned with guidance, Subrecipient shall inquire of Department prior to initiating activity to ensure activity meets requirements of guidance.
- D. Subrecipient shall provide a point of contact.

#### V. FUNDING

- A. Total funding is \$343,689.00.
1. \$328,129.00 for A1 for the period January 15, 2023, to November 30, 2027.
  2. \$15,560.00 for A2 for the period January 15, 2023, to November 30, 2023.
- B. This is a Cost Reimbursement contract. The Department agrees to reimburse the Subrecipient up to the maximum amount of the contract for expenditures made by the Subrecipient directly related to the performance of this contract.
1. Cost Reimbursement – Budget
 

<u>Description</u>	<u>Amount</u>
A1: Workforce Development	\$328,129.00
A2: Foundational Capabilities	\$15,560.00
- C. The Federal funds provided under this agreement are from the Federal Program and award as recorded on the contract pages of this Contract.
- D. Pass-Through Agency: Utah Department of Health and Human Services.
- E. Number assigned by the Pass-through Agency: State Contact Number, as recorded on the contract pages of this Contract.
- F. All future year funding will be based on CDC satisfactory programmatic progress and the availability of funds.

#### VI. INVOICING

- A. In addition to the Utah Department of Health and Human Services General Provisions of the contract the Subrecipient shall report the amount of funds utilized to the Department each month in the Monthly Expenditure Report and include one line for each funding source in the report; and
1. A1 - PH Infrastructure
  2. A2 - PH Infrastructure

- B. In addition to the Utah Department of Health and Human Services General Provisions of the contract the Subrecipient shall submit the July invoice no later than August 15 of each year.

#### VII. REPORTING

- A. The Subrecipient shall provide a summary of successes and challenges at meetings, which may include; governance, local health officer committee, and public health coordination meetings according to agreed upon timelines with the Department;
- B. The Subrecipient shall provide input when requests from the Department are made to ensure accountability of outcomes when public health system/statewide reporting is required by the CDC according to agreed upon timelines with the Department; and
- C. The Subrecipient shall provide an estimated number of staff hired through this grant to contribute to an annual statewide progress report, as required by the CDC according to agreed upon timelines with the Department.

#### VIII. AMENDMENTS AND TERMINATION

- A. If the Contract is not amended to add funds, the Contract shall terminate as of November 30, 2027.

#### IX. FUNDING REQUIREMENTS

- A. Funding restrictions to consider while planning and budgeting are provided below, as provided by the CDC. Funds may not be used for:
  1. Research;
  2. Clinical care except as allowed by law;
  3. Funds may be used for reasonable program purposes, including personnel, travel, supplies, and services;
  4. Generally, funds may not use funds to purchase furniture or equipment. Any such proposed spending must be clearly identified in the budget;
  5. Reimbursement of pre-award costs generally is not allowed, unless the CDC provides written approval to the recipient; and
  6. Other than for normal and recognized executive-legislative relationships, no funds may be used for:
    - a. Publicity or propaganda purposes, for the preparation, distribution, or use of any material designed to support or defeat the enactment of legislation before any legislative body;
    - b. The salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation; administrative action, or Executive order proposed or pending before any legislative body;
    - c. See Additional Requirement (AR) 12 (see: <https://www.cdc.gov/grants/additional-requirements/ar-12.html>) for detailed guidance on this prohibition and additional guidance on lobbying for CDC recipients (see: [http://www.cdc.gov/grants/documents/Anti-Lobbying\\_Restrictions\\_for\\_CDC\\_Grantees\\_July\\_2012.pdf](http://www.cdc.gov/grants/documents/Anti-Lobbying_Restrictions_for_CDC_Grantees_July_2012.pdf)).

X. REQUIRED DISCLOSURES

Required Disclosures for Federal Awardee Performance and Integrity Information System (FAPIIS): Consistent with 45 CFR 75.113, applicants and recipients must disclose in a timely manner, in writing to the CDC, with a copy to the HHS Office of Inspector General (OIG), all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Subrecipients must disclose, in a timely manner in writing to the prime recipient (pass through entity) and the HHS OIG, all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Disclosures must be sent in writing to the CDC and to the HHS OIG at the following addresses:

CDC, Office of Grants Services  
Ackeem Evans, Grants Management Officer/Specialist  
Centers for Disease Control and Prevention  
Branch 6  
2939 Brandywine Rd,  
Atlanta, GA 30341  
Email: [qtq4@cdc.gov](mailto:qtq4@cdc.gov) (Include "Mandatory Grant Disclosures" in subject line)

AND

U.S. Department of Health and Human Services  
Office of the Inspector General  
ATTN: Mandatory Grant Disclosures, Intake Coordinator  
330 Independence Avenue, SW  
Cohen Building, Room 5527  
Washington, DC, 20201  
Fax: (202)-205-0604 (Include "Mandatory Grant Disclosures" in subject line) or  
Email: [MandatoryGrantDisclosures@oig.hhs.gov](mailto:MandatoryGrantDisclosures@oig.hhs.gov)

Recipients must include this mandatory disclosure requirement in all subawards and contract under this award.

Failure to make required disclosures can result in any of the remedies described in 45 CFR 75.971. Remedies for noncompliance, including suspension or debarment (See 2 CFR parts 180 and 376, and 31 U. S. C. 3321).

CDC is required to report any termination of a federal award prior to the end of the period of performance due to material failure to comply with the terms and conditions of this award in the OMB-designated integrity and performance accessible through SAM (currently FAPIIS) (45 CFR 75.372(b)) CDC must also notify the recipient if the federal award is terminated for failure to comply with the federal statutes, regulations, or terms and conditions of the federal award. (45 CFR 75.373(b))

## Appendix 1: Sample Activities for Component A

This appendix lists the Key Activities for Strategies A1 – A3 of Component A, OE22-2203. The Key Activities are broad by design and intended to provide recipients with maximum flexibility to meet their needs. Below each Key Activity is a list of sample activities for recipients to consider. Recipients are encouraged to think creatively about the types of activities they would like to support with this funding and are not restricted to the sample activities included in this appendix. State recipients should consider these sample activities for their own agency as well as for work that could be done to support local health departments and tribes. There are no sample activities provided for Component B.

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## **Strategy A1: Workforce**

There are six Key Activities included in Component A, Strategy 1. Below each of these Key Activities are sample activities for recipients to consider for their own agency. Recipients are encouraged to think creatively about the types of activities they would like to support with this funding and are not restricted to the sample activities included in this appendix. Statewide recipients should also consider this a sample list of activities to support in local health departments and tribes, to strengthen the workforce of public health systems.

### **A1.1. Recruit and hire new public health staff.**

- a. Conduct systematic workforce needs assessments to identify priority needs now and, in the future.
- b. Expand and improve recruitment efforts to reach wide and diverse pools of potential applicants, particularly through partnerships with relevant institutions.
- c. Change application and selection methods and provide training to reduce unconscious or conscious negative biases and to improve fairness.
- d. Create new job descriptions to better meet needs.
- e. Revise job pay scales.
- f. Establish, expand, and use a range of mechanisms to rapidly hire public health staff, including direct hire mechanisms (term-limited and not), formal agreements or contracts with staffing agencies, as well as partnerships with community-based organizations, academic institutions including minority-serving institutions (e.g. HBCUs, HACUs, etc.), and other local, state, and national partners that may provide efficient and effective ways to supplement the public health workforce.
- g. Offer a range of hiring incentives to attract new talent, including hiring or other bonuses, student loan repayment, moving expenses, remote work, and telework.
- h. Work with and recruit from the Public Health AmeriCorps program, Preventive Medicine Residencies, and other programs that provide a pathway into public health as a career.
- i. Establish or expand internships, fellowships, apprenticeships, and related programs for entry-level staff and mid-level staff.
- j. Establish or strengthen programs that provide capacity for surges in public health staffing as needed, in response to emergencies or outbreaks.
- k. For jurisdictions with Native American Tribes, consider hiring a Tribal Liaison Director preferably from a Tribal community.
- l. Hire health education specialists, instructional designers, and other staff with training development skills to support the training needs of public health staff.

### **A1.2. Retain public health staff.**

- a. Identify and use hiring mechanisms to effectively transition staff from one type of contract or mechanism to a new one, to maintain continuity of service.
- b. Offer a range of retention incentives, including bonuses, student loan repayment, benefits, moving expenses, remote work, and telework.
- c. Revise the terms or classification of existing jobs or job series to allow for increases in pay or benefits.
- d. Create or expand new promotional opportunities and leadership tracks.

- e. Establish or strengthen supportive services available to the workforce, to provide additional flexibility to help balance work-life responsibilities and maximize hybrid work opportunities.

**A1.3. Support and sustain the public health workforce.**

- a. Expand employee well-being programs to address burnout, work-life balance, and job satisfaction.
- b. Adopt new evidence-based workplace programs that support staff emotional and physical well-being.
- c. Review and strengthen workplace policies that support staff emotional, mental, and physical well-being.
- d. Strengthen employee engagement programs and methods.
- e. Expand employee involvement in professional networks and in relevant support groups.
- f. Strengthen and conduct staff viewpoint surveys and other ways to assess staff experiences and attitudes to better understand areas for improving workplace culture and practices.
- g. Share and use employee input in strategic planning and other workplace and workforce initiatives.
- h. Implement sabbatical programs that allow staff to reset and learn, while remaining in the workforce.

**A1.4. Train new and existing public health staff.**

- a. Conduct training needs assessments of existing and new staff to identify priority areas for training investments.
- b. Establish or expand contracts or partnership with training partners to add training offerings that meet CDC quality training standards across a wide range of needs.
- c. Revise and upgrade existing training programs to improve their quality or relevance.
- d. Establish or expand contracts or partnership with accreditation providers to offer continuing education credits to help staff maintain licensures and certifications.
- e. Create or enhance incentive programs for staff to seek and complete training or to mentor peers.
- f. Establish or revise training tracks or certificate programs to incentivize and guide staff who seek to build deeper skillsets in a particular area.
- g. Establish or expand leadership development programs for staff who demonstrate leadership potential or are in management positions.
- h. Support staff to enroll in trainings offered through academic or other institutions, including support for travel.
- i. Establish follow-up support programs that provide opportunities for continued learning after trainings, such as job-aids, coaching, and communities of practice.
- j. Strengthen training evaluation capacity.
- k. Promote learning opportunities through a variety of channels.

**A1.5. Strengthen workforce planning, systems, processes, and policies.**

- a. Create or revise a comprehensive workforce development strategy.



- b. Create workforce development boards and other new organizational structures and teams, to guide and implement a comprehensive workforce development strategy.
- c. Create or modify staff positions within the organization to focus on key crosscutting workforce issues, such as staff engagement; diversity, equity, inclusion, and accessibility; succession planning and career pathways; and workforce science and forecasting.
- d. Catalyze the collection and use of workforce data, to guide workforce planning, development, management, and forecasting.
- e. Upgrade human resource and other information systems and improve interoperability among systems.
- f. Refresh online recruitment and hiring portals to be more user friendly, useful, and modern.
- g. Purchase, maintain, and improve workforce training systems including annual subscription costs for using the TRAIN Learning Network.
- h. Strengthen policies related to hybrid work environments, telework, and related requirements to maximize flexibility to hire and retain talent.
- i. Identify opportunities to modify or amend internal policies that might hinder internal workforce development practices (e.g., improving recruitment and selection procedures, cross-training opportunities).
- j. Identify opportunities to educate policy makers about state, local, or territorial policies, to better meet workforce development needs of the recipient or the public health sector as a whole (e.g., addressing inflexible hiring, firing, and salary rules or rigid criteria for eligibility for promotion).
- k. Conduct quality improvement on existing systems or processes to identify areas ripe for change and track outcomes associated with changes made.
- l. Strengthen partnerships with relevant labor unions to discuss opportunities for collaboration and for improving workplace conditions.
- m. Establish or strengthen partnerships with human resource and other organizational systems experts to provide advice and support for strengthening.

**A1.6. Strengthen support for implementation of this grant.**

- a. No sample activities are provided for this Key Activity.

**Strategy A2: Foundational capabilities**

There are seven Key Activities included in Component A, Strategy 2. Below each of these Key Activities are sample activities for recipients to consider for their own agency. Recipients are encouraged to think creatively about the types of activities they would like to support with this funding and are not restricted to the sample activities included in this appendix. Statewide recipients should also consider this a sample list of activities to support in local health departments and tribes, to strengthen foundational capabilities and the ability to meet national accreditation standards at the local level.

### **A2.1. Strengthen accountability and performance management, including accreditation.**

- a. Support all efforts required to apply for public health department accreditation or reaccreditation through the Public Health Accreditation Board (<http://www.phaboard.org>); this may include contracting or hiring for support to help with accreditation readiness efforts, support for accreditation fees, or relevant training or technical assistance.
- b. Support efforts required to address identified gaps or areas for improvement identified through the accreditation process and in accreditation reports, for those health departments that are accredited or in the process of seeking accreditation or reaccreditation.
- c. Establish and/or support statewide activities that advance the ability of local health departments to meet national accreditation standards, participate in the Pathways Recognition program, and seek or maintain accreditation, which can include the developing and delivering training and technical assistance, developing and implementing an accreditation learning community to share best practices, and fostering peer-to-peer support.
- d. Develop and maintain a performance management system, which may include procuring appropriate performance management software, to monitor achievement of organizational objectives.
- e. Develop processes to identify and use evidence-based and/or promising practices when implementing new or revised processes, programs and/or interventions at the organizational level.
- f. Procure external contract assistance and establish partnerships to improve or maintain an organization-wide culture of continuous quality improvement and the organizational use of quality improvement tools and methods.
- g. Develop and improve recruitment, retention, and succession planning of a qualified and diverse workforce; training based on workforce competencies; and performance evaluation and accountability of the workforce (see also Strategy A1 Workforce, which can also be used to support this work).
- h. Develop a workforce surge plan with actual processes, MOU's and/or contracts put in place with a staffing agency or agencies with the proven experience and track record for hiring and deploying qualified and expert staff for any public health all-hazards emergency within 45 days of the emergency declaration (e.g., The Hurricane Response Hub initiative) (see also Strategy A1 Workforce, which can also be used to support this work).
- i. Develop a workforce development plan that assesses workforce capacity and gaps using recognized staff competencies and includes strategies for action (see also Strategy A1 Workforce, which can also be used to support this work).

### **A2.2. Strengthen organizational competencies addressing information technology, human resources, financial management, contract, and procurement services.**

- a. Upgrade human resource and other administrative information systems, which may include software and hardware, and improve interoperability.

- b. Develop standard policies and practices for the efficient and effective use of bona fide agents or an administrative partner.  
<https://www.cdc.gov/publichealthgateway/grantsfunding/expediting.html>
- c. Upgrade and/or improve the financial management, contract, and procurement systems and services, including facilities and operations by updating or improving systems that maintain a high quality of budgeting, auditing, billing, and financial system and chart of expense and revenue accounts in compliance with federal, state, and local standards and policies.
- d. Improve all systems and processes to procure, maintain, and manage safe facilities and efficient operations. Including streamlining procurement processes when possible.
- e. Develop policies, practices and tools to improve the management of financial, information management, and human resources effectively.
- f. Advance information technology services, including privacy and security by maintaining and procuring the hardware and software needed to access electronic health information and to improve the department's operations and analysis of health data.
- g. Develop policies and practices that will improve financial systems that will allow department-wide use and accountability for innovative financing strategies, such as braiding and layering funds from multiple funding sources to focus on social determinants of health and other health equity initiatives.
- h. Develop policies and practices to include an equity lens in contracting, purchasing, and budgeting procedures; implementing processes to consider power in internal decision making; or integrating equity concepts in human resources policies.

### **A2.3. Enhance communications.**

- a. Improve, develop, and implement strong communications capability and products
- b. Work with partners in developing culturally/linguistically relevant and responsive communication products and strategies.
- c. Develop and use health communication strategies to support prevention and well-being, including collaborating.
- d. Develop or enhance the department's ability to use social media platforms, which may include hiring a communications firm to establish/advance the department's social media presence.
- e. Procure, upgrade or maintain communication technologies needed to interact with community residents in a timely manner, as well as establish and maintain ability to transmit and receive communications to and from the public on a 24/7 basis.
- f. Provide information on public health issues and public health functions through multiple methods, languages, and media to a variety of audiences. This may include support for a public information officer role and/or media training for health department staff.

### **A2.4. Enhance or increase policy development and legal services and analysis.**

- a. Develop and implement strong policy development and support capabilities.

- b. Invest in legal services and analysis to access and appropriately use legal services in planning, implementing, and enforcing public health initiatives, including relevant administrative rules and due process.
- c. Create, champion, and implement policies, plans, and laws that impact health.
- d. Promote compliance of affected individuals or organizations with public health laws including through communication, education, and training.
- e. Conduct assessment of existing public health policies and their impact on social and structural determinants of health, generating data to inform health equity decision-making.

**A2.5. Strengthen community partnership development and engagement.**

- a. Set up processes and systems to better collaborate with behavioral health partners and experts by funding behavioral health services in medically underserved communities as appropriate.
- b. Support efforts to create, convene, and sustain strategic, non-program specific relationships with key health-related organizations; community groups or organizations representing populations in U.S. communities that have been economically or socially marginalized, are located in rural geographic areas, are composed of people from racial and ethnic minority groups, are medically underserved, and are disproportionately affected by COVID-19 or other priority public health problems; private businesses and health care organizations; and relevant federal, tribal, state, and local government agencies and non-elected officials.
- c. Provide forums and opportunities for direct access, conversation, and engagement with communities and populations to identify and understand key health needs, gaps, and opportunities.
- d. Support leadership efforts to convene external partners to consensus, with movement to action, and to serve as the trusted public face of governmental public health in the department's jurisdiction.
- e. Participate in or lead a cross-sector collaborative process resulting in a comprehensive state/community health assessment (nationally recognized frameworks and tools such as Mobilizing for Action through Planning and Partnerships, County Health Rankings, and Healthy People, can be used to inform or conduct these assessments).
- f. Develop and implement cross-sector state/community health improvement plans based on comprehensive community health assessment; nationally recognized frameworks and tools should be used to develop these plans.
- g. Engage with the public health system and the community in identifying, prioritizing, and addressing key health needs through collaborative processes.
- h. Engage with partners in the health care system to assess and improve health service availability and access.
- i. Develop and implement multisector or system strategies to increase access to social services.

- j. Build relationships with educational programs that promote the development of future public health workers, including partnerships to create pathways into the public health workforce.
- k. Connect communities to services that support the whole person by providing robust linkages and navigation for community resources, which can include partnerships with healthcare in conducting social and structural determinants of health screening.
- l. Support and resource local health department's ability to strengthen and deliver environmental health services, which can include delivering technical assistance and training, and providing timely and locally relevant information on environmental public health threats.

**A2.6. Improve equity and organizational competencies addressing leadership, governance, and strategic planning.**

- a. Support all efforts to strategically coordinate health equity programming and practice at all levels, through a strategic vision and/or subject matter expertise which can lead and act as a resource to support such work across the department.
- b. Conduct a department-wide strategic planning process, which may include hiring a facilitator external to the department or organization.
- c. Support organizational improvement efforts, including reorganization processes or efforts to explore cross-jurisdictional sharing, which may be put in place to better align the agency processes, resources, and capabilities to meet today's public health needs.
- d. Develop policies that foster accountability and transparency within the organizational infrastructure to prioritize equity, ethical practice, decision-making, and governance.

**A2.7. As appropriate, implement plans to transition from COVID-19 emergency response and other emergency response and preparedness projects.**

- a. No sample activities are provided for this Key Activity.

**Strategy A3: Data Modernization**

There are six Key Activities included in Component A, Strategy 3. Below each of these Key Activities are sample activities for recipients to consider for their own agency. Recipients are encouraged to work closely with CDC on any activities they may want to implement that are not included in this appendix. Statewide recipients should also consider this a sample list of activities to support in local health departments and tribes, to strengthen data modernization efforts.

**A3.1. Identify a data modernization director and supporting team.**

- a. Identify enterprise-wide steering committee to guide assessment, planning and implementation of identified priority activities.
- b. Expand departmental policies, procedures, and practices to orient towards an agile procurement, planning and implementation approach for DMI implementation.
- c. Engage contractors with technology, assessment, planning, system design, and implementation expertise to support activities, if needed.

**A3.2. Assess and report the current capacity, gaps, and opportunities to modernize the public health data infrastructure and workforce.**

- a. Complete required assessment outlining current capacity, gaps and opportunities. CDC has an assessment tool available for use by jurisdictions.

**A3.3. Create implementation plans**

- a. Identify enterprise-wide vision and goals for data modernization. Reference the CDC-developed “north star” vision for public health data infrastructure.
- b. Define technical standards for tools and services needed to achieve data modernization vision.
- c. Incorporate services and resources available from CDC, other jurisdictions, public health partners, health care partners, and city/county/state governmental infrastructure.
- d. Plan towards iterative outcomes that first focus on addressing problems of highest public health value and lowest technical complexity.
- e. Utilize agile-focused methodologies to develop implementation plans that can be quickly implemented, are flexible and adaptable, and whose lessons learned can readily propagate and scale successes.

**A3.4. Implement developed work plans to realize data infrastructure enhancements and improvements.**

- a. Implement agile-focused work plans to address prioritized areas of focus. Domain areas of focus can include, but are not limited to, the following areas:
  - Data Exchange and Systems Interoperability
  - Data and IT Governance
  - Data Analytics, Visualization, and Dissemination
  - Data Standardization and Linkage
  - System Security and Data Protection
  - Process Automation
  - Achieving Efficiencies

**A3.5. Accelerate implementation by proposing innovative modernization projects to enhance data quality, exchange, dissemination, and use.**

- a. There are no sample activities provided for A3.5. Refer to A3.4. for areas that can be accelerated.



## COMMISSION STAFF REPORT

**MEETING DATE:** May 16, 2023

**ITEM TITLE, PRESENTER:** Consideration and Approval of the Dozer repair reappropriation of funds to allow for the payment. Jed Tate Landfill Manager

**RECOMMENDATION:** Approve the PO for Dozer repair

### SUMMARY

In last year's budget hearings and proposals, we had asked for and received approval for the purchase of a new truck for hauling waste dumpsters. I had also asked for and received approval for repairs to our D6 Dozer. In further inspection of the dozer as they began the repairs there were issues discovered that needed to be completed to make the dozer useable and functional. These additional repairs were much higher than our original estimate. After much contemplation I determined that the dozer repair was a greater need to the landfill at this time. After discussion with Mack, I canceled the new truck order so those allotted funds could be used in the dozer repair. The dozer is repaired and functioning. The original allotted amount for the Dozer repair was \$45,000 the actual amount of the repair is a \$126,211.72 this was a considerable difference. The original new equipment budget amount was \$118,000 and \$10,000 of that has been used for our new steam cleaner. Which leaves \$108,000 remaining that I would like to use the complete amount on our dozer repair and leave the remaining equipment repair money in place for any other unforeseen repairs.

### HISTORY/PAST ACTION

Money has already been allocated and was discussed for reuse in the repair.

### FISCAL IMPACT

There is no fiscal impact but requires reallocation and approval.



**Wheeler Machinery Co.**  
 4901 West 2100 South  
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 (801) 974-0511

**SERVICE INVOICE** Item 14.

INVOICE NUMBER	INVOICE DATE
SS25539	05-01-23
CUSTOMER NUMBER	INVOICE TOTAL
080103	CONT'D
PLEASE REMIT TO:	
LB 413071 Wheeler Machinery Co. PO BOX 35143 Seattle, WA 98124-5143 Pay Online <a href="http://www.MyWheeler.net">www.MyWheeler.net</a>	

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SS25539	05-01-23	080103				06	H	751	2	1
PSO / WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA			INV SEQ NO.		
SS25539	02-23-23	11	1X	10				2		
MAKE	MODEL	SERIAL NUMBER			EQUIPMENT NUMBER	METER READING		MACH ID NO.		
AA	D6M XL FTC	03WN02383			420	9342.0		AA000734		

QUANTITY	ITEM	* N/R	DESCRIPTION	UNIT PRICE	EXTENSION
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\* \* \* PROFORMA INVOICE \* \* \*

MACHINE/GRIND/MILL COMPONENT(S)

INSPECT

> MACHINE/GRIND/MILL DUO-CONE SEAL

INSPECT

CORRECTION:

INSPECTED D6M FINAL DRIVE.

TOTAL LABOR SEG. MF 157.46 \*

SEGMENT MF TOTAL 157.46 T

REMOVE& INSTALL DRIVETRAIN OIL LINES \*

CUSTOMER COMPLAINT: \*

REPLACE DRIVE TRAIN OIL LINES \*

CAUSE OF FAILURE: \*

THE POWERTRAIN LINES ARE STIFF AND CRACKED. THE LINES HAVE STARTED TO LEAK POWERTRAIN OIL

RESULTANT DAMAGE:

THE LINES ARE STIFF AND CRACKED CAUSING THEM TO LEAK

**\* Non Returnable**

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**PAY THIS AMOUNT**

CONT'D

**AMOUNT CREDITED**

**DUE DATE**

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QUANTITY	ITEM	*N/R	DESCRIPTION	UNIT PRICE	EXTENSION
* * * PROFORMA INVOICE * * *					
CORRECTION: I REPLACED ALL THE HOSES CONNECTED TO THE TRANSMISSION AND TORQUE CONVERTOR WITH NEW SEALS AND HOSE CLAMPS AND HOSE CLAMPS COMPLICATIONS: THE FLANGE BOLTS ON THE SUPPLY HOSE FOR THE TORQUE CONVERTOR/TRANSMISSION WERE ROUNDED OFF AND I HAD TO USE AN EXTRACTOR TO REMOVE THE BOLTS					
1	1P-3708		SEAL	4.51	4.51
1	1R-0735		FILTER A	44.41	
			DISCOUNT 3.00%	2.22-	42.19
2	3K-0360		SEAL #8	1.52	3.04
1	4P-8134		CLIP	5.52	5.52
1	4T-6915		FILTER	17.78	
			DISCOUNT 5.00%	.89-	16.89
4	5P-4961		CLAMP	3.60	14.40
2	8M-4443		SEAL	6.31	12.62
2	8T-6703		HOSE CLAMP	18.31	36.62
1	112-8125		ZZMAKEUP HOSE	161.04	161.04
1	112-8127		ZZMAKEUP HOSE	173.43	173.43
1	112-8130		HOSE	12.44	12.44
1	132-8876		ELEMENT-HYD	67.88	
			DISCOUNT 5.00%	3.39-	64.49
1	163-6299		ZZMAKEUP HOSE	193.55	193.55
200	456-8510		HOSE BK	.25	50.00
7	10WTHYD		CAT HYD OIL	21.41	149.87
17	30WTTD0		CAT 30WT OIL	17.92	304.64

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PSO / WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA			INV SEQ NO.		
SS25539	02-23-23	11	1X	10				2		
MAKE	MODEL	SERIAL NUMBER			EQUIPMENT NUMBER	METER READING		MACH ID NO.		
AA	D6M XL FTC	03WN02383			420	9342.0		AA000734		

QUANTITY	ITEM	* N/R	DESCRIPTION	UNIT PRICE	EXTENSION
		***	PROFORMA INVOICE	***	
	TOTAL PARTS		SEG. 01	1245.25	*
	TOTAL LABOR		SEG. 01	1969.83	*
	SEGMENT 01 TOTAL			3215.08	T

REMOVE& INSTALL HYDRAULIC HOSES/LINES

CUSTOMER COMPLAINT:  
 REPLACE HYDRAULIC HOSES  
 CAUSE OF FAILURE:  
 THE HOSES TO THE TILT CYLINDERS WERE RUSTY WHERE  
 THE CONNECT TO THE BULKHEADS ON THE SIDE OF THE  
 MACHINE. THE HYDRAULIC HOSES UNDER THE CAB WERE  
 STIFF AND CRACKED  
 RESULTANT DAMAGE:  
 THE HYDRAULIC HOSES NEED TO BE REPLACED TO STOP  
 THE HYDRAULIC LEAKS  
 CORRECTION: I REMOVED TWO HOSES CONNECTED TO THE  
 PUMPS UNDER THE CAB AND REPLACED THEM WITH NEW  
 HOSE CLAMPS AND SEALS. THE HYDRAULIC LINES FOR THE  
 TILT CYLINDERS WERE REMOVED. NEW HOSES WERE

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SS25539	05-01-23	080103				06	H	751	2	4
PSO / WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA			INV SEQ NO.		
SS25539	02-23-23	11	1X	10				2		
MAKE	MODEL	SERIAL NUMBER			EQUIPMENT NUMBER	METER READING		MACH ID NO.		
AA	D6M XL FTC	03WN02383			420	9342.0		AA000734		

QUANTITY	ITEM	* N/R	DESCRIPTION	UNIT PRICE	EXTENSION
* * * PROFORMA INVOICE * * *					
INSTALLED ON THE MACHINE. NEW CLAMPS WHICH WERE MISSING WERE ALSO REPLACED WITH NEW ONES AND NEW HARDWARE. COMPLICATIONS:					
2	1P-3707		ORING-HT02E51	4.34	8.68
4	5P-7466		CLIP (XT-3)	11.96	47.84
4	5P-7467		CLIP (XT-3)	10.36	41.44
4	5P-8112		GROMMET (XT3)	31.16	124.64
4	8T-6703		HOSE CLAMP	18.31	73.24
2	112-7454		ZZMAKEUP HOSE	89.08	178.16
2	112-7455		ZZMAKEUP HOSE	146.61	293.22
1	112-7456		ZZMAKEUP HOSE	227.95	227.95
1	112-7457		ZZMAKEUP HOSE	269.67	269.67
50	541-7168		HOSE BK	1.32	66.00
16	8TWC		COLOR TIES	1.30	20.80
4	10WTHYD		CAT HYD OIL	21.41	85.64
TOTAL PARTS				* SEG. 02	1437.28 *
TOTAL LABOR				* SEG. 02	2785.48 *
SEGMENT 02 TOTAL					4222.76 T

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QUANTITY	ITEM	*N/R	DESCRIPTION	UNIT PRICE	EXTENSION
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\* \* \* PROFORMA INVOICE \* \* \*

REMOVE & INSTALL/REPLACE POWER ANGLE & TILT DOZER

CUSTOMER COMPLAINT:  
 REMOVE AND INSTALL BLADE  
 CAUSE OF FAILURE:  
 THE BLADE BORES AND BEARINGS WERE WORN  
 RESULTANT DAMAGE:  
 THIS MADE THE BLADE CONTROLS SLOPPY. THE BORES  
 NEED TO MACHINED AND BEARING REPLACED  
 CORRECTION:  
 I INSTALLED THE BLADE LINK ON THE C-FRAME AND  
 TORQUED THE BOLTS TO SPECIFICATIONS. THEN I MOVED  
 THE BLADE INTO THE SHOP AND LIFTED THE BLADE ONTO  
 THE MACHINE AND THEN I INSTALLED THE BOTTOM PIN  
 AND THE ADAPTER SLEEVE INTO THE BLADE. THEN I  
 LINED UP THE BLADE LINK AND INSTALLED THE PIN AND  
 PUT THE PIN LOCK IN PLACE. THEN I INSTALLED THE  
 PINS IN THE BLADE ANGLING CYLINDERS AND INSTALLED  
 THE PIN LOCKS. THEN I INSTALLED THE TILT CYLINDER  
 ON THE BLADE AND INSTALLED THE PINS. I CONNECTED  
 THE HOSES TO THE TILT CYLINDER. I INSTALLED  
 THE COVER FOR THE C-FRAME PINS WITH THE CORRECT  
 SHIMS. THEN I GREASED BOTH ENDS OF THE CYLINDERS.  
 THEN I GREASED MACHINE  
 COMPLICATIONS:  
 THE LIFT CYLINDER WOULD NOT TAKE GREASE AND THE  
 RIPPER CYLINDER WOULD NOT TAKE GREASE SO I HAD TO

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QUANTITY	ITEM	* N/R	DESCRIPTION	UNIT PRICE	EXTENSION
* * * PROFORMA INVOICE * * *					
USE THE PRESS PUMP TO CLEAN THE GREASE HOLES ON					
2	1S-3311		RING	20.43	40.86
2	3B-8489		ADAPTER STR	2.31	4.62
4	7H-7539		1 1/4 NUT-F-H	8.50	34.00
3	7J-1309		BEARING	187.99	563.97
2	124-1890		COUPLING	10.15	20.30
2	124-1913		COUPLING	19.44	38.88
112	456-8432		HOSE BK	.08	8.96
TOTAL PARTS				SEG. 03	711.59 *
TOTAL LABOR				SEG. 03	3423.18 *
SEGMENT 03 TOTAL					4134.77 T
*-----*					
REMOVE & INSTALL/REPLACE CUTTING EDGE *					
CUSTOMER COMPLAINT: *					
REPLACE THE CUTTING EDGES					
CAUSE OF FAILURE:					
THE CUTTING EDGES WERE WORN					
RESULTANT DAMAGE:					
THE EDGES NEED TO BE REPLACED BECAUSE THEY ARE					

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INVOICE NUMBER	INVOICE DATE	CUSTOMER NO.	CUSTOMER ORDER NO.			STORE	DIV	SALESMAN	TERMS	PAGE
SS25539	05-01-23	080103				06	H	751	2	7
PSO / WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA			INV SEQ NO.		
SS25539	02-23-23	11	1X	10				2		
MAKE	MODEL	SERIAL NUMBER			EQUIPMENT NUMBER	METER READING		MACH ID NO.		
AA	D6M XL FTC	03WN02383			420	9342.0		AA000734		

QUANTITY	ITEM	* N/R	DESCRIPTION	UNIT PRICE	EXTENSION
* * * PROFORMA INVOICE * * *					
WORN CORRECTION:					
I REMOVED THE OLD EDGES AND CLEANED THE SURFACE THEN I INSTALLED THE NEW EDGES WITH NEW HARDWARE. NO COMPLICATIONS:					
22	2J-3506		3/4 NUT-C-H	1.66	36.52
2	3G-4282		EDGE	212.34	
			DISCOUNT 35.00%	74.32-	276.04
22	5J-4773		PLWBLT 3/4X21/2	2.89	
			DISCOUNT 35.00%	1.16-	38.06
22	5P-8248		3/4 F/W H	1.61	35.42
1	8E-9378		END BIT	103.01	
			DISCOUNT 35.00%	36.05-	66.96
1	8E-9379		END BIT	103.01	
			DISCOUNT 35.00%	36.05-	66.96
	TOTAL PARTS		* SEG. 04		519.96 *
	TOTAL LABOR		* SEG. 04		598.35 *
	SEGMENT 04 TOTAL				1118.31 T

REMOVE & INSTALL/REPLACE C-FRAME

<p><b>* Non Returnable</b>                  Customer is required to advise WMC in writing of any disputed invoices or statements within ten (10) days of receipt of the same.                  A monthly finance charge of 2% is assessed on all past due invoices on the last day of each month. In the event this invoice remains unpaid, the customer is responsible for all attorney/collection fees and costs. For any questions please contact <a href="mailto:account-coordinators@campbellcompanies.com">account-coordinators@campbellcompanies.com</a> or 833-210-2700</p>	<b>PAY THIS AMOUNT</b>	CONT 'D
	<b>AMOUNT CREDITED</b>	
	<b>DUE DATE</b>	

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**Wheeler Machinery Co.**  
 4901 West 2100 South  
 Salt Lake City, UT 84120  
 (801) 974-0511

**SERVICE INVOICE** Item 14.

INVOICE NUMBER	INVOICE DATE
SS25539	05-01-23
CUSTOMER NUMBER	INVOICE TOTAL
080103	CONT 'D
PLEASE REMIT TO:	
LB 413071 Wheeler Machinery Co. PO BOX 35143 Seattle, WA 98124-5143 Pay Online <a href="http://www.MyWheeler.net">www.MyWheeler.net</a>	

SAN JUAN COUNTY ROAD DEPT  
 PO BOX 188  
 MONTICELLO UT 84535

\*SHIP TO Salina, UT  
 1345 South State  
 \* Salina  
 \* UT 84654

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SS25539	05-01-23	080103				06	H	751	2	8
PSO / WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA			INV SEQ NO.		
SS25539	02-23-23	11	1X	10				2		
MAKE	MODEL	SERIAL NUMBER		EQUIPMENT NUMBER	METER READING		MACH ID NO.			
AA	D6M XL FTC	03WN02383		420	9342.0		AA000734			

QUANTITY	ITEM	* N/R	DESCRIPTION	UNIT PRICE	EXTENSION
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\* \* \* PROFORMA INVOICE \* \* \*

**CUSTOMER COMPLAINT:**  
 REMOVE AND INSTALL C-FRAME  
**CAUSE OF FAILURE:**  
 RESULTANT DAMAGE:  
**CORRECTION:**  
 I CHECKED IF THE C-FRAME TOOK GREASE AND IT DID ON THE LH SIDE BUT ON THE RH SIDE IT HAD A HOLE DRILLED IN THE GREASE PASSAGE WAY SO THE GREASE WOULD COME OUT OF THE HOLE AND NOT INTO THE C-FRAME PIN. THEN I REMOVED THE BOLTS THAT HELD THE BLADE LINK TO THE C-FRAME AND REMOVED THE LINK ASSEMBLY. THEN I TAPPED THE HOLES ON THE C-FRAME AND CLEANED THE MATING SURFACE. THEN I CLEANED UP THE BORES SO THEY COULD BE INSPECTED AND MEASURED. I CLEANED THE DIRT OUT OF THE SLOT WHERE THE BLADE LINK FITS IN. I CLEANED THE LINK BRACKET WITH A WIRE WHEEL AND GOT IT READY FOR INSTALLATION  
**COMPLICATIONS:**  
 I HAD TO HOOK THE PRESS PUMP TO THE GREASE FITTING TO GET IT THE TAKE GREASE.  
 THE PIN IN THE BLADE LINK BRACKET WAS SEIZED AND WE HAD TO CUT IT OUT WITH A TORCH AND PRESS THE PIECES OF THE PIN OUT OF THE BRACKET

> MACHINE/GRIND/MILL C-FRAME  
 CUSTOMER COMPLAINT:

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# SERVICE INVOICE

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CUSTOMER NUMBER	INVOICE TOTAL
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PSO / WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA			INV SEQ NO.		
SS25539	02-23-23	11	1X	10				2		
MAKE	MODEL	SERIAL NUMBER			EQUIPMENT NUMBER	METER READING		MACH ID NO.		
AA	D6M XL FTC	03WN02383			420	9342.0		AA000734		

QUANTITY	ITEM	* N/R	DESCRIPTION	UNIT PRICE	EXTENSION
* * * PROFORMA INVOICE * * *					
CAUSE OF FAILURE:OUT OF SPEC					
RESULTANT DAMAGE:PITING IN BORES					
CORRECTION: SET UP WELD AND MACHINE 4 BORES IN LINE					
E TO NEW SPEC SIZE					
COMPLICATIONS:					
4	4Y-4905		WASHER	N 45.05	180.20
4	7X-2465		BOLT	N 28.78	115.12
4	8G-5747		SPACER	N 23.02	92.08
4	8T-1482		WASHER	N 7.52	30.08
1	9R-2640		BOSS	N 31.30	31.30
2	089-8249		SPACER	N 28.58	57.16
1	108-9604		SPACER	N 425.86	425.86
5	124-5235		SHIM	N 6.19	30.95
2	124-5741		PIN	N 105.13	210.26
1	145-0801		PIN	N 845.37	845.37
1	145-0803		PIN	N 525.71	525.71
1	145-0804		SLEEVE	N 121.68	121.68
5	288-3678		BOLT-HEX HEA	S 5.85	29.25
1	60931		RETAINING COMPOUND	S 35.34	35.34
2	2420		BRAKECLN W/CHLORIN	S 5.01	10.02
TOTAL PARTS				SEG. 05	2740.38 *
TOTAL LABOR				SEG. 05	6551.92 *

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PSO / WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA			INV SEQ NO.		
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MAKE	MODEL	SERIAL NUMBER		EQUIPMENT NUMBER	METER READING		MACH ID NO.			
AA	D6M XL FTC	03WN02383		420	9342.0		AA000734			

QUANTITY	ITEM	* N/R	DESCRIPTION	UNIT PRICE	EXTENSION
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\* \* \* PROFORMA INVOICE \* \* \*

SEGMENT 05 TOTAL 9292.30 T

REMOVE & INSTALL/REPLACE ANGLE BULLDOZER

CUSTOMER COMPLAINT:  
 REMOVE AND INSTALL BLADE  
 CAUSE OF FAILURE:  
 THE BLADE BORES AND BEARINGS WERE WORN OUT  
 RESULTANT DAMAGE:  
 THE BORES AND BEARINGS MADE THE BLADE MOVE SLOPPY  
 AND THE BORES NEEDED TO BE MACHINED  
 CORRECTION:  
 I LOOSENED THE HOSES ON THE LIFT CYLINDERS AND  
 LIFTED THE BLADE UP AND BLOCKED IT UP SO I COULD  
 REMOVE THE BLADE. THEN I REMOVED THE PINS FOR THE  
 BLADE ANGLING CYLINDERS AND POSITIONED THEM OUT OF  
 THE WAY. THEN I TOOK THE HOSES OFF THE BLADE TILT  
 CYLINDER AND POSITIONED THEM OUT OF THE WAY. THEN  
 I REMOVED THE TOP PIN OUT OF C-FRAME WITH THE  
 PRESS AND THAT ALLOWED THE TILT CYLINDER TO BE  
 REMOVED FROM THE BLADE. THEN PULLED THE BOTTOM PIN  
 AND THE ADAPTER SLEEVE OUT OF THE C-FRAME THEN I  
 REMOVED THE PIN OUT OF THE BLADE LINK. THEN I  
 REMOVED THE BLADE OFF THE MACHINE AND PUT IT IN  
 THE WELD SHOP TO BE MACHINED. THEN I PRESSED THE

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SS25539	05-01-23	080103				06	H	751	2	11
PSO / WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA			INV SEQ NO.		
SS25539	02-23-23	11	1X	10				2		
MAKE	MODEL	SERIAL NUMBER			EQUIPMENT NUMBER	METER READING		MACH ID NO.		
AA	D6M XL FTC	03WN02383			420	9342.0		AA000734		

QUANTITY	ITEM	*N/R	DESCRIPTION	UNIT PRICE	EXTENSION
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\* \* \* PROFORMA INVOICE \* \* \*

BEARINGS OUT OF THE ANGLING CYLINDERS AND  
 INSTALLED NEW BEARINGS IN THEM. THEN I REMOVED THE  
 BEARINGS FROM THE LINK AND INSTALLED THE NEW  
 BEARINGS.  
 COMPLICATIONS:

> WELD  
 CUSTOMER COMPLAINT: WELDING MACHINE, BORES ON BLADE  
 AND INSTALL LINER PACKAGE ON BLADE  
 CAUSE OF FAILURE:NA  
 RESULTANT DAMAGE:OUT OF SPEC BORES  
 CORRECTION: SET UP WELDER AND MACHINE ALL 9 BORES  
 IN THE BACK OF BLADE BUILDUP AREA AROUND SNAP RING  
 GROOVE ON LARGE BORE RE-CONDITION SNAP RING AREA  
 . ALSO SET UP WELDING MACHINE BORES ON CYLINDER FIT  
 WELD AND INSTALL LINER PACKAGE TO THE FRONT OF BLADE.

COMPLICATIONS:

1	1S-3311	RING	N	20.43	20.43
6	2H-5549	RING	N	9.64	57.84
2	3B-8489	ADAPTER STR	S	2.31	4.62
2	3G-8932	PIN	N	75.36	150.72
4	4D-4431	BEARING	N	90.87	363.48
1	7J-1309	BEARING	N	187.99	187.99

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**PAY THIS AMOUNT**

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SS25539	05-01-23	080103				06	H	751	2	12
PSO / WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA			INV SEQ NO.		
SS25539	02-23-23	11	1X	10				2		
MAKE	MODEL	SERIAL NUMBER			EQUIPMENT NUMBER	METER READING		MACH ID NO.		
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QUANTITY	ITEM	* N/R	DESCRIPTION	UNIT PRICE	EXTENSION
* * * PROFORMA INVOICE * * *					
1	8J-8905		LOCK RING	56.56	56.56
1	8T-7567		RING	16.12	16.12
4	089-8249		SPACER	28.58	114.32
3	104-4817		PIN	211.31	633.93
1	160-0305		BEARING	250.94	250.94
1	197-6440		BEARING	1070.60	1070.60
16	8TWC		COLOR TIES	1.30	20.80
TOTAL PARTS					2948.35 *
TOTAL LABOR					14172.28 *
2.00	WVO000687-1		3/8 X 62 X 36 QT		2268.48
TOTAL MISC CHGS					2268.48 *
SEGMENT 06 TOTAL					19389.11 T

REMOVE& INSTALL CRANKSHAFT FRONT SEAL

CUSTOMER COMPLAINT:  
 CAUSE OF FAILURE:  
 RESULTANT DAMAGE:

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QUANTITY	ITEM	* N/R	DESCRIPTION	UNIT PRICE	EXTENSION
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\* \* \* PROFORMA INVOICE \* \* \*

CORRECTION: THE FAN GUARD WAS REMOVED FROM THE MACHINE. THE OLD BELTS WERE REMOVED FROM THE MACHINE. THE HARMONIC BALANCER WAS REMOVED FROM THE ENGINE. THE OLD SEAL WAS REMOVED. THE SURFACE WAS CLEANED UP FOR INSTALLATION. THE NEW SEAL WAS INSTALLED, THE REVERSE PROCESS FOR REMOVING THE PARTS WAS THEN DONE. PARTS WERE CLEANED FOR INSTALLATION. THE BOLTS WHICH HOLD THE BALANCER ON WAS TORQUED TO SPECS.

COMPLICATIONS:

1	4R-9999	EXCLUDER	S	17.91	17.91
1	8T-7765	PAD-HAND	S	2.12	2.12
1	245-7339	SEAL GP-CSHA	S	24.38	24.38

TOTAL PARTS SEG. 07 44.41 \*

TOTAL LABOR \* SEG. 07 421.99 \*

SEGMENT 07 TOTAL \* 466.40 T

REMOVE& INSTALL V-BELT(S)

CUSTOMER COMPLAINT:

**\* Non Returnable**

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QUANTITY	ITEM	* N/R	DESCRIPTION	UNIT PRICE	EXTENSION
* * * PROFORMA INVOICE * * *					
CAUSE OF FAILURE:					
RESULTANT DAMAGE:					
CORRECTION: THE OLD V-BELTS WERE REMOVED FROM THE MACHINE. THE NEW BELTS WERE THEN INSTALLED.					
COMPLICATIONS:					
1	4N-7610		VEE BELT	31.67	31.67
1	036-6775		VEE BELT	19.94	19.94
1	201-9911		V-BELT-BANDE	98.54	98.54
TOTAL PARTS				SEG. 08	150.15 *
TOTAL LABOR				SEG. 08	99.20 *
SEGMENT 08 TOTAL					249.35 T
*-----*					
REMOVE& INSTALL ETHER STARTING AID *					
CUSTOMER COMPLAINT: *					
CAUSE OF FAILURE:					
RESULTANT DAMAGE:					
CORRECTION: THE EITHER AID FITTING WAS BROKE OFF ON THE INTAKE. THE NEW PARTS WERE THEN INSTALLED ON THE MACHINE					

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INVOICE NUMBER	INVOICE DATE	CUSTOMER NO.	CUSTOMER ORDER NO.			STORE	DIV	SALESMAN	TERMS	PAGE
SS25539	05-01-23	080103				06	H	751	2	15
PSO / WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA			INV SEQ NO.		
SS25539	02-23-23	11	1X	10				2		
MAKE	MODEL	SERIAL NUMBER			EQUIPMENT NUMBER	METER READING		MACH ID NO.		
AA	D6M XL FTC	03WN02383			420	9342.0		AA000734		

QUANTITY	ITEM	* N/R	DESCRIPTION	UNIT PRICE	EXTENSION
* * * PROFORMA INVOICE * * *					
COMPLICATIONS:					
1	3K-0360		SEAL #8	1.52	1.52
1	6N-9995		ATOMIZER	41.02	41.02
1	8J-7844		FITTING	12.01	12.01
	TOTAL PARTS		SEG. 09		54.55 *
	TOTAL LABOR		SEG. 09		248.79 *
	SEGMENT 09 TOTAL				303.34 T

RESEAL ENGINE

CUSTOMER COMPLAINT: \*  
 CAUSE OF FAILURE: \*  
 RESULTANT DAMAGE: \*  
 CORRECTION: ENGINE OIL COOLER WAS REMOVED FROM THE MACHINE. THE MOUNTING SURFACES WERE CLEANED. THE COOLER AND FILTER HOUSING WERE ALSO CLEANED. THE O-RINGS WERE REPLACED IN THE COOLER. THE COOLER AND FILTER HOUSING WAS THEN MOUNTED ON TO THE BLOCK. THE BOLTS WERE TORQUED TO SPECS. A NEW OIL FILTER WAS INSTALLED.

* Non Returnable Customer is required to advise WMC in writing of any disputed invoices or statements within ten (10) days of receipt of the same. A monthly finance charge of 2% is assessed on all past due invoices on the last day of each month. In the event this invoice remains unpaid, the customer is responsible for all attorney/collection fees and costs. For any questions please contact <a href="mailto:account-coordinators@campbellcompanies.com">account-coordinators@campbellcompanies.com</a> or 833-210-2700	<b>PAY THIS AMOUNT</b>	CONT 'D
	<b>AMOUNT CREDITED</b>	
	<b>DUE DATE</b>	

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**Wheeler Machinery Co.**  
 4901 West 2100 South  
 Salt Lake City, UT 84120  
 (801) 974-0511

**SERVICE INVOICE** Item 14.

INVOICE NUMBER	INVOICE DATE
SS25539	05-01-23
CUSTOMER NUMBER	INVOICE TOTAL
080103	CONT'D
PLEASE REMIT TO:	
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SAN JUAN COUNTY ROAD DEPT  
 PO BOX 188  
 MONTICELLO UT 84535

\*SHIP TO Salina, UT  
 1345 South State  
 \* Salina  
 \* UT 84654

INVOICE NUMBER	INVOICE DATE	CUSTOMER NO.	CUSTOMER ORDER NO.			STORE	DIV	SALESMAN	TERMS	PAGE
SS25539	05-01-23	080103				06	H	751	2	16
PSO / WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA			INV SEQ NO.		
SS25539	02-23-23	11	1X	10				2		
MAKE	MODEL	SERIAL NUMBER			EQUIPMENT NUMBER	METER READING		MACH ID NO.		
AA	D6M XL FTC	03WN02383			420	9342.0		AA000734		

QUANTITY	ITEM	*N/R	DESCRIPTION	UNIT PRICE	EXTENSION
* * * PROFORMA INVOICE * * *					
COMPLICATIONS:					
1	898003		DISC WHEEL	N 17.19	17.19
2	1R-1807		LUBE FILTER	S 22.59	
			DISCOUNT	0.00%	42.92
2	3P-1156		SEAL	S 8.68	17.36
1	6V-8397		SEAL#6/HSEAREA	S 1.37	1.37
2	240-2767		GASKET	S 15.50	31.00
1	10W30DEO		OIL	S 17.94	17.94
13	50/50		PREMIX ANTIFREEZE	S 10.60	137.80
	TOTAL PARTS		SEG. 10		265.58 *
	TOTAL LABOR		SEG. 10		1415.56 *
	SEGMENT 10 TOTAL				1681.14 T

REMOVE& INSTALL ENGINE MOUNT

CUSTOMER COMPLAINT:  
 CAUSE OF FAILURE:  
 RESULTANT DAMAGE:  
 CORRECTION: THE FAN GUARD NEEDED TO BE REMOVED FROM THE MACHINE. THE FAN WAS THEN ALSO REMOVED

<p><b>* Non Returnable</b>                  Customer is required to advise WMC in writing of any disputed invoices or statements within ten (10) days of receipt of the same.                  A monthly finance charge of 2% is assessed on all past due invoices on the last day of each month. In the event this invoice remains unpaid, the customer is responsible for all attorney/collection fees and costs. For any questions please contact <a href="mailto:account-coordinators@campbellcompanies.com">account-coordinators@campbellcompanies.com</a> or 833-210-2700</p>	<b>PAY THIS AMOUNT</b>	CONT'D
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080103	CONT 'D
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SS25539	05-01-23	080103				06	H	751	2	17
PSO / WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA			INV SEQ NO.		
SS25539	02-23-23	11	1X	10				2		
MAKE	MODEL	SERIAL NUMBER		EQUIPMENT NUMBER	METER READING		MACH ID NO.			
AA	D6M XL FTC	03WN02383		420	9342.0		AA000734			

QUANTITY	ITEM	* N/R	DESCRIPTION	UNIT PRICE	EXTENSION
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\* \* \* PROFORMA INVOICE \* \* \*

FROM THE MACHINE. THE ENGINE MOUNT BOLTS WERE REMOVED FROM THE MACHINE. THE ENGINE WAS THEN LIFTED TO REMOVE THE OLD ENGINE MOUNTS. THE OLD MOUNTS WERE SIEZED IN THE ENGINE. THE OLD MOUNTS WERE THEN AIR HAMMERED OUT. THE HARDWARE AND MOUNTING SURFACES WERE CLEANED FOR INSTALLATION. ALL ENGINE MOUNTS WERE ANTI-SIEZED FOR INSTALLATION. THE MOUNTS WERE THEN INSTALLED. THE FAN BLADE MOUNTING SURFACE WAS CLEANED. THE FAN BLADE WAS THEN INSTALLED ON THE MACHINE. FAN BOLTS HAD LOCTITE ON THEM. THE FAN GUARD WAS THEN INSTALLED

COMPLICATIONS:

1	KP82932	3" WIRE BRUSH	S	38.10	38.10
4	9W-9930	MOUNT AS	S	67.28	269.12
TOTAL PARTS			* SEG. 11		307.22 *
TOTAL LABOR			* SEG. 11		560.56 *
SEGMENT 11 TOTAL					867.78 T

REMOVE& INSTALL COOLANT HOSE/LINES

<p><b>* Non Returnable</b>                  Customer is required to advise WMC in writing of any disputed invoices or statements within ten (10) days of receipt of the same.                  A monthly finance charge of 2% is assessed on all past due invoices on the last day of each month. In the event this invoice remains unpaid, the customer is responsible for all attorney/collection fees and costs. For any questions please contact <a href="mailto:account-coordinators@campbellcompanies.com">account-coordinators@campbellcompanies.com</a> or 833-210-2700</p> <p><b>NOTICE:</b> ANY ITEMS ON THIS INVOICE THAT ARE LATER RETURNED MUST BE ACCOMPANIED BY A COPY OF THIS INVOICE OR THE INVOICE NUMBER.</p>	<p><b>PAY THIS AMOUNT</b></p>	CONT 'D
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CUSTOMER NUMBER	INVOICE TOTAL
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SS25539	05-01-23	080103				06	H	751	2	18
PSO / WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA			INV SEQ NO.		
SS25539	02-23-23	11	1X	10				2		
MAKE	MODEL	SERIAL NUMBER			EQUIPMENT NUMBER	METER READING		MACH ID NO.		
AA	D6M XL FTC	03WN02383			420	9342.0		AA000734		

QUANTITY	ITEM	*N/R	DESCRIPTION	UNIT PRICE	EXTENSION
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\* \* \* PROFORMA INVOICE \* \* \*

CUSTOMER COMPLAINT:  
 REPLACE THE RADIATOR HOSES  
 CAUSE OF FAILURE:  
 THE COOLANT HOSES HAVE BECOME SOFT SHOULD BE REPLACED  
 RESULTANT DAMAGE:  
 THE HOSES SHOULD BE REPLACED BEFORE THEY CAUSE LEAK  
 CORRECTION: THE OLD RADIATOR HOSES, THE UPPER AND LOWER WERE REMOVED FROM THE MACHINE. THE HEATER HOSES WERE ALSO REMOVED FROM THE MACHINE. NEW RADIATOR HOSES AND HEATER HOSES WERE INSTALLED ON THE MACHINE.  
 COMPLICATIONS:

4	5D-1026		CLAMP	S	2.39	9.56
385	5P-0767		CM HEATER HOSE	S*	.14	53.90
2	8T-4984		HOSE CLAMP	S*	18.31	36.62
2	8T-6703		HOSE CLAMP	S*	18.31	36.62
5	9U-7075		CAP PLUG	S	.10	.50
5	9U-7077		CAP PLUG	S*	.20	1.00
10	9U-7080		CAP PLUG	S	.10	1.00
2	9U-7089		CAP PLUG	S	.20	.40
2	9U-7090		CAP PLUG	S	.28	.56
4	9U-7091		CAP PLUG	S	.24	.96
1	108-8599		HOSE	N	145.70	145.70
1	108-8600		HOSE	N	48.16	48.16

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CUSTOMER NUMBER	INVOICE TOTAL
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SS25539	05-01-23	080103				06	H	751	2	19
PSO / WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA			INV SEQ NO.		
SS25539	02-23-23	11	1X	10				2		
MAKE	MODEL	SERIAL NUMBER			EQUIPMENT NUMBER	METER READING		MACH ID NO.		
AA	D6M XL FTC	03WN02383			420	9342.0		AA000734		

QUANTITY	ITEM	* N/R	DESCRIPTION	UNIT PRICE	EXTENSION
* * * PROFORMA INVOICE * * *					
4	276-0755		CAP/PLUG	.20	.80
4	276-0756		CAP/PLUG	.24	.96
4	276-0757		CAP/PLUG	.20	.80
1	294-3342		CAP AS-RAD	18.98	18.98
TOTAL PARTS				SEG. 12	356.52 *
TOTAL LABOR				SEG. 12	847.13 *
SEGMENT 12 TOTAL					1203.65 T

REMOVE& INSTALL WIRE HARNESS (ENGINE)

CUSTOMER COMPLAINT: \*  
 REPLACE THE ENGINE WIRING HARNESS \*  
 CAUSE OF FAILURE: \*  
 THE WIRING ON THE ENGINE HAS BEEN DAMAGED AND WIRES HAVE BEEN SPLICED INTO IT \*  
 RESULTANT DAMAGE:  
 THE HARNESS NEEDS TO BE REPLACED  
 CORRECTION: THE ENGINE WIRING HARNESS WAS REMOVED FROM THE MACHINE. THEN I INSTALLED THE HARNESS ON THE ENGINE AND SECURED IT IN PLACE. THEN I

<p style="text-align: center;"><b>* Non Returnable</b></p> <p>Customer is required to advise WMC in writing of any disputed invoices or statements within ten (10) days of receipt of the same.</p> <p>A monthly finance charge of 2% is assessed on all past due invoices on the last day of each month. In the event this invoice remains unpaid, the customer is responsible for all attorney/collection fees and costs. For any questions please contact <a href="mailto:account-coordinators@campbellcompanies.com">account-coordinators@campbellcompanies.com</a> or 833-210-2700</p>	<b>PAY THIS AMOUNT</b>	CONT'D
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SS25539	05-01-23
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080103	CONT'D
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SS25539	05-01-23	080103				06	H	751	2	20
PSO / WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA			INV SEQ NO.		
SS25539	02-23-23	11	1X	10				2		
MAKE	MODEL	SERIAL NUMBER		EQUIPMENT NUMBER	METER READING		MACH ID NO.			
AA	D6M XL FTC	03WN02383		420	9342.0		AA000734			

QUANTITY	ITEM	* N/R	DESCRIPTION	UNIT PRICE	EXTENSION
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\* \* \* PROFORMA INVOICE \* \* \*

CONNECTED MY COMPUTER TO THE MACHINE AND CHECKED FOR ANY FAULT CODES AND THERE WAS A CODE FOR THE TRANSMISSION OIL TEMPERATURE SENSOR COMPLICATIONS:

AFTER I INSTALLED THE HARNESS I STILL HAD A CODE FOR THE TRANSMISSION OIL TEMPERATURE SENSOR. SO I TROUBLESHOT THE CODE AND FOUND WHICH SENSOR WAS GIVING THE CODE. THEN I REPLACED THE SENSOR

25	6K-0806		STRAP-CABLE	S	.46	11.50
1	118-7226		SENSOR G	N	245.14	245.14
1	152-9811		HARNESS AS	N	742.10	742.10
32	8TWC		COLOR TIES	S	1.30	41.60

TOTAL PARTS SEG. 13 1040.34 \*

TOTAL LABOR \* SEG. 13 1447.06 \*

SEGMENT 13 TOTAL \* 2487.40 T

REMOVE& INSTALL TRANSMISSION& DRIVE LINE

CUSTOMER COMPLAINT:  
 REPLACE U JOINTS AND SEALS FOR THE YOKES

**\* Non Returnable**

Customer is required to advise WMC in writing of any disputed invoices or statements within ten (10) days of receipt of the same.

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**PAY THIS AMOUNT**

CONT'D

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**DUE DATE**

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SS25539	05-01-23
<b>CUSTOMER NUMBER</b>	<b>INVOICE TOTAL</b>
080103	CONT'D
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SS25539	05-01-23	080103		06	H	751	2	21
<b>PSO / WO NO.</b>	<b>DOC. DATE</b>	<b>PC</b>	<b>LC</b>	<b>MC</b>	<b>SHIP VIA</b>	<b>INV SEQ NO.</b>		
SS25539	02-23-23	11	1X	10		2		
<b>MAKE</b>	<b>MODEL</b>	<b>SERIAL NUMBER</b>	<b>EQUIPMENT NUMBER</b>	<b>METER READING</b>	<b>MACH ID NO.</b>			
AA	D6M XL FTC	03WN02383	420	9342.0	AA000734			

QUANTITY	ITEM	*N/R	DESCRIPTION	UNIT PRICE	EXTENSION
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\* \* \* PROFORMA INVOICE \* \* \*

CAUSE OF FAILURE:  
 THE U-JOINTS NEEDED TO BE REPLACED AND THE YOKES  
 NEEDED TO BE RESEALED  
 RESULTANT DAMAGE:  
 CORRECTION: THE DRIVELINE WAS REMOVED FROM THE  
 MACHINE. THE SEALS WERE ALSO REMOVED FROM THE  
 TRANSMISSION AND TORQUE CONVERTER. THE SURFACES  
 FOR THE SEALS WERE THEN CLEANED FOR INSTALLATION  
 OF NEW SEALS. THE U-JOINTS WERE REMOVED FROM THE  
 DRIVESHAFT. THE MOUNTING SURFACES WERE THEN  
 CLEANED. THE YOKE SPLINES WERE CLEANED AND THEY  
 GREASE WAS APPLIED ON THE SPLINES FOR  
 INSTALLATION.  
 I INSTALLED THE NEW SEALS FOR THE YOKE INTO THE  
 TRANSMISSION AND TORQUE CONVERTER THEN INSTALLED  
 THE YOKES IN THE TRANSMISSION AND TORQUE  
 CONVERTER. THEN I INSTALLED THE U-JOINTS ON THE  
 DRIVELINE AND TORQUED THEM TO SPECIFICATIONS IN  
 SIS AND LIFTED IT INTO PLACE ON THE MACHINE AND  
 TORQUED THE BOLTS

COMPLICATIONS: \*

1	BD3255		FLAP WHEEL	S	7.96	7.96
1	5P-5846		SEAL OR	S	18.42	18.42
16	6V-5843		METRICBOLT 10X45	S	.92	14.72
1	8T-7765		PAD-HAND	S	2.12	2.12
16	9X-2027		WASHER	N	.48	7.68
1	9X-7719		SEAL	N	45.17	45.17

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CUSTOMER NUMBER	INVOICE TOTAL
080103	CONT 'D
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PSO / WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA			INV SEQ NO.		
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MAKE	MODEL	SERIAL NUMBER		EQUIPMENT NUMBER	METER READING		MACH ID NO.			
AA	D6M XL FTC	03WN02383		420	9342.0		AA000734			

QUANTITY	ITEM	* N/R	DESCRIPTION	UNIT PRICE	EXTENSION
* * * PROFORMA INVOICE * * *					
2	108-6587		BEARING-SPID N	113.40	226.80
1	318-0106		SEAL-LIP TYP N	49.43	49.43
2	2417C		BRAKECLN NON/CHLOR S	4.13	8.26
	TOTAL PARTS		SEG. 14		380.56 *
	TOTAL LABOR		SEG. 14		889.65 *
	SEGMENT 14 TOTAL				1270.21 T

WASH MACHINE

CUSTOMER COMPLAINT:  
 WASH MACHINE \*  
 CAUSE OF FAILURE:  
 N/A \*  
 RESULTANT DAMAGE:  
 N/A \*  
 CORRECTION:  
 I HAD TO CLEAN THE COMPARTMENTS WHERE I HAD  
 CHANGED HOSES AND I HAD TO CLEAN OFF THE EQUILIZER  
 BAR AND ROLLER FRAMES BEFORE REASSEMBLY  
 COMPLICATIONS:

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CUSTOMER NUMBER	INVOICE TOTAL
080103	CONT'D
PLEASE REMIT TO:	
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SAN JUAN COUNTY ROAD DEPT  
 PO BOX 188  
 MONTICELLO UT 84535

\*SHIP TO Salina, UT  
 1345 South State  
 \* Salina  
 \* UT 84654

INVOICE NUMBER	INVOICE DATE	CUSTOMER NO.	CUSTOMER ORDER NO.			STORE	DIV	SALESMAN	TERMS	PAGE
SS25539	05-01-23	080103				06	H	751	2	23
PSO / WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA			INV SEQ NO.		
SS25539	02-23-23	11	1X	10				2		
MAKE	MODEL	SERIAL NUMBER			EQUIPMENT NUMBER	METER READING		MACH ID NO.		
AA	D6M XL FTC	03WN02383			420	9342.0		AA000734		

QUANTITY	ITEM	* N/R	DESCRIPTION	UNIT PRICE	EXTENSION
		***	PROFORMA INVOICE		***
			TOTAL LABOR	SEG. 15	834.54 *
			SEGMENT 15 TOTAL		834.54 T
-----					
REMOVE& INSTALL FINAL DRIVE LEFT					
CUSTOMER COMPLAINT: REMOVE AND INSTALL THE LEFT FINAL DRIVE CAUSE OF FAILURE: THE FINALS WERE GOING TO BE REBUILT SO THEY NEEDED TO BE REMOVED AND SENT TO SALT LAKE CITY BRANCH RESULTANT DAMAGE: CORRECTION: I DRAINED THE OIL IN THE FINAL DRIVE THEN I REMOVED THE AXLE COVER AND REMOVED THE AXLE FROM THE FINAL. THEN I INSTALLED THE C-FRAME ON TO THE FINAL AND REMOVED THE MOUNTING BOLTS FROM THE FINAL AND REMOVED IT FROM THE MACHINE. THEN I PUT THEM ON A PALLET AND PUT THEM IN THE SHIPPING BAY TO BE SENT TO THE CRC AT THE SALT LAKE CITY BRANCH. THEN ONCE THEY CAME BACK FROM THE CRC I INSTALLED A NEW SEAL ON THE FINAL AND INSTALLED IT					

<p><b>* Non Returnable</b>                  Customer is required to advise WMC in writing of any disputed invoices or statements within ten (10) days of receipt of the same.                  A monthly finance charge of 2% is assessed on all past due invoices on the last day of each month. In the event this invoice remains unpaid, the customer is responsible for all attorney/collection fees and costs. For any questions please contact <a href="mailto:account-coordinators@campbellcompanies.com">account-coordinators@campbellcompanies.com</a> or 833-210-2700</p>	<p><b>PAY THIS AMOUNT</b></p>	CONT'D
	<p><b>AMOUNT CREDITED</b></p>	
<p><b>NOTICE:</b> ANY ITEMS ON THIS INVOICE THAT ARE LATER RETURNED MUST BE ACCOMPANIED BY A COPY OF THIS INVOICE OR THE INVOICE NUMBER.</p>	<p><b>DUE DATE</b></p>	



**Wheeler Machinery Co.**  
 4901 West 2100 South  
 Salt Lake City, UT 84120  
 (801) 974-0511

**SERVICE INVOICE** Item 14.

INVOICE NUMBER	INVOICE DATE
SS25539	05-01-23
CUSTOMER NUMBER	INVOICE TOTAL
080103	CONT'D
PLEASE REMIT TO:	
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INVOICE NUMBER	INVOICE DATE	CUSTOMER NO.	CUSTOMER ORDER NO.			STORE	DIV	SALESMAN	TERMS	PAGE
SS25539	05-01-23	080103				06	H	751	2	24
PSO / WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA			INV SEQ NO.		
SS25539	02-23-23	11	1X	10				2		
MAKE	MODEL	SERIAL NUMBER			EQUIPMENT NUMBER	METER READING		MACH ID NO.		
AA	D6M XL FTC	03WN02383			420	9342.0		AA000734		

QUANTITY	ITEM	* N/R	DESCRIPTION	UNIT PRICE	EXTENSION
* * * PROFORMA INVOICE * * *					
ON THE MACHINE AND I INSTALLED THE MOUNTING BOLTS AND TORQUED THEM TO SPECIFICATIONS. THEN I INSTALLED A NEW DRAIN PLUG AND FILLED THE FINAL DRIVE WITH OIL COMPLICATIONS:					
2	BD1539		BRAKE CLEAN S	6.43	12.86
8	3K-0360		SEAL #8 S	1.52	12.16
2	2420		BRAKECLN W/CHLORIN S	5.01	10.02
TOTAL PARTS				SEG. 16	35.04 *
TOTAL LABOR				SEG. 16	1536.81 *
SEGMENT 16 TOTAL					1571.85 T
*-----*					
REMOVE& INSTALL FINAL DRIVE RIGHT * *					
CUSTOMER COMPLAINT: REMOVE AND INSTALL THE RIGHT FINAL DRIVE. CAUSE OF FAILURE: THE FINALS WERE GOING TO BE REBUILT SO THEY NEEDED TO BE REMOVED AND SENT TO SALT LAKE CITY BRANCH					

* Non Returnable Customer is required to advise WMC in writing of any disputed invoices or statements within ten (10) days of receipt of the same. A monthly finance charge of 2% is assessed on all past due invoices on the last day of each month. In the event this invoice remains unpaid, the customer is responsible for all attorney/collection fees and costs. For any questions please contact <a href="mailto:account-coordinators@campbellcompanies.com">account-coordinators@campbellcompanies.com</a> or 833-210-2700	<b>PAY THIS AMOUNT</b>	CONT'D
	<b>AMOUNT CREDITED</b>	
	<b>DUE DATE</b>	

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 4901 West 2100 South  
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**SERVICE INVOICE** Item 14.

INVOICE NUMBER	INVOICE DATE
SS25539	05-01-23
CUSTOMER NUMBER	INVOICE TOTAL
080103	CONT'D
PLEASE REMIT TO:	
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INVOICE NUMBER	INVOICE DATE	CUSTOMER NO.	CUSTOMER ORDER NO.			STORE	DIV	SALESMAN	TERMS	PAGE
SS25539	05-01-23	080103				06	H	751	2	25
PSO / WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA			INV SEQ NO.		
SS25539	02-23-23	11	1X	10				2		
MAKE	MODEL	SERIAL NUMBER		EQUIPMENT NUMBER	METER READING		MACH ID NO.			
AA	D6M XL FTC	03WN02383		420	9342.0		AA000734			

QUANTITY	ITEM	* N/R	DESCRIPTION	UNIT PRICE	EXTENSION
* * * PROFORMA INVOICE * * *					
RESULTANT DAMAGE: CORRECTION: I DRAINED THE OIL IN THE FINAL DRIVE THEN I REMOVED THE AXLE COVER AND REMOVED THE AXLE FROM THE FINAL. THEN I INSTALLED THE C-FRAME ON TO THE FINAL AND REMOVED THE MOUNTING BOLTS FROM THE FINAL AND REMOVED IT FROM THE MACHINE. THEN I PUT THEM ON A PALLET AND PUT THEM IN THE SHIPPING CONTAINER TO BE SENT TO THE CRC AT THE SALT LAKE CITY BRANCH. THEN ONCE THEY CAME BACK FROM THE CRC INSTALLED A NEW SEAL ON THE FINAL AND INSTALLED IT ON THE MACHINE AND I INSTALLED THE MOUNTING BOLTS AND TORQUED THEM TO SPECIFICATIONS. THEN I INSTALLED A NEW DRAIN PLUG AND FILLED THE FINAL DRIVE WITH OIL					
1	4540291		B/BEARING GREASE S*	4.39	4.39
2	2417C		BRAKECLN NON/CHLOR S*	4.13	8.26
	TOTAL PARTS		* SEG. 17		12.65 *
	TOTAL LABOR		* SEG. 17		1869.07 *
	SEGMENT 17 TOTAL				1881.72 T

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	<p><b>AMOUNT CREDITED</b></p>	
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SS25539	05-01-23
CUSTOMER NUMBER	INVOICE TOTAL
080103	CONT'D
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SS25539	05-01-23	080103				06	H	751	2	26
PSO / WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA			INV SEQ NO.		
SS25539	02-23-23	11	1X	10				2		
MAKE	MODEL	SERIAL NUMBER		EQUIPMENT NUMBER	METER READING		MACH ID NO.			
AA	D6M XL FTC	03WN02383		420	9342.0		AA000734			

QUANTITY	ITEM	*N/R	DESCRIPTION	UNIT PRICE	EXTENSION
			* * * PROFORMA INVOICE * * *		
	RECONDITION FINAL DRIVE LEFT  COMPLAINT: RECONDITION THE LEFT FINAL DRIVE. CAUSE OF FAILURE: DUO-CONE SEAL; DAMAGED BY DEBRI BUILT UP AND SEAL AREA. RESULTANT DAMAGE: OIL LEAK NO HARD PARTS DAMAGED. CORRECTION: DISASSEMBLED COMPONENT TO INSPECT FOR WEAR OR DAMAGE. OVERALL COMPONENT WAS IN GOOD CONDITION OTHER THAN THE FAILED SEAL. THOROUGHLY WASHED PARTS AND DELIVERED TO ASSEMBLY AND SPINDLES WEAR SENT TO ANOTHER AREA TO BE CRACK CHECKED. ASSEMBLED FINAL WITH ALL NEW BEARINGS AND SEALS. THE SPINDLE WAS GOOD NO CRACKS. MOUNTED THE HUB TO THE SPINDLE AND INSTALLED THE RING GEAR AND RETAINING PLATE. TORQUED THE RETAINER BOLTS TO CAT SPEC. ASSEMBLED THE CARRIER WITH NEW BEARINGS AND MOUNTED TO THE FINAL DRIVE. INSTALLED THE COVER AND PLUGS. PAINTED THE TOP OF THE FINAL DRIVE AND ROTATED. CODED WITH FD5308. COMPLICATIONS: 6 1B-3978 CUP S 39.46 236.76				

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INVOICE NUMBER	INVOICE DATE
SS25539	05-01-23
CUSTOMER NUMBER	INVOICE TOTAL
080103	CONT 'D
PLEASE REMIT TO:	
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SS25539	05-01-23	080103				06	H	751	2	27
PSO / WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA			INV SEQ NO.		
SS25539	02-23-23	11	1X	10				2		
MAKE	MODEL	SERIAL NUMBER			EQUIPMENT NUMBER	METER READING		MACH ID NO.		
AA	D6M XL FTC	03WN02383			420	9342.0		AA000734		

QUANTITY	ITEM	* N/R	DESCRIPTION	UNIT PRICE	EXTENSION
* * * PROFORMA INVOICE * * *					
6	1B-3980		CONE	54.47	326.82
1	1H-8128		SEAL	5.91	5.91
3	1H-9696		RING	3.25	9.75
1	2K-5066		CONE	144.94	144.94
1	2M-3340		SEAL	14.38	14.38
1	2S-4078		* SEAL#20	2.63	2.63
1	3K-0360		SEAL #8	1.52	1.52
1	6V-0327		CUP	111.43	111.43
1	6V-0439		PLUG	43.06	43.06
1	6Y-0859		SEAL	268.14	268.14
9	8C-8729		BOLT	10.72	96.48
1	8D-4771		SEAL	17.02	17.02
1	8H-0902		CONE	292.74	292.74
1	9X-7411		SEAL	38.79	38.79
2	WD40		WD40 SPRAY	16.95	33.90
	TOTAL PARTS		* SEG. 18		1644.27 *
	F/R LBR		* PAINT		2983.50 *
1.00			* TOTAL MISC CHGS	SEG. 18	95.00 *
	SEGMENT 18 TOTAL				4722.77 T

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SS25539	05-01-23
CUSTOMER NUMBER	INVOICE TOTAL
080103	CONT'D
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SS25539	05-01-23	080103				06	H	751	2	28
PSO / WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA			INV SEQ NO.		
SS25539	02-23-23	11	1X	10				2		
MAKE	MODEL	SERIAL NUMBER		EQUIPMENT NUMBER	METER READING		MACH ID NO.			
AA	D6M XL FTC	03WN02383		420	9342.0		AA000734			

QUANTITY	ITEM	*N/R	DESCRIPTION	UNIT PRICE	EXTENSION
----------	------	------	-------------	------------	-----------

\* \* \* PROFORMA INVOICE \* \* \*

RECONDITION FINAL DRIVE  
 RIGHT

RECONDITION THE RIGHT FINAL DRIVE. CUSTOMER COMPLAINT: RECONDITION THE RIGHT FINAL DRIVE. CAUSE OF FAILURE: HUB AND DUO-CONE SEAL; DAMAGED BY DEBRI BUILT AND SEAL AREA. RESULTANT DAMAGE: HUB DUO-CONE RAMP ERODED AND FINAL OIL LEAK. CORRECTION: DISASSEMBLED COMPONENT TO INSPECT FOR WEAR OR DAMAGE. OVERALL COMPONENT WAS IN GOOD CONDITION MINUS THE COMPROMISED SEAL AND WORN HUB. THOROUGHLY WASHED PARTS AND DELIVERED TO ASSEMBLY AND SPINDLES WEAR SENT TO ANOTHER AREA TO BE CRACK CHECKED. ASSEMBLED FINAL WITH ALL NEW BEARINGS AND SEALS. SPINDLE WAS GOOD NO CRACKS, MOUNTED NEW HUB TO THE SPINDLE. INSTALLED RING GEAR AND RETAINING PLATE AND TORQUED BOLTS TO SPEC. ASSEMBLED CARRIER WITH NEW BEARINGS AND MOUNTED TO THE FINAL. INSTALLED COVER AND PLUGS. PAINTED THE TOP AND ROTATED THE FINAL DRIVE. CODED WITH FD5309.

COMPLICATIONS:

6	1B-3978	CUP	S	39.46	236.76
6	1B-3980	CONE	S	54.47	326.82

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# SERVICE INVOICE

INVOICE NUMBER	INVOICE DATE
SS25539	05-01-23
CUSTOMER NUMBER	INVOICE TOTAL
080103	CONT 'D
PLEASE REMIT TO:	
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SS25539	05-01-23	080103				06	H	751	2	29
PSO / WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA			INV SEQ NO.		
SS25539	02-23-23	11	1X	10				2		
MAKE	MODEL	SERIAL NUMBER			EQUIPMENT NUMBER	METER READING		MACH ID NO.		
AA	D6M XL FTC	03WN02383			420	9342.0		AA000734		

QUANTITY	ITEM	* N/R	DESCRIPTION	UNIT PRICE	EXTENSION
* * * PROFORMA INVOICE * * *					
3	1D-4586		BLT-C 5/8X31/2	4.37	13.11
1	1H-8128		SEAL	5.91	5.91
3	1H-9696		RING	3.25	9.75
1	2K-5066		CONE	144.94	144.94
1	2M-3340		SEAL	14.38	14.38
1	2S-4078		* SEAL#20	2.63	2.63
1	3K-0360		SEAL #8	1.52	1.52
3	4K-0367		5/8 NUT-C-H	1.10	3.30
3	5P-8247		5/8 F/W H	1.28	3.84
1	6V-0327		CUP	111.43	111.43
2	6V-0330		CUP	67.18	134.36
1	6V-0439		PLUG	43.06	43.06
1	6Y-0859		SEAL	268.14	268.14
9	8C-8729		BOLT	10.72	96.48
1	8D-4771		SEAL	17.02	17.02
1	8H-0902		CONE	292.74	292.74
6	8T-4121		M10 F/W	.66	3.96
9	8T-4223		M12F/WH-1/2F/WH	.96	8.64
1	9S-4185		PLUG	6.37	6.37
4	9U-6921		DISC COND	11.16	44.64
1	9X-7411		SEAL	38.79	38.79
1	107-1763		HUB-SPROCKET	3676.48	3676.48
2	51221		PEN OIL	6.44	12.88
TOTAL PARTS				SEG. 19	5517.95 *
F/R LBR					2983.50 *

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080103	CONT'D
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PSO / WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA			INV SEQ NO.		
SS25539	02-23-23	11	1X	10				2		
MAKE	MODEL	SERIAL NUMBER			EQUIPMENT NUMBER	METER READING		MACH ID NO.		
AA	D6M XL FTC	03WN02383			420	9342.0		AA000734		

QUANTITY	ITEM	* N/R	DESCRIPTION	UNIT PRICE	EXTENSION
			* * * PROFORMA INVOICE * * *		
1.00			PAINT		95.00
			TOTAL MISC CHGS SEG. 19		95.00 *
			SEGMENT 19 TOTAL		8596.45 T
-----					
PERFORM 1000 SVC HOUR MAINTENANCE					
CUSTOMER COMPLAINT:					
PERFORM A PM 2					
CAUSE OF FAILURE:					
N/A					
RESULTANT DAMAGE:					
N/A					
CORRECTION: *					
I DRAINED THE ENGINE OIL AND REFILLED IT. THEN I *					
CHANGED THE ENGINE OIL FILTER *					
I CHANGED THE ENGINE AIR FILTERS AND THE CAB AIR *					
FILTERS *					
I REMOVED AND INSTALLED NEW FUEL FILTERS.					
I HAD TO REPLACE THE ENGINE OIL DRAIN BECAUSE THE					
VALVE WOULD NOT OPEN.					
COMPLICATIONS:					
1	1R-0751		FILTER/WC1A7 S	24.10	
			DISCOUNT 5.00%	1.21-	22.89

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	<p><b>DUE DATE</b></p>



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 (801) 974-0511

**SERVICE INVOICE** Item 14.

INVOICE NUMBER	INVOICE DATE
SS25539	05-01-23
CUSTOMER NUMBER	INVOICE TOTAL
080103	CONT 'D
PLEASE REMIT TO:	
LB 413071 Wheeler Machinery Co. PO BOX 35143 Seattle, WA 98124-5143 Pay Online <a href="http://www.MyWheeler.net">www.MyWheeler.net</a>	

SAN JUAN COUNTY ROAD DEPT  
 PO BOX 188  
 MONTICELLO UT 84535

\*SHIP TO Salina, UT  
 1345 South State  
 \* Salina  
 \* UT 84654

INVOICE NUMBER	INVOICE DATE	CUSTOMER NO.	CUSTOMER ORDER NO.			STORE	DIV	SALESMAN	TERMS	PAGE
SS25539	05-01-23	080103				06	H	751	2	31
PSO / WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA			INV SEQ NO.		
SS25539	02-23-23	11	1X	10				2		
MAKE	MODEL	SERIAL NUMBER			EQUIPMENT NUMBER	METER READING		MACH ID NO.		
AA	D6M XL FTC	03WN02383			420	9342.0		AA000734		

QUANTITY	ITEM	*N/R	DESCRIPTION	UNIT PRICE	EXTENSION
* * * PROFORMA INVOICE * * *					
1	1R-0753		FILTER AS	34.77	
			DISCOUNT 5.00%	1.74-	33.03
1	6D-9157		SEAL	8.03	8.03
1	6I-2501		ELEMENT AS	75.84	
			DISCOUNT 5.00%	3.79-	72.05
1	6T-0988		FILTER	52.59	
			DISCOUNT 5.00%	2.63-	49.96
1	6V-7238		VALVE	41.22	41.22
1	117-4089		ELEMENT	27.06	
			DISCOUNT 5.00%	1.35-	25.71
2	329-3243		FILTER AS.	40.50	
			DISCOUNT 5.00%	2.03-	76.94
1	2420		BRAKECLN W/CHLORIN	5.01	5.01
7	10W30DEO		OIL	17.94	125.58
TOTAL PARTS				* SEG. 20	460.42 *
TOTAL LABOR				* SEG. 20	614.10 *
SEGMENT 20 TOTAL*					1074.52 T

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 TROUBLESHOOT AIR CONDITIONER

<p><b>* Non Returnable</b>                  Customer is required to advise WMC in writing of any disputed invoices or statements within ten (10) days of receipt of the same.                  A monthly finance charge of 2% is assessed on all past due invoices on the last day of each month. In the event this invoice remains unpaid, the customer is responsible for all attorney/collection fees and costs. For any questions please contact <a href="mailto:account-coordinators@campbellcompanies.com">account-coordinators@campbellcompanies.com</a> or 833-210-2700</p>	<b>PAY THIS AMOUNT</b>	CONT 'D
	<b>AMOUNT CREDITED</b>	
	<b>DUE DATE</b>	

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**Wheeler Machinery Co.**  
 4901 West 2100 South  
 Salt Lake City, UT 84120  
 (801) 974-0511

**SERVICE INVOICE** Item 14.

INVOICE NUMBER	INVOICE DATE
SS25539	05-01-23
CUSTOMER NUMBER	INVOICE TOTAL
080103	CONT 'D
PLEASE REMIT TO:	
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SS25539	05-01-23	080103				06	H	751	2	32
PSO / WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA			INV SEQ NO.		
SS25539	02-23-23	11	1X	10				2		
MAKE	MODEL	SERIAL NUMBER			EQUIPMENT NUMBER	METER READING		MACH ID NO.		
AA	D6M XL FTC	03WN02383			420	9342.0		AA000734		

QUANTITY	ITEM	* N/R	DESCRIPTION	UNIT PRICE	EXTENSION
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\* \* \* PROFORMA INVOICE \* \* \*

CUSTOMER COMPLAINT:  
 TROUBLESHOOT THE AIR CONDITIONER  
 CAUSE OF FAILURE:  
 THE AIR CONDITIONER IS LOW ON REFRIGERANT  
 AND THE COOLING FANS ON THE CONDENSER HAVE FAILED  
 RESULTANT DAMAGE:  
 THE AIR CONDITIONER BLOWS WARM AIR AND THE  
 CONDENSER FANS ARE NOT OPERATING PROPERLY  
 CORRECTION:  
 I RAN THE MACHINE A/C AND I NOTICED IT BLEW WARM  
 AIR AND THE COMPRESSOR WAS NOT ENGAGING. SO I  
 CHECKED THE PRESSURE OF THE A/C AND IT WAS NOT  
 CHARGED WITH THE CORRECT AMMOUNT OF REFRIGERANT.  
 SO I RECOVERED THE SYSTEM AND I PUT A VACUUM ON  
 THE SYSTEM TO CHECK FOR LEAKS. THE SYSTEM HELD A  
 VACUUM SO I CHARGED THE SYSTEM AND TESTED IF THE  
 A/C WAS BLOWING COLD AND IT WASNT AND THE  
 COMPRESSOR WAS NOT ENGAGING SO I CHECKED THE  
 WIRING TO THE COMPRESSOR AND THERE WAS NO VOLTAGE  
 TO THE COMPRESSOR SO I FOLLOWED THE WIRING AND  
 FOUND THAT AT THE SWITCH IN THE DASH A WIRE WAS  
 NOT CONNECTED TO THE SWITCH SO I CRIMPED A NEW  
 EYELET ON THE WIRE AND CONNECTED IT BACK TO THE  
 SWITCH. THEN I TESTED THE OPERATION OF THE A/C AND  
 IT BLEW COLD AIR. WHEN I RAN THE A/C THE FANS ON  
 THE CONDENSER WERE NOISY AND NOT OPERATING  
 PROPERLY.

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SS25539	05-01-23
CUSTOMER NUMBER	INVOICE TOTAL
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PSO / WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA			INV SEQ NO.		
SS25539	02-23-23	11	1X	10				2		
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AA	D6M XL FTC	03WN02383			420	9342.0		AA000734		

QUANTITY	ITEM	* N/R	DESCRIPTION	UNIT PRICE	EXTENSION
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* * * PROFORMA INVOICE * * *					
COMPLICATIONS:					
4	134A		134A FERON S	24.49	97.96
			TOTAL PARTS	SEG. 21	97.96 *
			TOTAL LABOR	SEG. 21	724.32 *
			SEGMENT 21 TOTAL		822.28 T

REMOVE & INSTALL/REPLACE SPROCKET SEGMENT

CUSTOMER COMPLAINT:  
 REMOVE, CLEAN AND, INSTALL NEW SPROCKET SEGMENTS ON BOTH FINAL DRIVE. \*  
 CAUSE OF FAILURE:  
 THE SPROCKET SEGMENTS ARE WORN \*  
 RESULTANT DAMAGE:  
 THE SPROCKET SEGMENTS NEED TO BE REPLACED \*  
 CORRECTION:  
 I REMOVED THE OLD SEGMENTS AND PUT THEM IN THE SCRAP BIN THEN I CLEANED THE MATING SURFACE FOR THE SPROCKET AND I INSTALLED THE SEGMENTS AND TORQUED THE BOLTS TO SPECIFICATIONS.

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**SERVICE INVOICE** Item 14.

INVOICE NUMBER	INVOICE DATE
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CUSTOMER NUMBER	INVOICE TOTAL
080103	CONT'D
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SS25539	05-01-23	080103				06	H	751	2	34
PSO / WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA			INV SEQ NO.		
SS25539	02-23-23	11	1X	10				2		
MAKE	MODEL	SERIAL NUMBER			EQUIPMENT NUMBER	METER READING		MACH ID NO.		
AA	D6M XL FTC	03WN02383			420	9342.0		AA000734		

QUANTITY	ITEM	* N/R	DESCRIPTION	UNIT PRICE	EXTENSION
* * * PROFORMA INVOICE * * *					
COMPLICATIONS:					
50	2S-5658		WASHER	.92	46.00
10	6I-8077		SEGMENT-SPRO	107.77	
			DISCOUNT	15.00%	16.17-
50	6V-0937		BOLT	1.45	916.00
			DISCOUNT	15.00%	.22-
50	7H-3607		NUT	1.55	61.50
					77.50
			TOTAL PARTS	SEG. 22	1101.00 *
			TOTAL LABOR	SEG. 22	834.54 *
			SEGMENT 22 TOTAL		1935.54 T

-----  
 \*  
 TROUBLESHOOT FAULT CODE \*

CUSTOMER COMPLAINT:  
 TROUBLESHOOT FAULT CODE \*  
 CAUSE OF FAILURE:  
 THE SPEED SENSOR INSIDE THE TRANSMISSION HAD  
 FAILED  
 RESULTANT DAMAGE:  
 A FAULT CODE WAS ACTIVE WHEN I RAN THE MACHINE IN

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SS25539	05-01-23	080103				06	H	751	2	35
PSO / WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA			INV SEQ NO.		
SS25539	02-23-23	11	1X	10				2		
MAKE	MODEL	SERIAL NUMBER		EQUIPMENT NUMBER	METER READING		MACH ID NO.			
AA	D6M XL FTC	03WN02383		420	9342.0		AA000734			

QUANTITY	ITEM	* N/R	DESCRIPTION	UNIT PRICE	EXTENSION
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\* \* \* PROFORMA INVOICE \* \* \*

FIRST GEAR  
 CORRECTION:  
 I PERFORMED A PRODUCT STATUS REPORT AND CONNECTED THE MACHINE TO ET TO FIND THE CODE. THEN I RESEARCHED THE CODE AND FOUND THE TROUBLESHOOTING PROCEDURE ON SIS. SO I TESTED THE WIRING INSIDE THE TRANSMISSION CASE AND THE RESISTANCE FOR SENSOR WERE NOT WITHIN THE SPECIFICATIONS IN SIS. SO I REMOVED THE COVER ON THE REAR OF THE TRANSMISSION AND I DISCONNECTED THE WIRING TO THE SPEED SENSOR AND REMOVED THE SENSOR FROM THE TRANSMISSION. THEN I TESTED TO SEE IF IT WAS BAD AND IT DIDNT TEST WITHIN THE SPECIFICATIONS SO I REPLACED I INSTALLED A NEW SENSOR AND ADJUSTED IT PROPERLY THEN I INSTALLED THE REAR TRANSMISSION COVER WITH NEW GASKETS

> REPAIR AIR CONDITIONER  
 CUSTOMER COMPLAINT:  
 THE CONDENSER FANS WERE NOISY  
 CAUSE OF FAILURE:  
 THE FANS HAVE FAILED INTERNALLY  
 RESULTANT DAMAGE:  
 THIS MADE THE FANS NOT WORK PROPERLY AND THEY MADE NOISE  
 CORRECTION:

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SS25539	05-01-23	080103				06	H	751	2	36
PSO / WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA			INV SEQ NO.		
SS25539	02-23-23	11	1X	10				2		
MAKE	MODEL	SERIAL NUMBER		EQUIPMENT NUMBER	METER READING		MACH ID NO.			
AA	D6M XL FTC	03WN02383		420	9342.0		AA000734			

QUANTITY	ITEM	* N/R	DESCRIPTION	UNIT PRICE	EXTENSION
* * * PROFORMA INVOICE * * *					
I CLIMBED UP ON THE CAB OF THE DOZER AND I REMOVED THE FAN COVERS ON THE CONDENSOR AND I REMOVED THE OLD FANS. I TESTED THEM ON THE BENCH AND THEY HAD FAILED SO I ORDERED THE NEW FAN MOTORS THEN I REMOVED THE OLD FAN BLADES OFF THE MOTORS AND INSTALLED THEM ON THE NEW MOTORS THEN I INSTALLED THEM ON THE MACHINE. I INSTALLED THE FAN COVERS ON THE CONDENSER COMPLICATIONS: ONE OF THE FAN BLADES WAS SEIZED ON THE FAN MOTOR SO I HAD TO ORDER A NEW FAN BLADE					
1	108-3055		GASKET	N 19.56	19.56
1	138-4086		GASKET	N 7.11	7.11
1	142-8620		FAN AS	N 78.47	78.47
2	308-6335		MOTOR AS-27	N 288.55	577.10
1	318-1178		SENSOR GP-SP	N 188.35	188.35
			TOTAL PARTS	* SEG. 23	870.59 *
			TOTAL LABOR	* SEG. 23	1632.87 *
1.00			EXPEDITE FEE		.57
1.00			SHIPPING - IN		35.00
			TOTAL MISC CHGS	SEG. 23	35.57 *

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PSO / WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA			INV SEQ NO.		
SS25539	02-23-23	11	1X	10				2		
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AA	D6M XL FTC	03WN02383		420	9342.0		AA000734			

QUANTITY	ITEM	* N/R	DESCRIPTION	UNIT PRICE	EXTENSION
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\* \* \* PROFORMA INVOICE \* \* \*

SEGMENT 23 TOTAL 2539.03 T

REMOVE& INSTALL TRACK ASSEMBLY

CUSTOMER COMPLAINT:  
 PUT MACHINE ON STANDS. REMOVE THE TRACK ASSEMBLY  
 CAUSE OF FAILURE:  
 THE TRACKS ARE WORN  
 RESULTANT DAMAGE:  
 THE TRACKS NEED TO BE REMOVED AND REPLACED  
 CORRECTION:  
 I LIFTED THE MACHINE UP WITH THE BLADE AND RIPPER  
 AND PUT STANDS UNDER THE MACHINE. THEN I  
 POSITIONED THE MASTER PAD OF THE TRACK ON THE REAR \*  
 IDLER AND I REMOVED THE MASTER PAD AND SEPARATED \*  
 THE TRACKS. THEN I PULLED THE TRACKS OUTSIDE AND \*  
 ROLLED THEM UP.  
 I BROUGHT THE NEW TRACKS IN AND LINED THEM UP WITH \*  
 THE ROLLER FRAMES THEN I PUSHED THEM UNDER THE \*  
 MACHINE THEN I USED THE FINAL DRIVES TO WRAP THE \*  
 TRACKS THEN I CONNECTED THE TRACK AND INSTALLED \*  
 THE MASTER PAD AND TORQUED THE BOLTS TO \*  
 SPECIFICATIONS. THEN I ADJUSTED THE TRACK TO THE \*  
 CORRECT TENSION.

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PSO / WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA			INV SEQ NO.		
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MAKE	MODEL	SERIAL NUMBER		EQUIPMENT NUMBER	METER READING		MACH ID NO.			
AA	D6M XL FTC	03WN02383		420	9342.0		AA000734			

QUANTITY	ITEM	* N/R	DESCRIPTION	UNIT PRICE	EXTENSION
* * * PROFORMA INVOICE * * *					
COMPLICATIONS:					
			TOTAL LABOR	SEG. 50	3637.33 *
			SEGMENT 50 TOTAL		3637.33 T
-----					
ASSEMBLE TRACK ASSEMBLY					
WE ASSEMBLED TWO NEW TRACK GROUPS. MASTER BOLT AND MASTER SHOES WERE WITH THE FINISHED TRACKS					
312	1S-1860		NUT	S 1.35	
			DISCOUNT 15.00%	.20-	358.80
312	6V-1792		BOLT	S 2.49	
			DISCOUNT 15.00%	.37-	661.44
4	106-1642		BOLT	S* 3.07	
			DISCOUNT 15.00%	.46-	10.44
4	107-0719		BOLT	S* 4.27	
			DISCOUNT 15.00%	.64-	14.52
78	356-3427		SHOE-TRACK	N* 86.21	
			DISCOUNT 15.00%	12.93-	5715.84
2	356-3428		SHOE-TRK MAS	N 95.99	
			DISCOUNT 15.00%	14.40-	163.18
2	541-4629		LINK AS-TRAC	N 6201.15	
			DISCOUNT 15.00%	930.17-	10541.96

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**Wheeler Machinery Co.**  
 4901 West 2100 South  
 Salt Lake City, UT 84120  
 (801) 974-0511

**SERVICE INVOICE** Item 14.

INVOICE NUMBER	INVOICE DATE
SS25539	05-01-23
CUSTOMER NUMBER	INVOICE TOTAL
080103	CONT'D
PLEASE REMIT TO:	
LB 413071 Wheeler Machinery Co. PO BOX 35143 Seattle, WA 98124-5143 Pay Online <a href="http://www.MyWheeler.net">www.MyWheeler.net</a>	

SAN JUAN COUNTY ROAD DEPT  
 PO BOX 188  
 MONTICELLO UT 84535

\*SHIP TO Salina, UT  
 1345 South State  
 \* Salina  
 \* UT 84654

INVOICE NUMBER	INVOICE DATE	CUSTOMER NO.	CUSTOMER ORDER NO.			STORE	DIV	SALESMAN	TERMS	PAGE
SS25539	05-01-23	080103				06	H	751	2	39
PSO / WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA			INV SEQ NO.		
SS25539	02-23-23	11	1X	10				2		
MAKE	MODEL	SERIAL NUMBER			EQUIPMENT NUMBER	METER READING		MACH ID NO.		
AA	D6M XL FTC	03WN02383			420	9342.0		AA000734		

QUANTITY	ITEM	* N/R	DESCRIPTION	UNIT PRICE	EXTENSION
* * * PROFORMA INVOICE * * *					
	TOTAL PARTS		SEG. 51	17466.18	*
	F/R LBR			1989.00	*
	SEGMENT 51 TOTAL			19455.18	T

REPLACE CARRIER ROLLER

CUSTOMER COMPLAINT:  
 REPLACE THE CARRIER ROLLERS.  
 CAUSE OF FAILURE:  
 THE CARRIER ROLLERS WERE WORN AND HAD TO BE REPLACED  
 RESULTANT DAMAGE:  
 THE ROLLERS HAVE TO BE REPLACED \*  
 CORRECTION:  
 I REMOVED EACH CARRIER ROLLER WITH THE BRACKET \*  
 FROM THE TRACK FRAME. THEN I LOOSENED THE BOLTS \*  
 HOLDING THEM IN PLACE AND REMOVED THE ROLLERS \* FROM  
 THE BRACKETS. THEN I CLEANED THE BRACKETS WITH A \*  
 WIRE WHEEL AND INSTALLED THE NEW ROLLERS IN THE \*  
 BRACKETS. I TAPPED THE HOLES ON THE ROLLER FRAME \*  
 THAT THE BRACKET BOLTS TO. I INSTALLED THE CARRIER \*  
 ROLLERS ON THE TRACK FRAMES. THEN I RAN A STRING \*  
 LINE FROM THE CENTER OF THE IDLERS AND CENTERED

<p><b>* Non Returnable</b>                  Customer is required to advise WMC in writing of any disputed invoices or statements within ten (10) days of receipt of the same.                  A monthly finance charge of 2% is assessed on all past due invoices on the last day of each month. In the event this invoice remains unpaid, the customer is responsible for all attorney/collection fees and costs. For any questions please contact <a href="mailto:account-coordinators@campbellcompanies.com">account-coordinators@campbellcompanies.com</a> or 833-210-2700</p>	<p><b>PAY THIS AMOUNT</b></p>	CONT'D
	<p><b>AMOUNT CREDITED</b></p>	
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SS25539	05-01-23
CUSTOMER NUMBER	INVOICE TOTAL
080103	CONT'D
PLEASE REMIT TO:	
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INVOICE NUMBER	INVOICE DATE	CUSTOMER NO.	CUSTOMER ORDER NO.			STORE	DIV	SALESMAN	TERMS	PAGE
SS25539	05-01-23	080103				06	H	751	2	40
PSO / WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA			INV SEQ NO.		
SS25539	02-23-23	11	1X	10				2		
MAKE	MODEL	SERIAL NUMBER			EQUIPMENT NUMBER	METER READING		MACH ID NO.		
AA	D6M XL FTC	03WN02383			420	9342.0		AA000734		

QUANTITY	ITEM	* N/R	DESCRIPTION	UNIT PRICE	EXTENSION
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\* \* \* PROFORMA INVOICE \* \* \*

THE CARRIER ROLLERS TO THE IDLERS. THEN I TORQUED THE BOLTS FOR THE BRACKET AND THE ROLLER. COMPLICATIONS:

4	8T-7338		16X45 METRICBOLT	S	3.29	13.16
2	229-5446		ROLLER GP-CA	N	262.11	
			DISCOUNT 5.00%		39.32-	445.58
	TOTAL PARTS		SEG. 52			458.74 *
	TOTAL LABOR		SEG. 52			503.87 *
	SEGMENT 52 TOTAL					962.61 T

REPLACE TRACK ROLLER

CUSTOMER COMPLAINT:  
 REPLACE ALL THE ROLLERS ON THE MACHINE  
 CAUSE OF FAILURE:  
 THE ROLLERS HAVE BEEN WORN AND NEED TO BE REPLACED  
 RESULTANT DAMAGE:  
 THE ROLLERS NEED TO BE REPLACED  
 CORRECTION:  
 AFTER THE TRACK FRAME WAS ROLLED OVER, I REMOVED

**\* Non Returnable**

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**PAY THIS AMOUNT**

CONT'D

**AMOUNT CREDITED**

**DUE DATE**



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**SERVICE INVOICE** Item 14.

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SS25539	05-01-23
CUSTOMER NUMBER	INVOICE TOTAL
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SS25539	05-01-23	080103				06	H	751	2	41
PSO / WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA			INV SEQ NO.		
SS25539	02-23-23	11	1X	10				2		
MAKE	MODEL	SERIAL NUMBER			EQUIPMENT NUMBER	METER READING		MACH ID NO.		
AA	D6M XL FTC	03WN02383			420	9342.0		AA000734		

QUANTITY	ITEM	* N/R	DESCRIPTION	UNIT PRICE	EXTENSION
* * * PROFORMA INVOICE * * *					
THE ROCK GUARDS FROM THE TRACK FRAME AND REMOVE ALL THE ROLLERS. THEN I TAPPED ALL THE HOLES FOR THE ROLLERS AND THE ROCK GUARDS AND CLEANED THE MOUNTING SURFACE. THEN I INSTALLED ALL THE NEW ROLLERS WITH NEW CAPS AND BOLTS. I TORQUED THE CAPS TO SPECIFICATIONS THEN I INSTALLED THE ROCK GUARDS AND TIGHTENED ALL THE BOLTS.					
COMPLICATIONS:					
56	5P-8247		5/8 F/W H S	1.28	71.68
4	8G-5258		SPACER N	23.82	95.28
56	8T-0281		BOLT S	4.03	225.68
4	8T-4140		16X60 METRICBOLT S	4.34	17.36
28	223-9110		CAP N	31.14	
			DISCOUNT 15.00%	4.67-	741.16
8	310-4912		ROLLER GP-SF N	452.99	
			DISCOUNT 15.00%	67.95-	3080.32
6	310-4915		ROLLER GP-DF N	475.57	
			DISCOUNT 15.00%	71.34-	2425.38
1	51147		ANTI SEIZE S	13.16	13.16
	TOTAL PARTS		* SEG. 53		6670.02 *
	TOTAL LABOR		SEG. 53		1538.39 *
	SEGMENT 53 TOTAL				8208.41 T

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SS25539	05-01-23
CUSTOMER NUMBER	INVOICE TOTAL
080103	CONT'D
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INVOICE NUMBER	INVOICE DATE	CUSTOMER NO.	CUSTOMER ORDER NO.			STORE	DIV	SALESMAN	TERMS	PAGE
SS25539	05-01-23	080103				06	H	751	2	42
PSO / WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA			INV SEQ NO.		
SS25539	02-23-23	11	1X	10				2		
MAKE	MODEL	SERIAL NUMBER			EQUIPMENT NUMBER	METER READING		MACH ID NO.		
AA	D6M XL FTC	03WN02383			420	9342.0		AA000734		

QUANTITY	ITEM	* N/R	DESCRIPTION	UNIT PRICE	EXTENSION
* * * PROFORMA INVOICE * * *					
-----					
REPLACE IDLER/IDLER WHEEL					
CUSTOMER COMPLAINT: REPLACE ALL 4 IDLERS. CAUSE OF FAILURE: THE IDLERS WERE WORN AND NEED TO BE REPLACED RESULTANT DAMAGE: THE IDLERS NEED TO BE REPLACED CORRECTION: I UNBOLTED EACH IDLER AND REMOVED THEM FROM THE TRACK FRAME. THEN I CLEANED EACH CAP AND THE MOUNTING SURFACES. THEN I INSTALLED EACH IDLER AND TORQUED ALL THE CAPS TO SPECIFICATIONS.					
COMPLICATIONS:					
16	5P-8247		5/8 F/W H S	1.28	20.48
16	8T-0282		BOLT N*	5.98	95.68
4	190-1546		IDLER GP-TRA N	1520.30	
			DISCOUNT *5.00%	228.05-	5169.00
	TOTAL PARTS		SEG. 54		5285.16 *
	TOTAL LABOR		SEG. 54		957.36 *

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SS25539	05-01-23
CUSTOMER NUMBER	INVOICE TOTAL
080103	CONT'D
PLEASE REMIT TO:	
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INVOICE NUMBER	INVOICE DATE	CUSTOMER NO.	CUSTOMER ORDER NO.			STORE	DIV	SALESMAN	TERMS	PAGE
SS25539	05-01-23	080103				06	H	751	2	43
PSO / WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA			INV SEQ NO.		
SS25539	02-23-23	11	1X	10				2		
MAKE	MODEL	SERIAL NUMBER		EQUIPMENT NUMBER	METER READING		MACH ID NO.			
AA	D6M XL FTC	03WN02383		420	9342.0		AA000734			

QUANTITY	ITEM	* N/R	DESCRIPTION	UNIT PRICE	EXTENSION
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\* \* \* PROFORMA INVOICE \* \* \*

SEGMENT 54 TOTAL 6242.52 T

REMOVE& INSTALL TRACK ROLLER FRAME

CUSTOMER COMPLAINT:  
 REMOVE AND INSTALL TRACK FRAME.  
 CAUSE OF FAILURE:  
 THE TRACK FRAMES NEED TO BE REMOVED FOR RECONDITIONING AND INSTALLED AFTER RESULTANT DAMAGE:  
 N/A  
 CORRECTION:  
 I CONNECTED THE CRANE TO THE ROLLER FRAME THEN I REMOVED THE EQUILIZER BAR PIN AND REMOVED THE BOLTS THAT HOLD THE FRAME ON THE PIVOT SHAFT THEN I REMOVED THE FRAME FROM THE MACHINE. AFTER RECONDITIONING I INSTALLED A NEW PIVOT SHAFT SEAL AND INSTALLED THE FRAMES ONTO THE MACHINE. THEN I TORQUED THE BOLTS THAT HOLD THE FRAME ON THE PIVOT SHAFT AND INSTALLED THE COVER WITH A NEW SEAL. I INSTALLED THE EQUALIZER BAR PIN. THEN I FILLED THE FRAMES UP WITH OIL AND FILLED THE PIVOT SHAFT COMPARTMENT WITH OIL.  
 COMPLICATIONS:

F/R LBR 2320.50 \*

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SS25539	05-01-23
CUSTOMER NUMBER	INVOICE TOTAL
080103	CONT'D
PLEASE REMIT TO:	
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INVOICE NUMBER	INVOICE DATE	CUSTOMER NO.	CUSTOMER ORDER NO.			STORE	DIV	SALESMAN	TERMS	PAGE
SS25539	05-01-23	080103				06	H	751	2	44
PSO / WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA			INV SEQ NO.		
SS25539	02-23-23	11	1X	10				2		
MAKE	MODEL	SERIAL NUMBER		EQUIPMENT NUMBER	METER READING		MACH ID NO.			
AA	D6M XL FTC	03WN02383		420	9342.0		AA000734			

QUANTITY	ITEM	*N/R	DESCRIPTION	UNIT PRICE	EXTENSION
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\* \* \* PROFORMA INVOICE \* \* \*

SEGMENT 55 TOTAL 2320.50 T

RECONDITION TRACK ROLLER FRAME

CUSTOMER COMPLAINT:  
 RECONDITION TRACK FRAMES  
 CAUSE OF FAILURE:  
 THE FRAMES NEED TO BE RECONDITIONED  
 RESULTANT DAMAGE:  
 N/A  
 CORRECTION:  
 I REMOVED THE LOCKS FROM THE SIDES OF THE ROLLER FRAMES AND I REMOVED THE FRONT PIECE OF THE ROLLER FRAME FROM THE REAR PIECE THEN I CLEANED THE GREASE AND OIL OUT OF THE REAR FRAMES AND REMOVED THE SEALS AND BEARINGS FROM THE INSIDE OF THE REAR FRAME. THEN I REMOVED THE BEARINGS FOR THE PIVOT SHAFT. THEN I INSTALLED THE NEW BEARINGS FOR THE PIVOT SHAFT AND THE NEW SEALS AND BEARINGS INSIDE THE FRAMES. THEN I INSPECTED THE SLEEVES ON THE FRONT FRAMES AND THE LEFT SIDE NEEDED TO BE REMOVED AND REPLACED. THEN THE RIGHT SIDE CHECKED OUT OKAY AND I PUT THE FRONT AND REAR PIECES TOGETHER. THEN I INSTALLED A NEW SLEEVE ON THE LEFT SIDE AND PUT THE FRONT AND REAR PIECES

**\* Non Returnable**

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**PAY THIS AMOUNT**

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**DUE DATE**

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# SERVICE INVOICE

INVOICE NUMBER	INVOICE DATE
SS25539	05-01-23
CUSTOMER NUMBER	INVOICE TOTAL
080103	CONT 'D
PLEASE REMIT TO:	
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SS25539	05-01-23	080103				06	H	751	2	45
PSO / WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA			INV SEQ NO.		
SS25539	02-23-23	11	1X	10				2		
MAKE	MODEL	SERIAL NUMBER			EQUIPMENT NUMBER	METER READING		MACH ID NO.		
AA	D6M XL FTC	03WN02383			420	9342.0		AA000734		

QUANTITY	ITEM	*N/R	DESCRIPTION	UNIT PRICE	EXTENSION
* * * PROFORMA INVOICE * * *					
TOGETHER. THEN I PUT THE LOCKS IN THE FRAMES TO HOLD THEM TOGETHER. COMPLICATIONS:					
4	592504		GRIND DISC	2.69	10.76
2	3W-2025		RING	71.62	143.24
2	5H-6734		SEAL ORING	6.28	12.56
2	5P-1979		SEAL-O-RING	7.79	15.58
2	8G-2943		SEAL	29.55	59.10
1	8G-3202		SLEEVE-WEAR	1128.23	1128.23
24	8T-4192		12X25 METRICBOL	1.13	27.12
24	8T-4223		M12F/WH-1/2F/WH	.96	23.04
2	9P-8899		BEARING	176.27	352.54
2	9S-4185		PLUG	6.37	12.74
2	9X-4580		SEAL A	343.72	687.44
4	196-7074		STRIP WEAR R	92.91	
			DISCOUNT 15.00%	13.94-	315.88
4	196-7078		STRIP WEAR F	73.84	
			DISCOUNT 15.00%	11.08-	251.04
1	221-3197		BEARING-SLEE	191.04	191.04
2	221-3202		BEARING-SLEE	112.16	224.32
1	584-6565		BRG-SLV-GD	85.96	85.96
TOTAL PARTS				SEG. 56	3540.59 *
TOTAL LABOR				SEG. 56	3238.94 *

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SS25539	05-01-23	080103				06	H	751	2	46
PSO / WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA			INV SEQ NO.		
SS25539	02-23-23	11	1X	10				2		
MAKE	MODEL	SERIAL NUMBER			EQUIPMENT NUMBER	METER READING		MACH ID NO.		
AA	D6M XL FTC	03WN02383			420	9342.0		AA000734		

QUANTITY	ITEM	* N/R	DESCRIPTION	UNIT PRICE	EXTENSION
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\* \* \* PROFORMA INVOICE \* \* \*

SEGMENT 56 TOTAL 6779.53 T

RECONDITION TRACK ADJUSTER

CUSTOMER COMPLAINT:  
 RECONDITION TRACK ADJUSTER  
 CAUSE OF FAILURE:  
 THE TRACK ADJUSTER NEEDS TO BE RECONDITIONED  
 RESULTANT DAMAGE:  
 N/A  
 CORRECTION:  
 I REMOVED THE TRACK ADJUSTERS FROM THE FRONT ROLLER FRAMES THEN I DISASSEMBLED THE TRACK ADJUSTER AND CLEANED IT THEN I REMOVED THE SEALS AND INSTALLED NEW SEALS THEN I PUT THE TRACK ADJUSTERS TOGETHER AND INSTALLED THEM BACK IN THE FRONT ROLLER FRAMES  
 \* \* \*

QUANTITY	ITEM	* N/R	DESCRIPTION	UNIT PRICE	EXTENSION
2	BD1539		BRAKE CLEAN	S*	6.43 12.86
2	2J-6274		SEAL	S	1.40 2.80
2	2S-4078		* SEAL#20	S	2.63 5.26
2	8G-4945		SEAL A	N	48.13 96.26
2	190-8609		VALVE FILL	S	22.54 45.08
1	38657		HIGH FLEX GASKET	S	27.01 27.01

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	<p><b>AMOUNT CREDITED</b></p>	
<p><b>NOTICE:</b> ANY ITEMS ON THIS INVOICE THAT ARE LATER RETURNED MUST BE ACCOMPANIED BY A COPY OF THIS INVOICE OR THE INVOICE NUMBER.</p>	<p><b>DUE DATE</b></p>	

PROFORMA INVOICE



**Wheeler Machinery Co.**  
 4901 West 2100 South  
 Salt Lake City, UT 84120  
 (801) 974-0511

**SERVICE INVOICE** Item 14.

INVOICE NUMBER	INVOICE DATE
SS25539	05-01-23
CUSTOMER NUMBER	INVOICE TOTAL
080103	CONT'D
PLEASE REMIT TO:	
LB 413071 Wheeler Machinery Co. PO BOX 35143 Seattle, WA 98124-5143 Pay Online <a href="http://www.MyWheeler.net">www.MyWheeler.net</a>	

SAN JUAN COUNTY ROAD DEPT  
 PO BOX 188  
 MONTICELLO UT 84535

\*SHIP TO Salina, UT  
 1345 South State  
 \* Salina  
 \* UT 84654

INVOICE NUMBER	INVOICE DATE	CUSTOMER NO.	CUSTOMER ORDER NO.			STORE	DIV	SALESMAN	TERMS	PAGE
SS25539	05-01-23	080103				06	H	751	2	47
PSO / WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA			INV SEQ NO.		
SS25539	02-23-23	11	1X	10				2		
MAKE	MODEL	SERIAL NUMBER			EQUIPMENT NUMBER	METER READING		MACH ID NO.		
AA	D6M XL FTC	03WN02383			420	9342.0		AA000734		

QUANTITY	ITEM	* N/R	DESCRIPTION	UNIT PRICE	EXTENSION
			PROFORMA INVOICE		
			TOTAL PARTS	SEG. 57	189.27 *
			TOTAL LABOR	SEG. 57	732.19 *
			SEGMENT 57 TOTAL		921.46 T

PROFORMA INVOICE

REMOVE& INSTALL EQUALIZER BAR

CUSTOMER COMPLAINT:  
 REMOVE AND INSTALL EQUALIZER BAR  
 CAUSE OF FAILURE:  
 THE EQUALIZER BAR NEEDS TO BE RECONDITIONED  
 RESULTANT DAMAGE:  
 N/A  
 CORRECTION:  
 REMOVED THE CAPS ON THE ENDS OF THE CENTER PIN  
 THEN I ATTACHED THE CRANE TO THE EQUALIZER BAR AND  
 I REMOVED THE PIN. THEN I REMOVED THE BAR FROM  
 THE MACHINE AND TOOK IT OUT TO THE WASH PAD AND  
 CLEANED IT OFF FOR RECONDITION  
 AFTER IT WAS RECONDITIONED I INSTALLED IT ON THE  
 MACHINE AND INSTALLED THE CENTER PIN AND PUT THE  
 CAPS ON THE ENDS OF THE PIN THEN I INSTALLED A NEW

<p><b>* Non Returnable</b>                  Customer is required to advise WMC in writing of any disputed invoices or statements within ten (10) days of receipt of the same.                  A monthly finance charge of 2% is assessed on all past due invoices on the last day of each month. In the event this invoice remains unpaid, the customer is responsible for all attorney/collection fees and costs. For any questions please contact <a href="mailto:account-coordinators@campbellcompanies.com">account-coordinators@campbellcompanies.com</a> or 833-210-2700</p>	<p><b>PAY THIS AMOUNT</b></p>	CONT'D
	<p><b>AMOUNT CREDITED</b></p>	
<p><b>NOTICE:</b> ANY ITEMS ON THIS INVOICE THAT ARE LATER RETURNED MUST BE ACCOMPANIED BY A COPY OF THIS INVOICE OR THE INVOICE NUMBER.</p>	<p><b>DUE DATE</b></p>	



**Wheeler Machinery Co.**  
 4901 West 2100 South  
 Salt Lake City, UT 84120  
 (801) 974-0511

**SERVICE INVOICE** Item 14.

INVOICE NUMBER	INVOICE DATE
SS25539	05-01-23
CUSTOMER NUMBER	INVOICE TOTAL
080103	CONT'D
PLEASE REMIT TO:	
LB 413071 Wheeler Machinery Co. PO BOX 35143 Seattle, WA 98124-5143 Pay Online <a href="http://www.MyWheeler.net">www.MyWheeler.net</a>	

SAN JUAN COUNTY ROAD DEPT  
 PO BOX 188  
 MONTICELLO UT 84535

\*SHIP TO Salina, UT  
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INVOICE NUMBER	INVOICE DATE	CUSTOMER NO.	CUSTOMER ORDER NO.			STORE	DIV	SALESMAN	TERMS	PAGE
SS25539	05-01-23	080103				06	H	751	2	48
PSO / WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA			INV SEQ NO.		
SS25539	02-23-23	11	1X	10				2		
MAKE	MODEL	SERIAL NUMBER			EQUIPMENT NUMBER	METER READING		MACH ID NO.		
AA	D6M XL FTC	03WN02383			420	9342.0		AA000734		

QUANTITY	ITEM	*N/R	DESCRIPTION	UNIT PRICE	EXTENSION
* * * PROFORMA INVOICE * * *					
GREASE HOSE ON THE PIN AND GREASED THE PIN					
COMPLICATIONS:					
2	2420		BRAKECLN W/CHLORIN S	5.01	10.02
			TOTAL PARTS	SEG. 58	10.02 *
			TOTAL LABOR	SEG. 58	285.00 *
			SEGMENT 58 TOTAL		295.02 T

RECONDITION EQUALIZER BAR

DOES NOT INCLUDE MACHINE WORK IF NEEDED

QUANTITY	ITEM	*N/R	DESCRIPTION	UNIT PRICE	EXTENSION
4	1J-6472		RING	20.24	80.96
2	3B-8489		ADAPTER STR	2.31	4.62
1	3J-7354		*SEAL #4	1.20	1.20
2	7K-9205		SEAL	13.28	26.56
4	7P-6596		BEARING	59.36	237.44
2	7X-0587		5/8HARDFLATWASHER	3.47	6.94
2	8G-4189		BEARING	126.19	252.38
4	8G-4190		SEAL	214.71	858.84
2	8G-8316		SPACER	27.71	55.42
2	8T-4190		16X25 METRICBOLT	1.89	3.78

**\* Non Returnable**

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A monthly finance charge of 2% is assessed on all past due invoices on the last day of each month. In the event this invoice remains unpaid, the customer is responsible for all attorney/collection fees and costs. For any questions please contact [account-coordinators@campbellcompanies.com](mailto:account-coordinators@campbellcompanies.com) or 833-210-2700

**PAY THIS AMOUNT**

CONT'D

**AMOUNT CREDITED**

**DUE DATE**

**NOTICE:** ANY ITEMS ON THIS INVOICE THAT ARE LATER RETURNED MUST BE ACCOMPANIED BY A COPY OF THIS INVOICE OR THE INVOICE NUMBER.



**Wheeler Machinery Co.**  
 4901 West 2100 South  
 Salt Lake City, UT 84120  
 (801) 974-0511

**SERVICE INVOICE** Item 14.

INVOICE NUMBER	INVOICE DATE
SS25539	05-01-23
CUSTOMER NUMBER	INVOICE TOTAL
080103	CONT'D
PLEASE REMIT TO:	
LB 413071 Wheeler Machinery Co. PO BOX 35143 Seattle, WA 98124-5143 Pay Online <a href="http://www.MyWheeler.net">www.MyWheeler.net</a>	

SAN JUAN COUNTY ROAD DEPT  
 PO BOX 188  
 MONTICELLO UT 84535

\*SHIP TO Salina, UT  
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 \* UT 84654

INVOICE NUMBER	INVOICE DATE	CUSTOMER NO.	CUSTOMER ORDER NO.			STORE	DIV	SALESMAN	TERMS	PAGE
SS25539	05-01-23	080103				06	H	751	2	49
PSO / WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA			INV SEQ NO.		
SS25539	02-23-23	11	1X	10				2		
MAKE	MODEL	SERIAL NUMBER		EQUIPMENT NUMBER	METER READING		MACH ID NO.			
AA	D6M XL FTC	03WN02383		420	9342.0		AA000734			

QUANTITY	ITEM	* N/R	DESCRIPTION	UNIT PRICE	EXTENSION
* * * PROFORMA INVOICE * * *					
1	9G-4235		ZZMAKEUP HOSE	50.04	50.04
1	109-0367		PIN	226.25	226.25
2	340-7503		PIN AS	317.26	634.52
	TOTAL PARTS		SEG. 59		2438.95 *
	TOTAL LABOR		SEG. 59		130.69 *
	SEGMENT 59 TOTAL				2569.64 T

**TEST MACHINE**

CUSTOMER COMPLAINT:  
 TEST AND ADJUST MACHINE AFTER REPAIR. \*  
 CAUSE OF FAILURE: \*  
 N/A \*  
 RESULTANT DAMAGE: \*  
 N/A \*  
 CORRECTION:  
 I CONNECTED THE MACHINE TO ET AND CHECKED FOR  
 CODES AND I RAN THE MACHINE AND CHECKED FOR LEAKS  
 AFTER I REPAIRED THE MACHINE  
 COMPLICATIONS:

<p style="text-align: center;"><b>* Non Returnable</b></p> <p>Customer is required to advise WMC in writing of any disputed invoices or statements within ten (10) days of receipt of the same.</p> <p>A monthly finance charge of 2% is assessed on all past due invoices on the last day of each month. In the event this invoice remains unpaid, the customer is responsible for all attorney/collection fees and costs. For any questions please contact <a href="mailto:account-coordinators@campbellcompanies.com">account-coordinators@campbellcompanies.com</a> or 833-210-2700</p>	<b>PAY THIS AMOUNT</b>	CONT'D
	<b>AMOUNT CREDITED</b>	
	<b>DUE DATE</b>	

**NOTICE:** ANY ITEMS ON THIS INVOICE THAT ARE LATER RETURNED MUST BE ACCOMPANIED BY A COPY OF THIS INVOICE OR THE INVOICE NUMBER.





**Wheeler Machinery Co.**  
 4901 West 2100 South  
 Salt Lake City, UT 84120  
 (801) 974-0511

# SERVICE INVOICE

INVOICE NUMBER	INVOICE DATE
SS25539	05-01-23
CUSTOMER NUMBER	INVOICE TOTAL
080103	126211.72
PLEASE REMIT TO:	
LB 413071 Wheeler Machinery Co. PO BOX 35143 Seattle, WA 98124-5143 Pay Online <a href="http://www.MyWheeler.net">www.MyWheeler.net</a>	

SAN JUAN COUNTY ROAD DEPT  
 PO BOX 188  
 MONTICELLO UT 84535

\*SHIP TO Salina, UT  
 1345 South State  
 \* Salina  
 \* UT 84654

INVOICE NUMBER	INVOICE DATE	CUSTOMER NO.	CUSTOMER ORDER NO.	STORE	DIV	SALESMAN	TERMS	PAGE
SS25539	05-01-23	080103		06	H	751	2	50
PSO / WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA		INV SEQ NO.	
SS25539	02-23-23	11	1X	10			2	
MAKE	MODEL	SERIAL NUMBER		EQUIPMENT NUMBER	METER READING		MACH ID NO.	
AA	D6M XL FTC	03WN02383		420	9342.0		AA000734	

QUANTITY	ITEM	* N/R	DESCRIPTION	UNIT PRICE	EXTENSION
* * * PROFORMA INVOICE * * *					
1	4W-9972		SENDER	57.44	57.44
			TOTAL PARTS	SEG. 92	57.44 *
			TOTAL LABOR	SEG. 92	724.32 *
			SEGMENT 92 TOTAL		781.76 T
TOTAL PARTS DISCOUNT				5715.74-	
TAX EXEMPTION LICENSE 12008361002-STC					
* * *					

<p><b>* Non Returnable</b></p> <p>Customer is required to advise WMC in writing of any disputed invoices or statements within ten (10) days of receipt of the same.</p> <p>A monthly finance charge of 2% is assessed on all past due invoices on the last day of each month. In the event this invoice remains unpaid, the customer is responsible for all attorney/collection fees and costs. For any questions please contact <a href="mailto:account-coordinators@campbellcompanies.com">account-coordinators@campbellcompanies.com</a> or 833-210-2700</p>	PAY THIS AMOUNT	126211.72
	AMOUNT CREDITED	
	DUE DATE	<b>05/31/2023</b>

**NOTICE:** ANY ITEMS ON THIS INVOICE THAT ARE LATER RETURNED MUST BE ACCOMPANIED BY A COPY OF THIS INVOICE OR THE INVOICE NUMBER.

# PURCHASE ORDER

**San Juan County**  
 117 So Main Street  
 Monticello, UT 84535  
 Ph: 435-587-3225




**Purchase From**  
 Wheeler Machinery  
 PO Box 35143  
 Seattle, WA 98124-5143  
 801-974-0511  
 SS25539

**Deliver To**  
 San Juan County Landfill  
 PO Box 5  
 Blanding UT 84511  
 435-678-3070  
 Jed Tate

**Purchase Order**  
 P. O. No# 2023  
 Date 05-02-23  
 Your Ref# dozer  
 Our Ref#  
 Credit Terms Cash

Product ID	Description	Quantity	Unit Price	Amount
25539	Rebuild and Repair D6 Dozer			\$126,211.72
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00

Approved:

Department Head: Jed Tate 

County Admin:

Sub Total	\$126,211.72
Tax	Exempt
Freight	
Invoice Total	\$126,211.72
Amount Paid	
Balance Due	\$126,211.72

Terms and Conditions:



OFF-PREMISE BEER LICENSE

Local Consent

PURPOSE: Local business licensing authority provides written consent to the Alcoholic Beverage Control Commission to issue an off-premise beer license for a person to purchase, store, sell, or offer for sale beer for consumption off the premises of the applicant.

AUTHORITY: Utah Code 32B-5-201, 203, 205, and 32B-7

Local Business License Authority, San Juan County, hereby grants its consent to the issuance of an off-premise beer license to:

Business Name: Family Dollar #32087

Entity Name (or owner's name if sole proprietor): Family Dollar, Inc.

Location Address: 510 North Highway 262, Montezuma Creek, UT 84534

Business \_\_\_\_\_

San Juan County \_\_\_\_\_

Assistant Secretary \_\_\_\_\_

\_\_\_\_\_

Title \_\_\_\_\_

Title \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_



## COMMISSION STAFF REPORT

---

**MEETING DATE:** May 16, 2023

**ITEM TITLE, PRESENTER:** Consideration and approval for two Portable Vehicle Lifts, Presented by TJ Adair, Road Superintendent

**RECOMMENDATION:** Approval to Purchase

---

### SUMMARY

San Juan County Road Department leases newer equipment and the current vehicle lift system is not sufficient to lift the newer equipment. Initially, the system was to be purchased with six lifts, but only four were purchased due to budget.

### HISTORY/PAST ACTION

Approval to purchase the Gray Manufacturing Portable Lift System.

### FISCAL IMPACT

\$13,369.00 each lift for a total of \$26,738.00 that is in the approved 2023 budget.



**GRAY MANUFACTURING**  
Company, Inc. • St. Joseph, Missouri

*A tradition of quality since 1952*

Item 16.

Date of Quote 4/26/2023

CustomerID 9094

Quote valid 30 days from date of quote.

Quote Number 11566

Ked Musselman  
San Juan County  
117 S Main St  
Monticello, UT 84535

Thank you for your interest in Gray Equipment. In response to your request, we submit the following quote:

Product Code	Model	Desc	Qty	Unit Price	Ext Warranty	Extended Price	Freight
646	WPLS-190, single		2	\$13,369.00	\$0.00	\$26,738.00	\$0.00
						Equipment Total:	\$26,738.00
						Freight	\$0.00
				Sales Tax	0.00%	Sales Tax:	\$0.00
				Steel Surcharge	0.00%	Surcharge:	\$0.00
						Quote Total:	\$26,738.00

Ask your Gray rep about Gray's adapter line, making Gray's equipment the most productive and safest for professional shops.

All Gray equipment is backed by our exclusive ~~Gray~~ Guard Warranty. We are the manufacturer of the above equipment and the only factory direct source of this product. Our customer service and sales representatives are available to you via telephone Monday through Thursday 7:00 a.m. - 5:00 p.m. and Friday from 7:00 a.m.-2:30 p.m.(CST). All quoted pricing are subject to change without notice. Sales tax is estimated.

Sincerely,

*Blake George*

bgeorge@grayusa.com

(800) 821-7320

*This quote does not include terms or pricing for FAT or PLT. Additional testing requirements, special packaging and/or delivery requirements may require additional fees.*



## LIFETIME WARRANTY

Gray warrants to the original purchaser that the Gray product meets Gray's standard specifications for the product at the time of purchase, and will be free from defects in materials and workmanship for the normal useful life of the product subject to the terms, conditions and exclusions herein.

## VALUE ADDED PROTECTION

Gray products are warranted against excessive or abnormal wear and tear for a period of one (1) year from the date of purchase by the original purchaser. This limited warranty period stops at the end of the one year warranty period or upon the date the Gray product is no longer owned by the original purchaser, whichever shall first occur and subject to the terms, conditions and exclusions herein.

## TERMS & CONDITIONS

*The limited warranties are subject to the following terms, conditions and exclusions:*

The warranties do not cover any product or part that has been subjected to conditions other than normal wear and tear. These conditions may include but not limited to, the following: abused, contaminated, corroded, modified, heated, damaged, neglected products or parts, or products or parts subjected to unforeseen natural disasters such as, but not limited to war, flood, tornado, hurricane, wind or hail storm damage or the like. In the event of any alteration, modification, abuse or misuse of this product or if this product is used for a purpose other than for which it was intended, or used in a manner inconsistent with any instructions regarding its use, the limited warranties shall be void.

The sole and exclusive remedy shall be the repair or replacement of the defective or excessively worn product or part, at Gray's option. All transportation charges shall be paid by the purchaser. Warranty claims must be made in writing to Gray Manufacturing Company, Inc. at 3501 S. Leonard Road St. Joseph, Missouri 64503, model number and serial number must be included. This exclusive remedy shall not be deemed to have failed of its essential purpose so long as Gray is willing and able to repair or replace the defective product or part in the manner prescribed herein. In no event

shall Gray be liable for any direct, indirect, special, incidental or consequential damages of any kind, nature or description, whether based on warranty, contract, tort, negligence, strict liability, or other legal theory.

These warranties are exclusive, and no warranty of merchantability, fitness for a particular purpose, or other warranty of any kind (whether expressed, implied or statutory) is made by Gray. No agent, employee or representative of Gray Manufacturing Company, Inc. has authority to bind Gray to any affirmation or warranty concerning Gray products or parts except as stated herein.

If service, parts, additional service or operator manuals are needed or if you have any questions about your Gray product, call Gray Manufacturing Company, Inc.'s factory direct toll free hotline 800-821-7320 or 816-233-6121 or Fax 816-233-7251 or 816-387-8157 or email to: [gray@grayusa.com](mailto:gray@grayusa.com) or write or come in to see us during normal business hours at 3501 South Leonard Rd., St. Joseph, Missouri, 64503, USA.

**(800) 821-7320 • (816) 233-6121 • (816) 233-7251 Fax • [www.GrayUSA.com](http://www.GrayUSA.com)**



**GRAY MANUFACTURING  
Company, Inc. • St. Joseph, Missouri**

*A tradition of quality since 1952*



## ROAD DEPARTMENT

P.O. Box 188 | 885 East Center St | Monticello, Utah 84535  
(435) 587-3230 | Fax: (435) 587-2771

May 11, 2023

**RE: Sole Source Justification – Portable Lift System**

To Whom It May Concern,

San Juan County Road Department would like to purchase two additional portable lifts from Gray Manufacturing for the South Shop. A lift system was purchased in 2021 that consisted of four lifts.

In order to use the system with more capacity, two additional lifts are necessary. Newer equipment is heavier and the four lifts are no longer sufficient. The two additional lifts were not purchased with the initial system since they had not been budgeted for. It is vital to purchase matching lifts for the system to work properly.

When our employees are working on equipment above their head weighing up to 76,000 pounds, it is important to have a system that is known and trusted. This system is compatible with equipment owned by the Road Department and is a familiar system to employees in the shop.

Thank you for your consideration in approving this purchase.

Sincerely,

Todd Adair  
San Juan County  
Road Superintendent



## COMMISSION STAFF REPORT

---

**MEETING DATE:** May 16, 2023

**ITEM TITLE, PRESENTER:** Consideration and Approval to purchase a Motor Grader Front Push Blade, Presented by TJ Adair, Road Superintendent

**RECOMMENDATION:** Approval to Purchase

---

### SUMMARY

After a treacherous winter and ongoing road maintenance, San Juan County Road Department has determined an additional motor grader push blade is needed. The front push blade is necessary to be more efficient in winter snow removal and year-round road maintenance.

### HISTORY/PAST ACTION

Purchase approved.

### FISCAL IMPACT

\$11,950.00 and is in the approved 2023 budget. Wheeler CAT is a state vendor.





140586-01

Feb 09, 2023

SAN JUAN COUNTY ROAD DEPT

PO BOX 188  
MONTICELLO, UT84535

Attention: TJ ADAIR

Machine pictured may not reflect specifications quoted.

Dear Tj Adair,

Thank you for your interest in Wheeler Machinery Co. and its products. I am pleased to provide you with this quote for your consideration.

New Caterpillar Model: SO 150 112 in addition to the additional specifications listed below.

**STOCK NUMBER:** NP033272      **SERIAL NUMBER:**      **YEAR:**      **SMU:**

Thank you for your interest in Wheeler Machinery Co. and Caterpillar products for your business needs. This quotation is valid for 30 days, after which time we reserve the right to re-quote. If there are any questions, please do not hesitate to contact me.

Marco Defa | Machine Sales Representative | Wheeler Machinery Co.  
435-229-6074 | mdefa@wheelercat.com

**New Caterpillar Model: SO 150 112 in addition to the additional specifications listed below.**

**MACHINE SPECIFICATIONS**

MOTOR GRADER WORK TOOLS	0P-0674	PACK, DOMESTIC TRUCK	0P-0210
BLD 112 STRAIGHT 1.5HPL	524-6868		

Price per unit

---

SELL PRICE	\$11,950.00
<b>NET BALANCE DUE</b>	<b>\$11,950.00</b>
<b>AFTER TAX BALANCE</b>	<b>\$11,950.00</b>

---

F.O.B/TERMS:  
MOAB UTAH



## COMMISSION STAFF REPORT

**MEETING DATE:** May 16, 2023

**ITEM TITLE, PRESENTER:** Consideration and Approval of the 2024 State Task Force Grant (STFG) between the Utah Commission on Criminal & Juvenile Justice (CCJJ) and San Juan County Sheriff's Office Major Crimes & Drug Task Force

**RECOMMENDATION:** Approve the 2024 grant application.

### SUMMARY

The San Juan County Sheriff's Office Major Crimes & Drug Task Force has applied for the annual State Task Force Grant for the 2024 grant year which is from July 1, 2023 to June 30, 2024. CCJJ administers STFG through the Law Enforcement Operations Account (LEOA). CCJJ is required to grant funds from the LEOA under the State Task Force Grant program. Grants are awarded to criminal justice service providers in order to address illicit drug use and other crime issues. The first priority of the STFG grant program is to provide operational support for Utah's established multi-jurisdictional drug and crime task force units. The second priority of STFG funding is the reduction of illegal drug activity through education, prevention, treatment and research programs.

### HISTORY/PAST ACTION

San Juan County Sheriff's Office Major Crimes & Drug Task Force has applied for and received annual Utah CCJJ grant funding since approximately the year 2000.

### FISCAL IMPACT

There is no fiscal impact but requires the grant funds spending, by the Task Force, initially be paid for by the county which is reimbursed every quarter (3 months).

---

## Fwd: Task Force Grant Signing Instructions

1 message

---

Richard Ziebarth <rzebarth@utah.gov>  
To: jbegay@sanjuancounty.org

Thu, May 4, 2023 at 4:09 PM

Hello Jay,

**Re:** Task Force Grant # **24F08 - \$70,000**

**IMPORTANT: Please use the attached application.**

Your draft task force grant application(s) has been reviewed.

**Here's what I need from you next:**

- 1)** Please review application sections: **II. Application Narrative, III. Task Force Personnel Structure and IV. Budget Tables and Narrative** for any highlighted comments and/or requested adjustments (**if any**) in the attachment. If you find anything highlighted, make adjustments as instructed and/or take note of any comments.
- 2)** After you have addressed anything requiring attention from item 1, please print a copy and have it signed in the following locations of the application by your agency signing authorities indicated below:
  - a) **Agency Signing Authority (Mayor, Manager or Commissioner)** signs on **Line 9** of the application cover page (page 1).
  - b) **Agency Legal Council (City or County Attorney)** signs on **Line 11** of the application cover page (page 1).
  - c) **Task Force Commander** signs the Confidential Funds Certification (if applicable) on the second page of **APPENDIX 2**.
- 3)** Please email me a signed copy of your grant application for final approval (**signed PDF**) no later than **Thursday, June 1, 2023**.

Thanks, Richard

---

 **24F08 - San Juan Task Force.docx**  
109K

# I. Application Cover Page



## UTAH COMMISSION ON CRIMINAL & JUVENILE JUSTICE

Utah State Capitol Complex  
East Office Building, Suite E330  
Salt Lake City, Utah 84114-2330  
Ph: (801) 538-1031  
Fax: (801) 538-1024



**State Task Force Grant (STFG)** **CCJ Grant # 24F08**

**1. Your Agency Name and Address:**  
San Juan County Sheriff's Office  
PO Box 788  
297 South Main Street  
Monticello, UT 84535-0788

**2. Agency Contact (Grant Project Director):** Jay Begay

**3. Phone Number:** (435)587-2237

**4. E-mail Address:** [jbegay@sanjuancounty.org](mailto:jbegay@sanjuancounty.org)

**5. Grant Start Date and End Date:** Start Date: 7/1/2023 End Date: 6/30/2024

**6. Federal Tax Identification Number (87-\_\_\_\_\_):** 87-6000305

<b>7. Application Budget Summary:</b>	
Personnel & Fringe:	\$8,000.00
Contract Services	\$500.00
Equipment, Supplies and Operating :	\$30,000.00
Travel & Training:	\$30,000.00
Confidential Informant/Undercover Officer Buy (CI/UC):	\$1,500.00
<b>Total Grant Funds:</b>	<b>\$70,000.00</b>

**Signatures in lines 9 and 11 indicate acceptance of the application narrative, budget, certified assurances, grant conditions and verification that all grant funds described within are to be used for law enforcement operations related to reducing illegal drug activity and related criminal activity.**

**8. Print Name and Title of Official Authorized to Sign** (Official authorized to sign includes: City/County Mayor, Manager or Commissioner, Agency Director or President).

**9. Signature of Official Authorized to Sign** (Official authorized to sign includes: City/County Mayor, Manager or Commissioner, Agency Director or President).

**10. Print Name of Your Agency Legal Counsel** (Official authorized to sign includes: City/County Attorney or their Designee).  
  
Brittney M. Ivins

**11. Signature of Your Agency Legal Counsel** (Official authorized to sign includes: City/County Attorney or their Designee).

Tom Ross,  
Executive Director of CCJJ  
(For CCJJ use ONLY)

## II. Application Narrative

*Please write your application narrative to respond to each area (a-d) listed below:*

- a) *Clearly describe how funding from this grant will be used over the next twelve (12) months. In addition to narcotics enforcement, will your task force pursue criminal gangs or other major crime enforcement this year (If yes, please describe)?*

The funding will go towards helping educate and train Task Force Agents in new and current trends that involve the use, sale, manufacturing and trafficking of illegal drugs.

The funds will be used to pay for confidential informants and purchasing illegal drugs and investigating these crimes.

The funds will be used to pay for overtime for Task Force Agents.

Funding will be used to help Task Force Agents receive training in investigations of major crimes that occur throughout San Juan County. Training for crimes that include (but are not limited to) thefts, home and vehicle burglaries, homicides, internet crimes and sexual based offenses.

Funding will be used to maintain Task Force vehicles and equipment such as cameras, phone bills, vehicles, 4-wheelers, side by side (UTV), e-bike, utility trailers and camp trailer.

Funding will also go to help educate the public in the current trends of drug and methods that youth, and any persons, might use to conceal drug use. Task Force Agents will teach about how drugs impact and hurt our communities.

- b) *Please list all agencies that will participate in your multi-jurisdictional task force this year.*

- 1) San Juan County Sheriff's Office
- 2) Blanding City Police Department
- 3) Utah Highway Patrol

- c) *Please indicate all other financial resources available to your task force beyond this grant (include participation in federal forfeiture equitable sharing or any other state or federal grant that supports your task force).*

None.

- d) *Provide a summary of last year's accomplishments for your task force.*

I have tried a new approach this year and added more part time task force agents than in my first two years. As much as our Sheriff's Department has changed in regards to hiring and retaining deputies the last few years, I

wanted to expand the task force so there were more people to share knowledge and learn from. I also wanted to provide more training opportunities to new task force agents who otherwise may not have had the chances to attend much training. I feel that when our agents attend trainings, they return to work motivated, having new knowledge/tactics and eager to put them to use.

The Task Force has served six search warrants so far last year. The first was served in Monticello and no one was home when task force agents and officers arrived. The search of the premises was completed and paraphernalia and white powdery substance was seized from the suspect's room.

The second search warrant was served just outside of Monticello. A task force agent noticed two vehicles parked, late at night, in an open field. The occupants met only for a short time before leaving. The task force agents recognized the vehicles as they returned to the highway and the agent was able to make a traffic stop on one of the vehicles. Through his traffic stop investigation, the agent arrested the driver for possession of methamphetamine and paraphernalia. The agent obtained a search warrant for the driver's phone and was able to see messages to other person in the field where the arrestee was arranged to buy meth from him. The agent obtained a search warrant for the other person's residence, as that was where he was observed going after leaving the field. The search warrant was served at the residence and an arrest warrant for the person was issued. Agents seized paraphernalia, methamphetamine, cocaine, fentanyl and Adderall pills from the residence and the vehicle.

The third search warrant was served outside of Monticello. One of our agents was contacted by an Adult Probation and Parole (AP&P) Agent who informed him an AP&P probationer texted him wanting to leave her home because there was a party there and people were drinking and smoking methamphetamine. The Task Force Agent was familiar with the probationer and residence and it was known area where drug use occurs. The TF Agent applied for a search warrant of the residence and surrounding property which was granted. The warrant was served the following day. Two individuals were arrested and marijuana, methamphetamine, fentanyl and drug paraphernalia was seized at the property.

The fourth search warrant was served in Spanish Valley. A TF Agent was notified by a rental property manager that there were tenants partying and making excessive noise over a period of several nights. The reporting party said he had video footage from the porch of the home in which there were two individuals discussing the use of cocaine. After reviewing the video, the TF Agent applied for a search warrant of the property which was granted. Eight people were detained when the search warrant was served. The search team seized cocaine, marijuana, mushrooms, drug paraphernalia, a pistol and alcohol as only one person there was over the age of 21.

The fifth search warrant was served in Monticello. A TF Agent was investigating a case of missing packages delivered to a wrong address by FedEx. The reporting party was able to provide photos of the packages delivered from FedEx but they were at the wrong address. The TF Agent recognized the home from the photos and went to speak to the homeowner. The homeowner was a known person to the TF Agent and the Sheriff's Office has had dealings with him in the past in a law enforcement capacity. The TF Agent made contact with the homeowner and asked about the missing packages where he admitted he had received and opened only one package. The homeowner went inside and retrieved a missing item and said it was all he had and he had thrown the box, it was delivered in, away. The TF Agent left and applied for a search warrant to search the residence for the other missing packages, the search warrant was approved. When the warrant was served, the homeowner was detained and officer's found some of the other missing packages and items. Officer's also seized marijuana, drug paraphernalia and a firearm as the homeowner is a restricted person. Later, the TF Agent located one of the missing items on a social media buying/selling page a few towns over in Colorado and the seller was an associate of the homeowner in Monticello. The TF Agent posed as a buyer and was able to retrieve the item when they met in person.

The sixth search warrant was served in La Sal. A TF Agent was investigating a burglary of a residence. The TF Agent was able to identify a neighbor as a suspect. The suspect was on probation with AP&P at the time and was placed in custody on a 72-hour hold during the investigation. The suspect allowed the TF Agent to look inside her residence but no stolen items were seen. During the investigation, the TF Agent reviewed a phone from the jail from the suspect talking to her mother. The suspect told her mother that some of the stolen items were hidden under the floor of her residence. The TF Agent applied for a search warrant for the residence which was granted. The warrant was served and the Agent located a hole cut in the floor concealed by a trap door and carpet. The agent recovered the stolen items and seized drug paraphernalia.

The task force has also has also investigated nine sex offense cases so far this year. We signed one CI this quarter but she did not complete any buys and the contract was rescinded after a month.

### III. Task Force Personnel Structure

*It will be necessary for you to clearly detail the structure of your task force personnel. CCJJ requires that task force agents meet the status of one of the three following: 1) Full-time Task Force Agent, 2) Part-time Task Force Agent, 3) Reserve Agent.*

#### **Task Force Personnel Status Defined:**

**1) Full-time Task Force Agents:** are personnel dedicated 100% to the task force project and may be paid salary from the grant or the home agency of the agent. Full-time agents will also be 100% reimbursed from the CCJJ task force grant for all approved training, equipment, supplies, travel/training and over-time expenses related to the project.

**2) Part-time Task Force Agents:** are personnel dedicated to the task force project part of the time and also to other non-task force duties for their home agencies. For an agent to be considered part-time they must work for the CCJJ grant funded task force project at least 10 hours per week (.25 FTE). These agents will, for the most part, be paid salary and benefits entirely from their home agency. In some cases the grant may pay for the portion of their time that is dedicated to the task force project. Part-time task force agents will be paid over-time in proportion from the grant and their home agency. CCJJ grants will not pay 100% OT for any part-time task force agent. It is allowable for part-time agents to be 100% reimbursed from the CCJJ task force grant for all approved equipment, supplies and travel/training expenses related to the project.

**3) Reserve Task Force Agents:** are personnel "on call" to the task force as needed by the Commander. Reserves will not be paid from the grant or required to serve the project for any specified number of hours per week. They can be reimbursed for straight-time or overtime wages when called out. Like part-time agents, reserves will be paid O/T only in proportion from the grant and their home agency. Reserve agents will have access to task force equipment and supplies at the discretion of the Commander. No CCJJ task force grant funding can be used for equipment, supplies or travel/training expenses of Reserve Agents.

***In the table below please provide the names of all agents that will work for your task force during the year:***

**1) 1) Full-time Task Force Agent(s)** - Please list the Name, Rank and Home Agency of all full-time agents serving your task force project this year (Expand box as needed):

Jay Begay, San Juan County Sheriff's Office, is the Commander of the Task Force. He is also the Project Director and the only person assigned full time to the Task Force.



**2) 2) Part-time Task Force Agent(s)** - Please list the Name, Rank and Home Agency of all part-time agents serving your task force project this year along with the weekly hours to be worked by each agent (**must be at least 10 hours (.25 FTE) per week**) (Expand box as needed):

San Juan County Sheriff's Office

1. Sergeant Colby Turk – 10 hrs weekly
2. Deputy Corey Workman – 10 hrs weekly
3. Deputy Avery Olsen – 10 hrs weekly
4. Deputy Timothy Turk – 10 hrs weekly
5. Deputy Payton Palmer – 10 hrs weekly
6. Deputy Wyatt Holyoak – 10 hrs weekly

Blanding Police Department

1. Officer Trey McDonald
2. Officer Cole Palmer
3. Officer Tell Stewart

**3) 3) Reserve Task Force Agent(s)** - Please list the Name, Rank and Home Agency of all reserve agents serving your task force project this year (Expand box as needed):

San Juan County Sheriff's Office

1. Deputy John Laws
2. Deputy Jeremy Homedew
3. Deputy Kavika Su'esu'e

Utah Highway Patrol

1. Sergeant Charles Taylor
2. Trooper Brian Robinson
3. Trooper Bronz Eldredge
4. Trooper Asa Bradford
5. Trooper Ben Stearns

## IV. Budget Tables & Narrative

*Complete the Budget Tables page by including cost and quantity of items to be purchased. Within each budget category, you must provide a brief narrative description of the items to be purchased and explain how they will benefit your grant project.*

**Personnel** - Briefly describe the Personnel costs you will pay for with State Task Force Grant funds. Include detail on salary and benefits to be paid to any one receiving salary, Straight-time, or O/T from this grant. Personnel charges must be based on the normal rate of pay by the individual's home agency.

<b>Total Personnel Costs</b>	<b>\$8,000.00</b>
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No Agents of the Task Force will receive a salary from the grant. The funds in this category will be used to pay straight time and overtime hours for the part time Task Force Agents working on Task Force cases/investigations. The overtime or straight time will be based on each agency's own criteria – the average rate is approximately \$28.00 per hour.

**Contract Services** - Briefly describe the Contract Services you will pay for with State Task Force Grant funds. Any contractor you hire for services to this grant project must first be approved by your agencies purchasing department or Utah State Purchasing Department. Include contract numbers and/or copies of this contract.

<b>Total Contract Costs</b>	<b>\$500.00</b>
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A Task Force administrative assistant may be contracted for service at a straight time rate of 40 hours for \$12.50 an hour.

40 hours at @ \$12.50 per hour = \$500.00

**Equipment, Supplies and Operating (ESO)** - Briefly describe the ESO costs you will pay for with State Task Force Grant funds. Include item descriptions, unit costs and quantity of purchases. ESO purchases must follow the regular procurement policies of your agency or the State of Utah if your agency has no procurement policies.

<b>Total ESO Costs</b>	<b>\$30,000.00</b>
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- (A) Office supplies/expenses:  
 Field test kits (NIK & DetectaChem), paper, phone bill, printer ink, pens, pencils, evidence bags, SD cards, recordable media discs, batteries for electronics/recorders, camera's, paper clips, staples, folders, envelopes, stamps/postage, packaging boxes/material, Callyo membership, glass cleaner, dust off, printed forms, copier paper, photo paper, cell phone batteries, wireless phone bill, TransUnion TLOxp membership fees, USB cables, disposable handcuffs, evidence tape, packaging tape, antiseptic wipes, hand sanitizer, mesh hoods, ink pads, rubber/plastic gloves, fingerprinting and crime scene processing equipment, tint meters, paper towels, trash bags, renew GPS tracker yearly contracts.  
 ----- Approximate Total \$10,000.00
  
- (B) We would like to continue to lease a command vehicle – Dodge Durango or something similar and maintenance.  
 ----- Approximate Total \$17,000.00
  
- (C) We would like to continue to use it for maintenance for existing Task Force equipment (Two 4-wheelers,

Polaris RZR, Camp Trailer, Dodge 2500 Truck, Mini Van, Bakcou E-Bike, Drone) - New batteries, oil change, window film, tune ups, new tires, fix lights, replace/repaint damaged body parts.

----- Approximate Total \$3,000.00

<b>Travel/Training</b> - Briefly describe the Travel/Training costs you will pay for with State Task Force Grant (STFG) funds. Include your travel destination, travel purpose, cost of lodging, per diem, ground transport, airfare, etc. Travel costs (including per diem) must follow state of Utah rates unless your agency travel rates are more restrictive. See Utah State Travel Rates at: <a href="https://finance.utah.gov/wp-content/uploads/findit-FY23.pdf">https://finance.utah.gov/wp-content/uploads/findit-FY23.pdf</a>	
<b>Total Travel/Training Costs</b>	<b>\$30,000.00</b>

(A) We would like to send 10 Task Force Agents to the 2022 Utah Narcotic Officers Association Conference in Mesquite, Nevada August 7-10, 2022. The UNOA Conference provides high quality and specialized narcotics training for law enforcement officers.

Conference fee/ \$375.00 per person x 10 ..... \$3,750.00  
 Room rate/ \$76.74 per night x 3 nights x 10 rooms ..... \$2,402.00  
 Per Diem/ \$59 per day for 4 days x 10 ..... \$2,360.00

Approximate Total: \$8,512.00

(B) We would like to send 3 agents to Detective and New Criminal Investigator training, which is a comprehensive introductory level overview of conducting supplemental investigations of suspected criminal offenses at the Public Agency Training Council Conference in Las Vegas, Nevada November 6 – November 10, 2023. PATC puts on excellent training each year.

Registration fee/ \$695.00 per person x 3 ..... \$2,085.00  
 Room rate/ \$89.00 + taxes & fees per night x 5 nights x 3 rooms ..... \$1,960.00  
 Per Diem/ \$69 per day for 6 days x 3 ..... \$1,242.00

Approximate Total: \$5,287.00

(C) We would like to send 3 agents to the Criminal Interdiction Workshop (Desert Snow) hosted by the Homeland Security Investigations Task Force in Salt Lake City, Utah August 22 – August 24, 2023. This workshop provides a comprehensive 3 day hands on criminal interdiction workshop where agents will learn how to conduct a legal and systematic traffic stop, recognize indicators of criminal activity, develop roadside conversational skills, spot deceptive behavior and how/when to ask for consent to search.

Conference fee/ \$649.00 x 3 ..... \$1,947.00  
 Room rate/ \$120.00 + tax per night for 3 nights x 3 ..... \$1,180.00  
 Per Diem/ \$64 a day for 4 days x 3 ..... \$768.00

Approximate Total: \$3,895.00

(D) We would like to send 2 agents to the Utah Sheriff’s Association Conference in St George, Utah September 19-21, 2023. This conference provides a variety of different training for agents. This conference allows for agents to network with other agencies and build associations with them.

Conference fee/ \$220.00 x 2 .....	\$440.00
Room rate/ \$149 + tax per night for 4 night x 2 .....	\$1,192.00
Per Diem/ \$59 a day for 4 days x 2 .....	\$472.00

Approximate Total: \$2,104.00

- (E) There are annual Task Force Commander’s Meetings. We would like these expenses to be covered by the grant. Occasionally the need arises to travel outside of San Juan County for follow up investigations for the purpose of interviewing witnesses and suspects. Confidential Informant recruitment and follow up, evidence transportation, controlled deliveries, interviews and case follow ups.

Per Diem at \$45.00 x 20 days .....	\$900.00
Hotel accommodations at \$130 x 20 nights .....	\$2,600.00
Includes fuel/mileage as needed and outlines by county policy	

Approximate Total: \$ 2,700.00

- (F) We would like to send two agents to the Utah Gang Investigators Association annual Utah Gang Conference in Wendover, NV in April of 2024. The conference provides education and training to foster better relationships and networking among various investigative units working street gangs throughout the state of Utah.

Registration fee \$300 x 2 .....	\$600.00
Room rate/ \$79.00 + taxes & fees per night x 3 nights x 2 .....	\$650.00
Per Diem/ \$59 a day for 4 days x 2 .....	\$472.00

Approximate Total: \$1,722.00

- (G) We would like to send three agents to Legal & Liability Risk Management Institute’s Interview & Interrogation for New Detectives, Criminal Investigators and 1<sup>st</sup> Responders in Surprise Arizona on August 22 – 24, 2023. The training will teach narrative-based interviews, principles for improving interviews and other tools for conducting successful interviews.

Registration fee \$350 x 2 .....	\$700.00
Room rate/ \$94.00 + taxes & fees per night x 3 nights x 2 .....	\$732.00
Per Diem/ \$69 a day for 4 days x 2 .....	\$552.00

Approximate Total: \$1,984.00

- (H) We would like to send three Task Force Agents to Basic Tactical Operator’s Course in August 2023 in Sandy, Utah. This course covers basic operator fundamentals and principles such as dynamic and deliberate entry, breaching techniques, basic team movement principles and basic command and control.

Course fee/ \$595.00 x 4 .....	\$2,380.00
Lodging is provided .....	
Per Diem/ \$59 a day for 6 days x 3 .....	\$1,416.00

Approximate Total: \$3,796.00

<b>Confidential Informant/Undercover Officer Buy (CI/UC)</b> - Briefly describe the CI/UC costs you will pay for with State Task Force Grant funds. CI/UC costs charged to the STFG grant are required to follow the guidelines of APPENDIX 2 in this application.	
<b>Total CI Costs</b>	<b>\$1,500.00</b>

1. For travel and transportation of non-federal officer or an informant: the lease of an apartment, business front, luxury-type automobiles, aircraft, boat, or similar effects to create or establish the appearance of affluence: and/or meals, beverages (non-alcoholic), entertainment and similar expenses for undercover purposes, within reasonable limits.
2. For the purchase of evidence and/or contraband such as narcotics and dangerous drugs or stolen property, required to determine the existence of a crime or to establish the identity of a participant in a crime.
3. For the payment of monies to an informant for specific information.

<b>Total Grant</b>	<b>\$70,000</b>
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## Appendix 1

### CERTIFIED ASSURANCES (Utah State Funded Grants)

1. The applicant assures that fund accounting, auditing, monitoring, and such evaluation procedures as may be necessary to keep such records as the Utah Commission on Criminal and Juvenile Justice (CCJJ) shall prescribe shall be provided to assure fiscal control, proper management, and efficient disbursement of funds.
  2. The applicant assures that it will comply with State of Utah travel rates and policies unless the grantees home agency rates are more restrictive. Furthermore, the applicant assures that it will have and comply with written policies regarding personnel, the purchasing of supplies and equipment, contractual agreements, etc. If the grantee is working through a fiduciary agent, the policies of the fiduciary agent become the applicable policies with regard to expending grant funds\*. If the applicant does not currently have written policies or a fiduciary agent the general policies adopted by the State of Utah - Department of Finance must be complied with in expending grant funds.
- See State of Utah Travel Rates: <https://finance.utah.gov/wp-content/uploads/findit-FY23.pdf>
- \*The only exception to this policy is **personnel expenditures** when the applicant agency is acting as a fiduciary in a single grant serving two or more independent agencies. According to the Fair Labor Standards Act, personnel costs including **overtime** must be paid according to each individual agency's personnel policies.*
3. The applicant certifies that the programs contained in its application meet all requirements, that all the information is correct, that there has been appropriate coordination with affected agencies and that the applicant will comply with all applicable Utah State laws, regulations, and guidelines.
  4. The applicant assures that it will comply, and all its contractors will comply, with the nondiscrimination requirements of Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973 as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; the Americans with Disabilities Act of 1990; the Department of Justice Nondiscrimination Regulations 28 CFR Part 42, Subparts C, D, E, and G; and their implementing regulations, 41 CFR Part 60.1 et.seq., as applicable to construction contracts.
  5. The applicant assures that in the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex or disability against a recipient of funds the recipient will forward a copy of the findings to CCJJ.

### GRANT CONDITIONS (Utah State Funded Grants)

1. **Compensation and Method of Payment.** The Utah Commission on Criminal and Juvenile Justice (CCJJ) will advance or reimburse the grantee, depending on the amount of award, for approved program expenditures as outlined in the grantee's budget. Reimbursement checks will be issued on a monthly or quarterly basis as financial status reports are submitted and approved unless other payment arrangements have been agreed to by CCJJ.
2. **Reports.** The grantee shall submit such reports as CCJJ may reasonably require, including but not limited to quarterly financial and progress reports, and final financial and narrative reports. Quarterly financial and progress reports shall be received no later than 30 days (or as specified by CCJJ) after each quarter ends on March 31, June 30, September 30, and December 31. At such a point where grant funds have been accounted for in total, quarterly financial reports will no longer be required, however, narrative reports must continue to be submitted until the end of the grant period. **Recipients (project director or proxy) of grant funding from CCJJ shall, at CCJJ's discretion, produce written and oral reports for the Utah Legislature or other entities on project progress and other information that pertains to the grant program.**
3. **Audit Reports.** Grantees who expend more than \$500,000 in State and/or Federal funds during a financial fiscal year must have annual examinations in the form of audits. These audits will be submitted to CCJJ with any Management Letters no less

than one month after completion of the audit. Local governments have 180 days after the end of their fiscal year to complete their audits while all other grantees have nine months to complete their audit. The audit must conform to OMB Circular A-133 and must contain a schedule of financial assistance. During the audit process, either the grantee or the auditor will send CCJJ a verification letter to confirm the amount of grant funds received.

4. **Utilization and Payment of Funds.** Funds awarded are to be expended ONLY for purposes and activities covered in the grantees approved budget. The grantee agrees to return all unexpended State funds provided hereunder to CCJJ within thirty (30) days of termination of the grant. Payments will be adjusted to correct previous overpayment or underpayment and disallowances resulting from audits.

5. **Expenses Not Allowable.** Project funds may not be expended for items not part of the approved budget or separately approved by CCJJ. Expenditure of funds in excess of ten percent (10%) of the amount budgeted per budget category will be permitted only with CCJJ's prior written approval. CCJJ will require a refund of grant monies for expenditures made without approval in the budget or by CCJJ. **State Grant Program Unallowable Costs include, but are not limited to:**

- Uses not specified in the agency's grant award application.
- Uses not approved or appropriated by the agency's legislative body.
- Uses, payments, or expenses that are not within the scope of the agency's functions.
- The purchase of alcoholic beverages or entertainment of any kind is not permitted with grant funds.
- The purchase of gifts or incentive awards of any kind.
- Food purchases in excess of Utah State per diem rates.
- Tips in excess of 20% on food purchases. Tips on any other grant related purchase other than food is not allowed.
- Late fees or other fines/penalties incurred by the grantee.
- Indirect costs

6. **Written Approval of Changes.** Grantees must obtain prior written approval from CCJJ for major program changes. These include (a) changes of substance in program activities, designs, or objectives; (b) changes in the project director or key professional personnel identified in the approved application; (c) changes in the approved project budget as specified in condition 4; (d) budget adjustments in excess of ten percent (10%) of the affected budget category.

7. **Termination of Aid.** If through any cause the grantee shall fail to substantially fulfill in a timely and proper manner all its obligations, terms, covenants, conditions, or stipulations of the grant agreement, CCJJ shall have the right to terminate the grant agreement or to suspend fund payments by giving written notice to the grantee of such action and specifying the effective date thereof, at least thirty (30) days before the effective date of such action.

8. **Inspection and Audit.** CCJJ, the Utah State Auditors Office, or any of their duly authorized representatives shall have access for purpose of audit and examinations to any books, documents, papers, and records of the grantee, and to relevant books and records of grantees and contractors.

9. **Maintenance of Records.** All financial and statistical records, supporting documents, and all other records pertinent to grants or contracts shall be retained for at least three years after completion of the project for purposes of State examinations and audits.

10. **Third Party Participation.** No contract or agreement may be entered into by the grantee for execution of project activities or provision of the services (other than purchase of supplies or standard commercial or maintenance services) which is not incorporated in the approved proposal or approved in advance by CCJJ. Any such arrangement shall provide that the grantee will retain ultimate control and responsibility for the grant project and that the grant project and that the grantee shall be bound by these grant conditions and any other requirements applicable to the grantee in the conduct of the project. CCJJ shall be provided with a copy of all such contracts and agreements entered into by grantees.

11. **Conflict of Interest.** The grantee covenants that if it is a not-for-profit entity none of its officers, agents, members, or persons owning a "substantial interest" in the entity, is presently, nor during the life of this contract shall be, officers or employees of CCJJ, provided that if such persons are or become officers or employees of CCJJ they must disqualify this

application and any future discussions concerning the entity making this application.

12. **Project Director.** There shall at all times during the life of the grant agreement be an individual appointed by the grantee as "Project Director". This individual will be responsible for program planning, operation and administration under the grant agreement.

13. **Polygraph Examination:** A subgrantee assures that it will not ask or require an adult, youth, or child victim of an alleged sex offense to submit to a polygraph examination or other truth telling device as a condition for proceeding with the investigation of such an offense. The subgrantee further assures that the refusal of a victim to submit to a polygraph or other truth telling examination shall not prevent the investigation, charging, or prosecution of an alleged sex offense.

14. Program Income: Multi-jurisdictional Drug and Crime Task Force grant projects funded through the Utah State Task Force Grant (STFG) program are not required to track or report Program Income (PI). Examples of Program Income include: Sale of Property, Royalties, Attorney's Fees and Costs, Registration/Tuition Fees, Asset Seizures and Forfeitures, Interest Earned on LLEBG and JABG Grant Funds, Membership Fees.

15. Commitment of Service for Task Force Projects. In order for STFG funds to be awarded, CCJJ will require a commitment of no less than four (4) consecutive years of service from any agency acting as the signing lead agency for a task force grant project. Where a signing lead agency has been in place for any consecutive years, those prior years will count toward the four-year requirement (example: an agency serving as the signing lead agency has only the two following years left in order to meet their four year requirement). After a task force's lead agency has been in place for four consecutive years, the task force governing board is free to assign a new signing lead agency if they desire. At that time, the four consecutive year requirement will start again for the new signing lead agency of the task force project. Any exception to this condition will require prior written approval for change (via Change Request Form) from CCJJ.

16. STFG Task Force Formula. STFG funded multi-jurisdictional drug and crime task forces will be funded based on a formula approved by the Executive Committee of CCJJ. The formula was modeled after the one developed by BJA to determine awards for the states and will be applied to each of Utah's 29 counties.

Utah's STFG task force formula is based 50% on the total county population and 50% on the rate of total county part-one crimes with a final condition of award based on the total county JAG direct award funding provided by BJA.

To become a multi-jurisdictional task force under the Utah STFG formula, it is necessary for two or more independent law enforcement agencies within each county to draft an interlocal agreement and establish a lead agency to administer the grant with CCJJ. It is not necessary for the county government (Sheriff's Office) to participate in the task force in order to receive Utah STFG funding (i.e. a task force in Davis County might consist of Layton City, Bountiful City and Centerville City without county participation). It is expected that most STFG task force projects will be comprised of the same agencies that are currently funded by the JAG grant program. If any changes are desired with the existing composition of your task force project, please contact your CCJJ - STFG Grant Program Manager for regulations on establishing a STFG drug and crime task force project.

17. Loss of On-going Funding Status. - Only multi-jurisdictional drug and crime task force projects will be eligible for on-going STFG grant funding. On-going status, however, is not guaranteed. The following conditions may result in the termination of funding for a STFG multi-jurisdictional drug and crime task force project:

- Failure of the task force to report CCJJ required STFG performance measures.
- Failure of the task force to report financial and narrative progress reporting in a timely and consistent manner.
- Failure of the task force to provide records of expenditures and adherence to STFG grant policies during monitoring site visits.
- Loss of STFG funding from the Federal government and Utah State Legislature.
- Each year that STFG grant funding is available to Utah; the Executive Committee of CCJJ will re-evaluate the value of continuing to fund multi-jurisdictional drug task forces in the coming year.



18. Administrative Assistants. Grant funding can be used to pay the salary and benefits of one .5 FTE or 1.0 FTE task force administrative assistant. 1) Task forces receiving a base annual grant award from CCJJ will be limited to a .5 FTE Administrative Assistant salary/benefits paid from grant funding. 2) Task forces receiving an annual grant award from CCJJ in excess of the base award can use grant funding to pay the salary/benefits of one 1.0 FTE task force Administrative Assistant. A task force administrative assistant paid from grant funding will be required to perform only task force related work functions and cannot be reassigned to other duties while being paid with grant funding.

- Grant paid task force administrative assistants basic responsibilities will include: maintaining accurate financial records of all expenses reimbursed by grant and/or program income (PI) funds; maintaining a copy of the approved grant and all subsequent grant change requests in order to assure that funds are being spent as approved by CCJJ; accounting for CI/UC expenditures using CCJJ CI/UC logs; assuring that all grant charges are in accordance with the accounting policies of the lead agency or in the case of Personnel in accordance with the personnel policies of the officers home agency; all administrative assistants will need to understand and make use of the CCJJ Grants Management System (GMS) in order to complete quarterly grant reports. If technical assistance or training is needed, contact a CCJJ Grant Monitor.

## APPENDIX 2

### PLEASE SIGN PAGE 2 AND RETURN WITH GRANT APPLICATION

#### **CONTROL AND USE OF CONFIDENTIAL INFORMANT FUNDS/UNDERCOVER OFFICER BUY**

The provisions in this Guideline apply to all GRANTOR AGENCY professional personnel and grantees involved in the administration of grants containing confidential funds.

#### DEFINITIONS FOR TYPES OF SPECIAL LAW ENFORCEMENT OPERATIONS

1. Purchase of Services (P/S). This category includes travel or transportation of non-federal officer or an informant; the lease of an apartment, business front, luxury-type automobiles, aircraft or boat or similar effects to create or establish the appearance of affluence; and/or meals, beverages, entertainment and similar expenses for under-cover purposes, within reasonable limits.
2. Purchase of Evidence (P/E). This category is for the purchase of evidence and/or contraband such as narcotics and dangerous drugs, firearms, stolen property, counterfeit tax stamps, etc., required to determine the existence of a crime or to establish the identity of a participant in a crime.
3. Purchase of Specific Information (P/I). This category includes the payment of monies to an informant for specific information. All other informant expenses would be classified under P/S and charged accordingly.
4. Undercover (UC) buys will be handled with the same care and same policies and procedures as Confidential Informant (CI) funds.

POLICY. Confidential funds are those monies allocated for purchase of services, purchase of evidence, and purchase of specific information. These funds should only be allocated:

1. When the particular merits of a program/investigation warrant the expenditure of these funds.
2. When requesting agencies are unable to obtain these funds from other sources.

Confidential funds are subject to prior approval. Such approval will be based on a finding that they are a reasonable and necessary element of project operations. In this regard the approving agency must also ensure that controls over disbursement of confidential funds are adequate to safeguard against the misuse of such funds.

1. The APPROVING AUTHORITY for the ALLOCATION of confidential funds is:

a. GRANTOR AGENCY for block/formula grantees.

2. The PRIOR APPROVAL AUTHORITY for the disbursement and expenditure of confidential funds will be at the next higher level as follows:

a. GRANTOR AGENCY for categorical grantees.


b. State Agencies for block/formula grantees.

c. Project Headquarters for member agencies for any individual payment in excess of \$2,000.

**A signed certification that the project director has read, understands, and agrees to abide by the provision of this Guideline is required from all projects that are involved with confidential funds from either Federal or matching funds. The signed certification must be approved at the time of grant application.**

This is to certify that I have read, understand, and agree to abide by all of the conditions for confidential funds as set forth in the effective edition of DOJ Grants Financial Guide.

[https://www.ojp.gov/sites/g/files/xyckuh241/files/media/document/DOJ\\_FinancialGuide\\_1.pdf](https://www.ojp.gov/sites/g/files/xyckuh241/files/media/document/DOJ_FinancialGuide_1.pdf)

	5-8-23
Signature of Task Force Commander	Date

WRITTEN PROCEDURES. Each Project Director and Regional Information Sharing Systems (RISS) member agency authorized to disburse confidential funds must develop and follow internal procedures which incorporate the elements listed below. If the Project Director and/or RISS member agency deviates from these elements, they must receive prior approval of the awarding agency.

- The funds authorized will be established in an imprest fund which is controlled by a bonded cashier.
- The supervisor of the unit to which the imprest fund is assigned must authorize all advances of funds for the purchase of information. In the authorization the supervisor must specify the information to be received, the amount of expenditures, and the assumed name of the informant.
- Informant files are confidential files of the true names, assumed names, and signatures of all informants to whom payments of confidential expenditures have been made. To the extent possible, pictures and/or fingerprints of the informant payee(s) should also be maintained. In the RISS Program, the informant files are to be maintained at the member agencies only. Project headquarters may maintain case files.
- The agent or officer authorized to make a confidential payment will provide the cashier with a receipt for cash advanced for such purposes. The informant payee must provide the agent or officer a receipt for cash paid to them. A sample informant payee receipt [PDF - 153 Kb] is provided as an example.

4. Cash Receipts.

- a. The cashier shall receive from the agent or officer authorized to make a confidential payment, receipt for cash advanced to him/her for such purposes.
- b. The agent or officer shall receive from the informant payee a receipt for cash paid to him/her.

Figure 2. SAMPLE RECEIPT OF INFORMANT PAYEE

RECEIPT

For and in consideration of the sale and delivery to the State, County, or City of \_\_\_\_\_ of information or evidence identified as follows:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I hereby acknowledge receipt of \$(numerical and word amount entered by payee) paid to me by the State, County, or City of: \_\_\_\_\_

Date: \_\_\_\_\_ Payee: \_\_\_\_\_

(Signature)

Case Agent/Officer: \_\_\_\_\_ Witness: \_\_\_\_\_  
 (Signature) (Signature)

Case or Reference: \_\_\_\_\_ (Signature) \_\_\_\_\_

5. **Review and Certification.** The signed receipt from the informant payee with a memorandum detailing the information received shall be forwarded to the agent or officer in charge. The agent or officer in charge shall compare the signatures. He/she shall also evaluate the information received in relation to the expense incurred, and add his/her evaluation remarks to the report of the agent or officer who made the agent or officer in charge on the basis of the report and informant payee's receipt.
6. **Reporting of Funds.** Each project shall prepare a reconciliation report on the imprest fund on a quarterly basis. Information to be included in the reconciliation report will be the assumed name of the informant payee, the amount received, the nature of the information given, and to what extent this information contributed to the investigation. Grantees shall retain the reconciliation report in their files and available for review unless the state agency requests that the report be submitted to them on a quarterly basis.
7. **Record and Audit Provisions.** Each project and member agency must maintain specific records of each confidential fund transaction. At a minimum, these records must consist of all documentation concerning the request for funds, processing (to include the review and approval/disapproval), modifications, closure or impact material, and receipts and/or other documentation necessary to justify and track all expenditures. Refer to Documentation, Item 1, for a list of documents that should be in the informant files. In projects where grant funds are used for confidential expenditures, it will be understood that all of the above records, except the true name of the informant, are subject to the record and audit provisions of the GRANTOR AGENCY.

#### DOCUMENTATION.

##### 1. Informant File Security and Contents.

- a. For each informant a separate file should be established for accounting purposes. Informant files should be kept in a separate and secure storage facility, segregated from any other files, and under the exclusive control of the office head or an employee designated by him. The facility should be locked at all times when unattended. Access to these files should be limited to those employees who have a necessary legitimate need. An informant file should not leave the immediate area except for review by a management official or the handling agent, and should be returned prior to the close of business hours. Sign-out logs should be kept indicating the date, informant number, time in and out, and the signature of the person reviewing the file.
- b. Each file should contain the following documents:
- (1) Informant Payment Record, kept on top of the file. This record provides a summary of informant payments.
  - (2) Informant Establishment Report, including complete identifying and locating data, plus any other documents connected with the informant's establishment.
  - (3) Current photograph and fingerprint card (or FBI/State Criminal Identification Number).
  - (4) Cooperating Individual Agreement.
  - (5) Receipt for Purchase of Information.
  - (6) Copies of all debriefing reports (except for the Headquarters case file).
  - (7) Copies of case initiation reports bearing on the utilization of the informant (except for the Headquarters case file).
  - (8) Copies of statements signed by the informant (unsigned copies will be placed in appropriate investigative files).

- (9) Any administrative correspondence pertaining to the informant, including documentation of any representations made on his behalf or any other nonmonetary considerations furnished.
- (10) Any deactivation report or declaration of an unsatisfactory informant.

2. Receipt for Purchase of Information. An informant payee receipt shall identify the exact amount paid to and received by the informant payee on the date executed. Cumulative or anticipatory receipts are not permitted. Once the receipt has been completed no alteration is allowed. The agent shall prepare an informant payee receipt containing the following information:

- a. The jurisdiction initiating the payment.
- b. A description of the information/evidence received.
- c. The amount of payment, both in numerical and word form.
- d. The date on which the payment was made.
- e. The signature of the informant payee.
- f. The signature of the case agent or officer making payment.
- g. The signature of at least one other officer witnessing the payment.
- h. The signature of the first line supervisor authorizing and certifying the payment.

INFORMANT MANAGEMENT AND UTILIZATION. All persons who will be utilized as informants should be established as such. The specific procedures required in establishing a person as an informant may vary from jurisdiction to jurisdiction but, at a minimum, should include the following:

1. Assignment of an informant code name to protect the informant's identity.
2. An informant codebook controlled by the office head or his/her designee containing:
  - a. Informant's code name.
  - b. Type of informant (i.e., informant, defendant/informant, restricted-use/informant).
  - c. Informant's true name.
  - d. Name of establishing law enforcement officer.
  - e. Date the establishment is approved.
  - f. Date of deactivation.
3. Establish each informant file in accordance with Documentation, Item 1.
4. For each informant in an active status, the agent should review the informant file on a quarterly basis to assure it contains all relevant and current information. Where a MATERIAL fact that was earlier reported on the Establishment Report is no longer correct (e.g., a change in criminal status, means of locating him/her, etc.), a supplemental establishing report should be submitted with the correct entry.
5. All informants being established should be checked in all available criminal indices. If verified FBI number is available, request a copy of the criminal records from the FBI. Where a verified FBI number is not available, the informant should be fingerprinted with a copy sent to the FBI and appropriate state authorities for analysis. The informant may be utilized on a provisional basis while awaiting a response from the FBI.

PAYMENTS TO INFORMANTS.

1. Any person who is to receive payments charged against PE/PI funds should be established as an informant. This includes persons who may otherwise be categorized as sources of information or informants under the control of another agency. The amount of payment should be commensurate with the value of services and/or

information provided and should be based on the following factors:

- a. The level of the targeted individual, organization or operation.
  - b. The amount of the actual or potential seizure.
  - c. The significance of the contribution made by the informant to the desired objectives.
2. There are various circumstances in which payments to informants may be made: assists in developing an investigation, either through supplying information or actively participating in it, he/she may be paid for his/her service either in a lump sum or in staggered
- a. Payments for Information and/or Active Participation. When an informant payments. Payments for information leading to a seizure, with no defendants, should be held to a minimum.
  - b. Payment for Informant Protection. When an informant needs protection, law enforcement agencies may absorb the expenses of relocation. These expenses may include travel for the informant and his/her immediate family, movement and/or storage of household goods, and living expenses at the new location for a specific period of time (not to exceed 6 months). Payments for these expenses may be either lump sum or as they occur, and should not exceed the amounts authorized by law enforcement employees for these activities.
  - c. Payments to Informants of Another Agency. To use or pay another agency's informant, he/she should be established as an informant. These payments should not be a duplication of a payment from another agency; however, sharing a payment is acceptable.
3. Documentation of payments to informants is critical and should be accomplished on a receipt for purchase of information. Payment should be made and witnessed by two law enforcement officers and authorized payment amounts should be established and reviewed by at least the first line supervisory level. In unusual circumstances, a non-officer employee or an officer of another law enforcement agency may serve as witness. In all instances, the original signed receipt must be submitted to the project director for review and record keeping.

ACCOUNTING AND CONTROL PROCEDURES. Special accounting and control procedures should govern the use and handling of confidential expenditures, as described below:

1. It is important that expenditures that conceptually should be charged to PE/PI/PS are in fact so charged. It is only in this manner that these funds can be properly managed at all levels, and accurate forecasts of projected needs be made.
2. Each law enforcement entity should apportion its PE/PI/PS allowance throughout its jurisdiction and delegate authority to approve PE/PI/PS expenditures to those offices, as it deems appropriate.
3. Headquarters management should establish guidelines authorizing officers to spend up to a predetermined limit of their total allowance on any one buy or investigation.
4. In exercising his/her authority to approve these expenditures, the supervisor should consider: (1) the significance of the investigation; (2) the need for this expenditure to further that investigation; and (3) anticipated expenditures in other investigations. Funds for PE/PI/PS expenditures should be advanced to the officer for a specific purpose. If they are not expended for the purpose, they should be returned to the cashier. They should not be used for another purpose without first returning them and repeating the authorization and advance process based on the new purpose.

5. Distribution of funds for PE/PI/PS expenditures from the commander should be advanced to the officer on a suitable receipt form that lists the date of the transaction, description, officer's signature, and amount (copy of Commander's Log provided by CCJJ). Each officer expending funds to a confidential informant for PE/PI/PS will record all transactions on a Confidential Funds Log (copy provided by CCJJ) listing the date, description of transaction including information on quantities and types of drugs purchased, CI number, court case number, amount and whether the expenditure was for P/E, P/I or P/S. A receipt for purchase of information or a voucher for purchase of evidence would be completed to document funds used in the purchase of evidence or funds paid or advanced to an informant and placed in each CI file.
6. For security purposes there should be a 48-hour limit on the amount of time funds advanced for PE/PI/PS expenditure may be held outstanding. If it becomes apparent at any point within the 48-hour period that the expenditure will not materialize, then the funds should be returned to the advancing cashier as soon as possible. An extension to the 48-hour limit may be granted by the level of management that approved the advance. Factors to consider in granting such an extension are the amount of funds involved, the degree of security under which the funds are being held, how long an extension is required, and the significance of the expenditure. Such extensions should be limited to 48-hours. Beyond this, the funds should be returned and re-advanced, if necessary. Regardless of circumstances, within 48-hours of the advance, the fund cashier should be presented with either the unexpended funds, and executed voucher for payment for information, or purchase of evidence, or written notification by management that an extension has been granted.
6. Purchase of Services expenditures, when not endangering the safety of the officer or informant, need to be supported by canceled tickers, receipts lease agreements, etc. If not available, the office head, or the immediate subordinate, must certify that the expenditures were necessary and justify why supporting documents were not obtained.

## **CONFIDENTIAL INFORMANT FUNDS/UNDERCOVER OFFICER BUYS LOG**

For your convenience, this application kit contains CI/UC fund log sheets for you to use when tracking CI/UC charges to this grant. The first log sheet is for the use of task force officers and the second sheet is for use of the task force commanders. These sheets can be copied and used during the grant year. It is not necessary to send these log sheets to CCJJ with your application.

**DRUG TASK FORCE OFFICER - CONFIDENTIAL INFORMANT/UNDERCOVER BUY (CI/UC)  
FUNDS LOG  
(Task Force Officer's Log)**

Date	Description of Transaction If Drug Purchase: Quantity & Type	CI # <i>(If Under Cover Buy indicate UC rather than CI#)</i>	CASE #	Must Check One			Amount	Balance
				P/S	P/E	P/I		
	Qty:                    Type:							
	Qty:                    Type:							
	Qty:                    Type:							
	Qty:                    Type:							
	Qty:                    Type:							
	Qty:                    Type:							
	Qty:                    Type:							
	Qty:                    Type:							
	Qty:                    Type:							
	Qty:                    Type:							
	Qty:                    Type:							
	Qty:                    Type:							
	Qty:                    Type:							
Officer _____		Commander: _____						
Date: _____		Date: _____						







## COMMISSION STAFF REPORT

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**MEETING DATE:** May 16, 2023

**ITEM TITLE, PRESENTER:** La Sal MOU with UETN for Fiber Optic, Nicole Perkins, Library Director

**RECOMMENDATION:** Approve

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### SUMMARY

If approved, this Memorandum of Understanding (“MOU”) is between Utah Education and Telehealth Network (“UETN”) and San Juan County Library (“Stakeholder”) for the La Sal Library located at the Community Center in La Sal, Utah. At Stake holders request, and in accordance with procurement law. UETN will enter into agreements with Vendors on behalf of Stakeholder from July 1, 2023 – June 30, 2028, with an optional 12 month extension at the end of this period, ending no later than June 30, 2029. UETN will pay all MRC (monthly recurring costs) of \$655.00 as well as NRC (non-recurring costs such as installation and equipment) of \$3,930.00 to install and ensure Fiber Optic connectivity for the purpose of La Sal Library patrons use at the La Sal Library.

### HISTORY/PAST ACTION

Approved

### FISCAL IMPACT

There will be no cost to the County.

**Memorandum of Understanding  
Telecommunications WAN Services Agreement**

Item 19.



This Memorandum of Understanding (“MOU”) is between Utah Education and Telehealth Network (“UETN”) and San Juan County Library (“Stakeholder”). At Stakeholders request, and in accordance with procurement law, UETN entered into agreements (“Agreement”) with vendors represented below on Stakeholder’s behalf from July 1, 2023 -June 30, 2028, with an optional 12-month extension at the end of this period, ending no later than June 30th, 2029 unless otherwise indicated, (see Term column below).

**E-RATE COMPLIANCE:** UETN will apply annually to the Universal Service Administrative Company, (USAC) for E-rate discounts on these services through the Schools and Libraries Universal Service Support (E-rate) Program throughout the term of this agreement.

Stakeholder agrees to provide the following items to UETN, in a timely manner:

- 1) An FCC Form 479, Children’s Internet Protection Act (CIPA) form, certifying annual compliance with CIPA requirements, **before July 1 of every year**
- 2) An E-rate Letter of Agency (LOA), upon request
- 3) E-rate information or FCC forms necessary for E-rate compliance, upon request

**Failure to provide UETN with required E-rate information or forms by the due date, jeopardizes E-rate compliance and may result in the loss of E-rate funding to Stakeholder for continued service through UETN.**

**COST REIMBURSEMENT:** UETN shall invoice Stakeholder for the after E-rate discount cost of services and support. Stakeholder understands that **E-rate discounts** change yearly as the E-rate discount is based on local school district enrollment and poverty levels, as well as USAC E-rate filing rules. For the E-rate Funding Year July 1, 2023 – June 30, 2024, the estimated E-rate discount is represented in the E-rate Discount Estimate column below.

Stakeholder costs are estimated below in **blue**. Stakeholder agrees to reimburse UETN within 30-days of receipt of an invoice from UETN. UETN will pay costs in **red** below, which includes the on-going monthly costs and one-time equipment costs to connect Stakeholder sites to the UETN network.

**EQUIPMENT:** Per UETN’s agreements, Stakeholder is responsible for hardware and equipment necessary or related to the implementation and performance of these services.

**Contract Obligations:** The agreements under which UETN makes the services available contain limitations on Stakeholder’s use of the Services and associated remedies for use inconsistent with those limitations. Those limitations may include restrictions on the locations at which the Services are provided, limitations on end user activity, or other conditions of use. Stakeholder agrees to use the Services in accordance with all applicable limitations and Stakeholder acknowledges and accepts responsibility for any vendor remedies arising as a result of Stakeholder’s use of the Services.

**EARLY TERMINATION / UNACCEPTABLE USE:** Stakeholder agrees to comply with the terms of this MOU and the terms of each of the service provider agreements under which UETN procured the services that are made available to stakeholder. Stakeholder shall reimburse UETN for any costs, fees or penalties associated with Stakeholder’s early termination or cancellation of or withdrawal from UETN agreements. Such costs and fees may apply if Stakeholder relocates during the term of the agreement, although UETN will work with Stakeholder and the relevant service provider in good faith to attempt to minimize any costs associated with such relocation. In the event of unacceptable use of the services or other use by Stakeholder not permitted under a relevant service provider agreement, service providers may impose fees or additional costs (including increasing the monthly recurring charge to a particular location to three times the contract rate), or may suspend or terminate services. Service providers may also revoke benefits such as waived installation costs or pro-rated start-up costs. In the event a service provider invokes any such remedy due to Stakeholder’s use of the services, or use by individuals allowed to access the service by Stakeholder, Stakeholder shall be solely responsible for the associated costs or consequences of such remedy.

**AMENDMENT:** This MOU may only be amended upon written mutual agreement duly executed by UETN and Stakeholder. UETN and Stakeholder have executed this MOU by their duly authorized representatives named below and this MOU becomes effective upon the latest date indicated.

**Stakeholder**  
Signature: \_\_\_\_\_  
Name: Nicole Perkins  
Title: Director  
Email: nperkins@sanjuancounty.org

**Stakeholder Billing Contact**  
Name:  
Email:  
Mailing address:  
Phone:

**Utah Education and Telehealth Network**  
Signature: \_\_\_\_\_  
Name: Spencer Jenkins  
Title: CEO and Executive Director  
Date:

Term - Months	RFP #	Description	Site #	Site/Location Name	USAC ID #	Site Address	Aggregation Address	Bandwidth	Additional Info	Vendor Awarded	MRC	Install	Equipment	Capital Construction	Infrastructure/Aggregation Equipment	Total MRC	Total 60 Month Cost of Contract	E-rate Discount Estimate	Total 60 Month MRC - UETN Pays (after E-rate)	Total MRC - UETN Pays (after E-rate)	1 Month MRC - Stakeholder Pays (after E-rate)	Total 60 Month MRC - Stakeholder Pays (after E-rate)	Total MRC - Stakeholder Pays (after E-rate)
60	UU162379758	San Juan County Library	23.5-301	La Sal Library	Pending	UT-46, La Sal, UT 84530	USU 639 W 100 S, Blanding, UT 84511	1 Gbps	New	Emery	\$ 655.00		\$ -			\$ -	\$ 39,300.00	90%	3,930.00	-	\$ -	\$ -	

**Memorandum of Understanding  
Telecommunications WAN Services Agreement**

Item 19.

Term - Months	RFP #	Description	Site #	Site/Location Name	USAC ID #	Site Address	Aggregation Address	Bandwidth	Additional Info	Vendor Awarded	MRC	Install	Equipment	Capital Construction	Infrastructure/Aggregation Equipment	Total MRC	Total 60 Month Cost of Contract	E-rate Discount Estimate	Total 60 Month MRC - UETN Pays (after E-rate)	Total MRC - UETN Pays (after E-rate)	1 Month MRC - Stakeholder Pays (after E-rate)	Total 60 Month MRC - Stakeholder Pays (after E-rate)	Total MRC - Stakeholder Pays (after E-rate)
				1						Total before E-rate:	\$ 655.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 39,300.00	Total after E-rate:	3,930.00	-	\$-	\$-	\$-



## COMMISSION STAFF REPORT

**MEETING DATE:** May 12, 2023

**ITEM TITLE, PRESENTER:** Consideration and Approval of the Economic Mobility and Opportunity Cohort Grant Subgrant Agreement of \$35,000 from the Bill & Melinda Gates Foundation's Economic Mobility and Opportunity (EMO) Program through the International City/County Management Association. Mack McDonald, Chief Administrative Officer

**RECOMMENDATION:** Approve the Agreement

### SUMMARY

Our overall goal is to improve the diversification in government sector jobs here in San Juan County. This project will establish a clear path for Native Americans to become educated on opportunities that exist for employment in government sector jobs at an early age in anticipation that those students will make it a goal of being employed by the government sector careers which in the end will also increase the ethnic diversity in key leadership roles and careers here in San Juan County. Through stakeholder events at the local community schools, we will work to discover hidden barriers to entry for government sector jobs for Native Americans in San Juan County.

The efforts of this study and implementation plan will take multiple years to reach the final goal but if we begin these implementation efforts at a high school and collegiate level then those graduates have an idea of how they can help their communities by joining these local workplaces and government positions that typically pay higher wages than the main tourism industry.

### HISTORY/PAST ACTION

On April 18, 2023, the Board of Commissioners ratified the grant award acceptance document.

### FISCAL IMPACT

Grant funding of \$35,000 with the potential of matching grant funding of an additional \$35,000

### Subgrant Agreement

INTERNATIONAL CITY/COUNTY  
MANAGEMENT ASSOCIATION  
777 N Capitol St. NE, Ste. 500  
Washington, DC 20002-4201  
202.962.3680 | 202.962.3500 (f)  
icma.org

<b>ICMA Subgrant Number:</b>	U03/San Juan County/Subgrant/Fixed Price/04242023
<b>Subgrantee Name:</b>	San Juan County, UT
<b>Subgrantee Address:</b>	117 South Main, PO Box #9, Monticello, UT 84535
<b>Subgrant Period of Performance:</b>	May 1, 2023-November 1, 2023
<b>Total Subgrant Amount:</b>	\$35,000
<b>Subgrant Summary Project Description:</b>	Retain a consultant to produce San Juan County and Governmental Entities Inclusive Employment Study
<b>Prime Grant Agreement Client/Funder:</b>	The Bill and Melinda Gates Foundation/Gates Foundation
<b>Gates Foundation Investment No.</b>	INV-050310
<b>Prime Award Title:</b>	Local Government Network Public Good Dissemination/Gates Economic Mobility Project
<b>Prime Award Type:</b>	Grant Agreement
<b>Prime Grantee:</b>	International City/County Management Association (ICMA)

- Contents:
- Award Cover Page
  - Subgrant Agreement
  - Attachment A Background/Timeline/Deliverable-Payment Schedule
  - Attachment B Statement of Work (SOW)
  - Attachment C Subgrantee Detailed Budget
  - Attachment D Subgrantee Payment Request Template
  - Attachment E Prime Grant Agreement Flow-down Terms and Conditions

Entire Agreement: This Subgrant Agreement supersedes and replaces all written or oral agreements, if any, and constitutes the entire understanding between the parties with respect to the subject matter hereof. This Subgrant Agreement may be modified by subsequent written addenda mutually agreeable to both parties, with the exception of those made pursuant to the clause entitled "Changes" of the General Provisions of this Agreement.

Each party represents that it has read this entire Agreement and agrees to perform in accordance with the terms and conditions contained herein. Each signatory to this Agreement warrants by affixing his or her signature below that he or she is duly authorized to bind the party whom such signatory represents.

**International City/County  
Management Association**

**San Juan County, UT**

Name: Sabina Agarunova  
Title: Chief Financial Officer  
Date:

Name: Mack McDonald  
Title: Chief Administrative Officer  
Date:

## ARTICLE 1 PURPOSE OF SUBGRANT AGREEMENT

The Bill and Melinda Gates Foundation (hereinafter referred to as “Gates Foundation” or “Funder”) has executed a Grant Agreement/Prime Award to International City/County Management Association (hereinafter referred to as "ICMA"), to implement the Local Government Network Public Good Dissemination/, hereafter referred to as the “Gates Economic Mobility Project.” Subgrantee shall comply with all terms and conditions, specifications, directions and other applicable information throughout the performance of this Subgrant. Subgrantee shall perform or cause to be performed all work or services required in the Statement of Work under the technical direction and control of ICMA as further described in Attachment A (hereinafter known as “the Work”).

## ARTICLE 2 PERIOD AND PLACE OF PERFORMANCE

2.1 Period of Performance: The term of performance for this Agreement is specified on the Award Cover page, unless terminated earlier by either party or extended by ICMA as provided herein. Subgrantee’s period of performance is from **May 1, 2023-November 1, 2023**.

2.2 Place of Performance: For this Subgrant place of performance shall be the United States, in accordance with applicable terms and conditions of this Subgrant and ICMA’s prime award with its Client.

2.3 All periods of time referred to in this Agreement shall be measured in calendar days, unless otherwise specified.

## ARTICLE 3 SUBGRANT TYPE

This is a Fixed-Price type Subgrant. For the consideration set forth below, Subgrantee shall provide the deliverables or outputs described in the **Statement of Work, Attachment A**, and comply with all Agreement requirements.

## ARTICLE 4 CONSIDERATION AND PAYMENT

### 4.1 Subgrant Budget and Ceiling

ICMA hereby awards to **San Juan County, UT** (hereinafter referred to as "Subgrantee"), a Subgrant Agreement for a total amount of **\$ 35,000 USD** payable according to the **Payment Schedule**, and as more fully described, in the **Statement of Work in Attachment A**. The total Subgrant Agreement amount is inclusive of the **\$2,500** authorized via the Letter of Authorization issued prior to Subgrant Agreement execution.

This award amount may not be adjusted without a mutually agreeable modification to this Subgrant Agreement. The Subgrantee will not request payment for any amounts against this Subgrant in excess of the amounts specified for each deliverable listed under the **Payment Schedule** in the **Statement of Work in Attachment A**.



#### 4.2 Requests for Payment

The Subgrantee shall submit a request for payment per the **Payment Schedule** in the **Statement of Work in Attachment A**. Please see **Attachment D**, Subgrantee Payment Request Template, for additional guidance. Requests should be sent to the attention of Anna Mitchell, Senior Program Manager at amitchell@icma.org with a copy to: Anna Mitchell, Senior Program Manager at amitchell@icma.org.

The Subgrantee should retain on file the original receipts for all expenditures and individuals' original timesheets for claimed labor costs, and work rendered. Original documentation should be made available to an authorized representative of ICMA or the Gates Foundation upon request.

ICMA shall pay the Subgrantee within 30 calendar days following the receipt of a complete error-free payment request by ICMA, subject to approval by ICMA. Subgrantee shall retain record of transactions related to this Subgrant Agreement for four years from the day of the last payment under this Subgrant Agreement. All charges claimed by the Subgrantee remain subject to ICMA and the Gates Foundation audit and subsequent adjustment. Subgrantee agrees to reimburse ICMA for any costs disallowed by the Gates Foundation, if payment was received by Subgrantee.

The final payment request shall be clearly marked as "final."

#### **4.3 Return of Funds**

Any Subgrant funds that have not been used for, or committed to, the Project upon expiration or termination of this Subgrant Agreement must be (a) returned promptly to ICMA no later than 30 days from submission of the final report which includes reporting of the total expenditures.

### **ARTICLE 5 INDIRECT COST RATES**

The Subgrantee shall not change its established method of classifying or allocating indirect costs without the prior written approval of ICMA. If such a change is made, the Subgrantee shall notify ICMA with the proposed rates and bases.

### **ARTICLE 6 REPORTS AND DELIVERABLES**

6.1 The Subgrantee shall, except as otherwise provided, furnish the personnel, materials, equipment, property, and travel necessary to perform the Work as described in the **Statement of Work**, which is incorporated herein as **Attachment A**. All efforts performed shall also be in accordance with the terms and conditions of the Subgrant and any attachments specifically incorporated by reference herein and modifications hereto. For all Work performed, the Subgrantee shall report to and, where required, seek approval from ICMA throughout the life of this Subgrant.

6.2 If required by ICMA, the Subgrantee shall provide assistance in the completion of the reports and deliverables as further described in **Attachment A, Statement of Work**.

6.3 All reports and other outputs must be in the English language, unless otherwise specified by ICMA.

## ARTICLE 7 SUBSTANTIAL INVOLVEMENT

Substantial involvement is anticipated between ICMA and Subgrantee during the performance of activities under this Agreement. Substantial involvement shall be limited to:

- (a) Participating and providing guidance in the design, direction, and execution of all program activities;
- (b) Approving any travel, if applicable, by Subgrantee staff that is not in the approved budget;
- (c) Participating and/or providing input on the development of program timelines and agendas;
- (d) Approving expenses that are not in the approved budget;
- (e) Approving decisions related to special circumstances or problems throughout the duration of program.

## ARTICLE 8 PRIMARY POINT OF CONTACT

Subgrantee contacts with ICMA regarding Subgrant Agreement terms and conditions, issues, etc. shall be made with ICMA's designated representatives as listed below. Agreements and/or actions taken by the Subgrantee which by their nature effect a change to this Agreement shall only be binding upon the Subgrantee when such agreement or action is specifically authorized in writing by ICMA's authorized representative. All correspondence between the Subgrantee and ICMA shall be addressed to the following individuals are designated as ICMA's and Subgrantee's representatives.

For	ICMA	Subgrantee
<b>Address:</b>	777 North Capitol Street, N.E. Suite 500 Washington, DC 20002-4201	117 South Main PO Box #9 Monticello, UT
<b>Subgrant Administrator:</b>	Brancy Finkler Director of Contracts/Compliance Email: bfinkler@icma.org	Mack McDonald Chief Administrative Officer Email: mcdonald@sanjuancounty.org
<b>Technical Representative:</b>	Laura Goddeeris Program Director Email: lgoddeeris@icma.org	Silvia Stubbs County Commissioner Email: sstubbs@sanjuancounty.org
<b>Program Administration Representative</b>	Anna Mitchell Senior Program Manager, Email: amitchell@icma.org	Elaine Gizler Economic Development Director Email: egizler@sanjuancounty.org
<b>Financial Representative</b>	Nada Mohamed Controller Email: nmohamed@icma.org	

Any notice given by any of the parties will be sufficient only if in writing and (1) delivered in person, (2) sent by confirmed courier mail, (3) sent by registered mail with return requested, or (4) sent by email to the ICMA and Subgrantee representatives designated above.

## **ARTICLE 9 COMMUNICATION WITH CLIENT**

All the Subgrantee's written or oral communications with or to the Client, or local agencies directly relative to work under the Subgrant Agreement, must be through or with the authorization of ICMA. Should Subgrantee be required to communicate directly with ICMA's Client, Subgrantee shall request written consent from ICMA within a reasonable amount of time prior to any communications taking place, and such consent shall not be unreasonably withheld.

## **ARTICLE 10 NON-SOLICITATION**

Neither party shall knowingly solicit, recruit, hire or otherwise employ or retain any employee of the other, performing under this Subgrant, during the term of this Subgrant, and for one year following the termination or expiration of this Subgrant, without the prior written consent of the other party. This provision shall not prevent any employee of either party applying for a publicly advertised position of the other.

## **ARTICLE 11 RELATION BETWEEN THE PARTIES**

It is agreed that nothing herein contained is intended or shall be construed in any manner as creating or establishing a relationship of joint venture, partnership, agency or employment between the parties hereto or of Agreement either as an agent, representative or employee of the other for any purpose or in any manner whatsoever. Subgrantee and any officers or employees and ICMA and any officers or employees thereof shall not be considered an employee of the other.

## **ARTICLE 12 TAXES**

The Subgrantee and their personnel shall pay such taxes, duties, fees, and other impositions levied under the Applicable Law.

## **ARTICLE 13 INSURANCE**

The Subgrantee shall purchase and maintain throughout the course of the Work and period of performance of this Subgrant, insurance that is required under the Applicable Law and such insurance that will protect the Subgrantee, Client, and ICMA from the following claims which may arise out of or result from its operations hereunder (whether by itself, any Subgrantees, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable): claims under workmen's compensation, disability benefit and other similar employee benefit acts; claims for damages because of bodily injury, occupational sickness or disease, or death, of its employees or any other person; claims which are sustained by any person as a result of the actions of the Subgrantee or by any other person; and claims for damages because of injury to or destruction of tangible property, including loss of use resulting there from. At ICMA's request, the Subgrantee will provide ICMA with satisfactory evidence of compliance with this requirement.

## **ARTICLE 14 INDEMNIFICATION**

14.1 The Subgrantee shall defend, indemnify, and hold harmless the Gates Foundation, ICMA and its agents, officers and directors and employees from and against any and all claims, liability, losses, cost or expenses, including attorney's fees, arising out of the acts, errors or omissions of the recipient, its agent, officers and directors, employees and anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. This indemnification obligation shall not be limited in any way by required, actual, or available insurance coverage. The Subgrantee agrees to flow down the substance of this clause to all applicable consultants, Subgrantees, and subcontractors. Likewise, ICMA shall defend, indemnify, and hold harmless the Subgrantee and its agents, officers and directors and employees from and against all claims, liability, losses, costs or expenses, including attorney's fees, arising out of the acts, errors or omissions of ICMA, its agents, officers and directors, employees, Subgrantees, subcontractors, and anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. The indemnification obligation shall not be limited in any way by required, actual, or available insurance coverage. This clause shall apply to the damage, destruction or loss of personal property and any personal injuries that may be incurred throughout the performance of this Agreement. Except as specifically stated in this Agreement, this agreement does not create any rights or benefits to parties other than ICMA and the Subgrantee.

14.2 The Subgrantee further agrees that if ICMA should incur any legal cost whatsoever resulting from the lack of the insurance coverage identified in Article 13 on the part of the Subgrantee, while engaged in the Work as identified in this agreement, the Subgrantee will indemnify, and hold harmless ICMA and the Client from any such costs which the Subgrantee may legally be required to pay.

14.3 Except as specifically stated in this Agreement, this Agreement does not create any rights or benefits to parties other than ICMA and the Subgrantee.

## **ARTICLE 15 INTELLECTUAL PROPERTY RIGHTS**

15.1 The term "intellectual property" shall include but not be limited to publications, work products, software and software codes, trade names, documentation, and technical data that are created under the Subgrant with funding made available by or through ICMA. Unless otherwise agreed, all intellectual property created by Subgrantee and/or its employees, agents and Subgrantees under the Subgrant will be the property of the Gates Foundation. Subgrantees shall include the substance of this section in any lower-tier subcontracts.

15.2 The Subgrantee warrants that it is not aware of any copyright, patent, trademark, trade secret or other proprietary right that it might infringe upon in providing the work required under the Agreement. The Subgrantee shall indemnify and save ICMA and ICMA's Client harmless from any and all claims, suits, liability, expense or damages for any alleged or actual infringement of any copyright, patent, trademark, trade secret or other proprietary right arising in connection with the work provided by the Subgrantee under this Agreement.

## **ARTICLE 16 CONFIDENTIAL AND PROPRIETARY INFORMATION**

16.1 All reports generated and data collected during this activity shall be considered confidential and shall not be reproduced, disseminated or discussed in open forum, other than for the purposes of completing the tasks described in this document, without the express written approval of a duly-authorized representative of ICMA. All findings, conclusions and recommendations shall be considered confidential and proprietary.

16.2 In performing the Work, the Subgrantee shall not directly or indirectly or through its employees disclose to any third person or use for the benefit of anyone other than ICMA, either during or after the term of this Agreement (or for the period of time stipulated in applicable data), any proprietary information of ICMA, whether relating to the Work performed hereunder or to the business and affairs of ICMA, or ICMA's Client. Such information shall include, without limitation, ICMA or Client manuals, forms, or procedures. Disclosure shall not be made without the prior written consent of the ICMA unless disclosure is required by law, in which case notification of the request for such information shall be provided to ICMA prior to release. Information identified in writing by the Subgrantee as confidential and/or proprietary shall be similarly treated by ICMA. This clause applies to information which has been designated as proprietary or which should be treated as proprietary in light of the circumstances surrounding its acquisition without the prior written consent of ICMA.

16.3 The Subgrantee shall not publish or publicly disseminate any information or data derived or obtained from or in connection with any services rendered hereunder, without the prior written consent of ICMA which shall not be unreasonably withheld.

## **ARTICLE 17 WARRANTIES AND REPRESENTATIONS**

Subgrantee warrants and represents that it is duly formed and existing and has all rights necessary to perform its obligations hereunder. Additionally, Subgrantee warrants that all Work performed hereunder shall be performed to the industry highest professional standards, and Subgrantee agrees to correct or re-perform any Work not in compliance with this standard at no additional cost, if ICMA notifies Subgrantee within five (5) business days from the receipt of notice from the Client if reperformance is requested by the Client. Subgrantee warrants and certifies, to the best of its knowledge and belief, that it and its principals: (a) are not presently debarred, suspended, or proposed for debarment or suspension by any Federal department or agency, (b) have not within a three-year period preceding this Subgrant been convicted of or had a civil judgment rendered for commission of fraud or a criminal offense in connection with a public sector (Federal, State, or local) contract, (c) are not currently the subject of a civil or criminal investigation or an inspector general audit, (d) have neither solicited nor obtained bid or proposal information or source selection information related to the Prime Award, (e) do not have a relevant conflict of interest or the appearance thereof, (f) have not offered anything of value to a current or former U.S. Government Grant Official who participated personally and substantially in the Prime Award and (g) have not made, and will not make, any payment of money or anything of value, directly or indirectly, to any government official, political Party, or candidate for a political office for the purpose of obtaining or retaining business. Subgrantee agrees to promptly notify ICMA should it learn that any of the above warranties or representations are no longer fully correct.

## **ARTICLE 18 BINDING EFFECT OF CLIENT DECISIONS**

If a binding decision is made by the Client under the Prime Award that pertains to the subject matter of this Subgrant, the binding Client decision also shall be binding upon Subgrantee. If, as a result of any such binding decision, ICMA is unable to obtain payment or reimbursement under the Prime Award or is required to refund or credit the relevant amount, Subgrantee shall, on demand, promptly withdraw its relevant invoice(s) and/or repay or reimburse such amount(s) to ICMA.

## **ARTICLE 19 ASSIGNMENT**

The Subgrantee shall not further assign any services or work to be performed under this Subgrant without prior written authorization from ICMA's Subgrant Administrator, which shall not be unreasonably withheld.

## **ARTICLE 20 APPLICABLE LAW**

20.1 In the performance of the Work under this Subgrant, the Subgrantee shall comply with all applicable US Federal, state, and local laws, rules, and regulations. In the event the Subgrantee is authorized by the Gates Foundation and ICMA to perform work outside the United States, the Subgrantee shall follow all host country laws, rules and regulations. In addition, the Subgrantee shall obtain and maintain the applicable licenses and authorizations to work in the host country through the entire performance period of this Subgrant. Failure to comply with this requirement shall be construed as a material deficiency in the Subgrantee's performance under this Subgrant. This Subgrant shall be construed, interpreted and applied in accordance with the laws of the District of Columbia.

20.2 These provisions shall be interpreted in accordance with the Federal common law of Government as applied by the Federal Courts, Board of Contract Appeals, and quasi-judicial agencies of the Federal government.

## **ARTICLE 21 STANDARDS OF BUSINESS ETHICS AND CONDUCT**

ICMA believes in fair and open competition and is committed to conducting its business fairly, impartially and in an ethical and proper manner. It is imperative that ICMA employees, agents, Subgrantees and representatives adhere to a particularly high ethical standard. ICMA's expectation is that Subgrantee also will conduct its business fairly, impartially and in an ethical and proper manner. If Subgrantee has cause to believe that ICMA or any employee or agent of ICMA has acted improperly or unethically under this agreement/order, Subgrantee shall report such behavior to the ICMA's Hot Line at 1-877-874-8416 (Toll Free for use within the United States) or online at <http://icma.org/hotline>.

## ARTICLE 22 CHANGES

22.1 ICMA may at any time, by written order, make changes, revisions, additions, or deletions (collectively hereinafter called "changes") in the Subgrant scope of services or to **Attachment A, Statement of Work**. If any change causes an increase or decrease in the Subgrantee's cost of, or the time required for, the performance of any part of the Work, whether or not changed by any such change authorization, ICMA shall make an equitable adjustment and modify in writing the Agreement as applicable. Any claim by Subgrantee for an adjustment under this paragraph must be asserted in writing, fully supported by factual information, to ICMA within thirty (30) calendar days from the date of receipt by Subgrantee of the written change authorization from ICMA or within such extension of that 30-day period as ICMA, in its sole discretion, may grant in writing at Subgrantee's request prior to expiration of said period. The Subgrantee will not proceed with any changes unless notified to proceed in writing by ICMA. Any changes to this Subgrant must be in writing.

22.2 Nothing herein will be construed as relieving Subgrantee of its obligations to perform, including without limitation, the failure of the parties to agree upon Subgrantee entitlement to, or the amount of, any adjustment in time or compensation. If the Work is reduced by a change authorization issued hereunder, such action will not be the basis for a claim based on loss of anticipated profits.

## ARTICLE 23 RIGHTS AND REMEDIES

23.1 No failures of or delay by ICMA in the exercise of any right under this Agreement shall constitute a waiver thereof, nor shall any single or partial exercise of any such right preclude other or further exercise thereof or of any other such right. The waiver by ICMA of any breach of any provision of this Agreement shall not be deemed to be a waiver of any subsequent breach or of any other provision of this Subgrant.

23.2 Neither the ICMA's nor the Client's review, approval, nor payment for, any of the services required under this Agreement shall be construed to have operated as a waiver of any rights under this Agreement, or of any cause of action arising out of the performance of this Subgrant and the Subgrantee shall be and remain liable to ICMA and the Client for damages caused by the Subgrantee's negligent performance of any of the services furnished under this Subgrant.

23.3 The rights and remedies of ICMA or the Subgrantee provided for under this Agreement are in addition to any other rights and remedies provided by law.

## ARTICLE 24 DISPUTE RESOLUTION

24.1 For any issues or claims arising out of or relating to the terms of this Subgrant, or the breach thereof, both parties agree to provide best efforts to resolve such issues through documented communications between identified personnel in Article 8. Should Subgrantee and ICMA be unable to reach an amicable resolution, such issues shall be elevated to applicable levels of senior management within Subgrantee's and ICMA's respective organizations. For any controversy or claim which cannot thus be settled amicably, it shall be settled by arbitration under the Rules of the American Arbitration Association.

24.2 The place of arbitration shall be Washington, D.C. The language to be used in the arbitral proceedings shall be English. As independent, irrevocable covenants to each other, neither party will institute any action or proceed against the other party in any court or judicial forum concerning any matter under dispute, other than to seek entry of a judgment upon an award rendered by the arbitrator(s) pursuant to these terms and conditions.

24.3 The provisions in this Article shall survive the termination or expiration of the Subgrant. During the term of any pending controversy or claim hereunder, the Subgrantee shall proceed diligently with the performance of Work under the Subgrant in accordance with the direction(s) given by ICMA.

## **ARTICLE 25 TERMINATION**

The Agreement may be terminated by ICMA at any time, in whole or in part, with a 30-day written notice to the Subgrantee. Also, the Agreement may be suspended or terminated by ICMA, if ICMA has notice of or has reasonable cause to believe that the Subgrantee is unable to pay its obligations in the ordinary course of business. If ICMA terminated this Agreement, the Subgrantee may submit a claim within 30 calendar days of such termination for any costs incurred in performance of activities in support of the Agreement. The ICMA Subgrant Administrator must determine the amount(s) to be paid by ICMA to the Subgrantee under such claim in accordance with the legally applicable Cost Principles.

## **ARTICLE 26 FLOW DOWNS**

Subgrantee shall be required to comply with the applicable flow-down terms and conditions from the Prime Grant Agreement as **per Attachment E**.

## **ARTICLE 27 COMPLIANCE REQUIREMENTS**

27.1 Anti-Terrorism. By signing this Agreement, Subgrantee certifies that it does not and will not promote or engage in violence or terrorism. Further, Subgrantee agrees that it shall at all times comply with all relevant laws prohibiting transactions with individuals and organizations associated with terrorism, including, without limitation, Executive Order 13224 and the Patriot Act. Without limitation, Subgrantee agrees that prior to incurring and making any payment pursuant to this Agreement, it will ensure that the payee is not on the “Specially Designated Nationals” list maintained by the United States Department of the Treasury, or on a terrorist list maintained by the United Nations.



## ATTACHMENT A BACKGROUND/TIMELINE/DELIVERABLE-PAYMENT SCHEDULE

### Economic Mobility and Opportunity Cohort

#### **Background**

ICMA has been awarded a grant from the Bill & Melinda Gates foundation to increase the leverage and strategic impact of resources invested to advance mobility and equity. ICMA's approach for working with the Gates Foundation's Economic Mobility and Opportunity Program (EMO), including leveraging the evidence, lessons, and experiences of prior investments and grantees, incorporates several strategies:

1. Identification and prioritization of existing economic mobility tools and needs identified by ICMA members and local governments, adding to the evidence base for effective policies and practices for improving economic mobility.
2. Outreach and dissemination of economic mobility resources and leading practices to ICMA members and networks.
3. Creation and facilitation of a peer learning cohort on economic mobility policies, programs, and activities.
4. Expanding the body of knowledge through network crosswalks and peer learning.
5. Measurement and learning to inform future programming.

The specific purpose of this agreement is to confirm the partnership between the EMO Cohort members and ICMA according to strategy number three.

#### **Purpose of the Subgrant**

The Subgrantee will complete an approved scope of work for the purpose of addressing economic mobility within their community. As the effort progresses, the Subgrantee will manage the overall development and completion of their scope.

#### **Roles and Responsibilities**

##### Prime Grantee, ICMA, Specific Activities/Tasks:

1. Work with the local government throughout the cohort period of performance. Provide occasional aid to the community for their economic mobility work through ICMA staff and contracted subject matter experts.
2. Monitor the schedule and budget for the scope of work to ensure proper timeliness.
3. Provide various trainings and networking events, in person and virtually.

##### Subgrantee, the Community, Specific Activities/Tasks:

1. Adhere to the approved timeline to the best of their ability and provide the ICMA staff with timely notice of problems that could cause delay.
2. Attend all virtual cohort meetings and in person events.
3. Comply with reporting and evaluation requests from ICMA and funding partners.
4. Upon completion of the scope of work, provide a comprehensive report, defined by ICMA staff.

#### **Reporting**

Cohort participants are expected to regularly report on their economic mobility efforts, i.e., progress, challenges, etc. in virtual and in-person meetings.

Participants are also expected to comply with occasional surveys, brief interviews, or other similar actions from ICMA staff or funding partners as a part of required measurement, learning, and evaluation activities.

A final written report summarizing the results of the project listed in Attachment B, as well as reporting of the total expenditures, will be submitted at the conclusion of the subgrant by November 1, 2023, to ICMA staff. ICMA will provide a summary and financial expenditure report template, to be supplemented with additional records or other attachments as appropriate to the scope of work.

### **Deliverables and Payment Schedule**

The first payment of \$25,000 will be issued to the Subgrantee upon execution of agreement, which includes an approved scope of work and budget for the subgrant. The remaining payment of \$10,000 will be issued to the Subgrantee upon submission of the final report and ICMA's acceptance/confirmation that subgrantee has fulfilled remaining deliverables.

<b>Deliverable No.</b>	<b>Deliverable</b>	<b>Deadline/Due Date</b>	<b>Payment Amount (USD)</b>
1	ICMA approved Scope of Work and Budget for Subgrant Agreement	Upon approval of and full execution of Subgrant Agreement	\$25,000
2	Participation in in-person meeting #1	May 3-5, 2023	
3	Participation in regular virtual meetings	Ongoing (monthly) through October 2023	
4	Participation in in-person meeting #2	By October 4, 2023	
5	Final written report	November 1, 2023	\$10,000
<b>TOTAL</b>			<b>\$35,000</b>

**Note:**

**RETURN OF FUNDS.** Any Subgrant Agreement Funds that have not been used for, or committed to, the Project upon expiration or termination of this Subgrant agreement must be returned promptly to ICMA.

## ATTACHMENT B STATEMENT OF WORK

1. **Project Title** – San Juan County and Governmental Entities Inclusive Employment Study
2. **Primary goal(s) of the project – What is the community looking to accomplish related to local economic mobility and opportunity through this subgrant and time period?**

Our overall goal is to improve the diversification in government sector jobs here in San Juan County. This project will establish a clear path for Native Americans to become educated on opportunities that exist for employment in government sector jobs at an early age; in anticipation that those students will make it a goal of being employed by the government sector careers, which in the end, will also increase the ethnic diversity in key leadership roles and careers here in San Juan County. Through stakeholder events at the local community schools, we will work to discover hidden barriers to entry for government sector jobs for Native Americans in San Juan County.

The efforts of this study and implementation plan will take multiple years to reach the final goal but if we begin these implementation efforts at a high school and collegiate level then those graduates have an idea of how they can help their communities by joining these local workplaces and government positions that typically pay higher wages than the main tourism industry.

3. **Project summary (what will funds be used to cover)**

Funds will be used primarily on hiring a consultant to assist us in these efforts meeting with tribes and ethnic groups. Some funds will be used for implementation efforts, brochures and recruitment materials for future use.

4. **Anticipated output(s) and outcome(s) of the project**

We will begin the initial phase by meeting with students at a primary/secondary education level to explore interests, to understand levels of interest and barriers to entry at an early age. Outcomes will hopefully produce a list of potential barriers that we need to be aware of in our efforts to recruit more Native Americans to government sector jobs. This will give us a better understanding of the barriers (knowledge, skills, and abilities) impeding tribal citizens from seeking and securing public service employment.

The initial phase of this project will include meeting with the community schools and the Utah State University to review course curriculum to see what opportunities they provide to assist us with orienting our youth towards government sector employment. Discussions will take place with college-age students to gain an understanding of their interests and to establish what needs to be provided at that age to direct our students to local government sector jobs.

Second phase Interviews will be conducted with governmental entities exploring what courses could help students in shaping ease of entry to government positions, such as

management, finance, range management, hospitality, marketing, biology, and other courses to align school curriculum or possibilities of changing school curriculum to add course that directly match our community and government sector positions.

Once these initial and second phase meetings are completed and data collected from those initial engagements, we will establish an overall roadmap to integrate and provide an overall way-forward for our youth and what we need to do as governmental entities at a higher level to establish the educational infrastructure that will help direct our youth into these available jobs. As barriers have been discovered, this phase will expand on those barriers and create a strategy to begin addressing those challenges.

The final implementation phase will include an education piece that will be provided to students at the local schools to help promote government sector opportunities in both their education and future employment. The final implementation step will be used to present the way forward plan back to the entities and schools establishing the marketing efforts to begin the educational piece, help reduce or eliminate barriers and set students on a trajectory of potential employment and career opportunities in Government.

**5. Anticipated Timeline – please briefly note expected monthly activities/milestones (program completion: November 1, 2023)**

Once contracted, the RFP would be issued directly thereafter. Once a contract with the consultant is executed, we would begin establishing meetings at the local Navajo Nation chapter and Ute tribal chapters schools. Chapter discussions are routine for us, and they meet monthly as a group. There are 7 Navajo Nation chapters and 1 Ute tribe chapter.

The first phase would roughly take 3 months.

Second phase meetings in the next three months need to take place with all of the governmental entities to discover all potential needs and opportunities. Communication will take place with Utah State University, located in Blanding, Utah to establish potential educational resources and possible courses in Public Administration. The Consultant will then be with compiling the information, data and producing an implementation plan for approval at the local government levels.

**ATTACHMENT C  
SUBGRANTEE DETAILED BUDGET**

	<b>Unit Cost</b>	<b>Unit Name (Day/hours)</b>	<b>Number of Units</b>	<b>Amount</b>	<b>Notes</b>
<b>TRAVEL</b>					
In person cohort meeting travel (airfare, parking, airport transfers)	\$ 833	trip	6	5,000	Three participants travel costs associated with two in person meetings
<b>Total Travel</b>				<b>5,000</b>	
<b>CONSULTANTS</b>					
Consultant(s)	\$27,000			27,000	Consultant to assist us in efforts meeting with tribes and ethnic groups.
<b>Total Contractual</b>				<b>27,000</b>	
<b>OTHER DIRECT COSTS</b>					
Supplies	\$ -		0	0	Implementation efforts, brochures and recruitment materials
Printing	\$ 2,500		0	2,500	
Meeting facilities & AV	\$ -		0	0	
Meeting food	\$ 500		0	500	
<b>Total ODCs</b>				<b>3,000</b>	
<b>Total Costs</b>				<b>35,000</b>	
<b>TOTAL BUDGET</b>				<b>\$ 35,000</b>	

**ATTACHMENT D**  
**SUBGRANTEE PAYMENT REQUEST TEMPLATE**

To be provided at a later date

## ATTACHMENT E

### PRIME GRANT AGREEMENT FLOW-DOWN TERMS AND CONDITIONS

For the purposes of the “Subgrant Agreement” and “Subgrantee,” the following Gates Foundation, “the Funder,” Prime Grant Agreement Terms and Conditions shall be applicable.

“You”/”Your” shall be interpreted as the “Subgrantee”/”Subgrantee’s.”

“Grant” shall be interpreted as the “Subgrant Agreement.”

“Agreement” shall be interpreted as the “Subagreement.”

This Subgrant Agreement is subject to the following applicable Prime Agreement Funder Terms and Conditions:

#### MANAGEMENT OF FUNDS

##### USE OF FUNDS

You may not use funds provided under this Agreement (*"Grant Funds"*) for any purpose other than the Project. You may not use Grant Funds to reimburse any expenses You incurred prior to the Start Date. At the Foundation's request, You will repay any portion of Grant Funds and/or Income used or committed in material breach of this Agreement, as determined by the Foundation in its discretion.

#### GLOBAL ACCESS

##### GLOBAL ACCESS COMMITMENT

You will conduct and manage the Project and the Funded Developments in a manner that ensures Global Access. Your Global Access commitments will survive the term of this Agreement. *"Funded Developments"* means the products, services, processes, technologies, materials, software, data, other innovations, and intellectual property resulting from the Project (including modifications, improvements, and further developments to Background Technology). *"Background Technology"* means any and all products, services, processes, technologies, materials, software, data, or other innovations, and intellectual property created by You or a third party prior to or outside of the Project used as part of the Project. *"Global Access"* means: (a) the knowledge and information gained from the Project will be promptly and broadly disseminated; and (b) the Funded Developments will be made available and accessible at an affordable price (i) to people most in need within developing countries, or (ii) in support of the U.S. educational system and public libraries, as applicable to the Project.

## **HUMANITARIAN LICENSE**

Subject to applicable laws and for the purpose of achieving Global Access, You grant the Foundation a nonexclusive, perpetual, irrevocable, worldwide, royalty-free, fully paid up, sublicensable license to make, use, sell, offer to sell, import, distribute, copy, create derivative works, publicly perform, and display Funded Developments and Essential Background Technology. “Essential Background Technology” means Background Technology that is: (a) owned, controlled, or developed by You, or in-licensed with the right to sublicense; and (b) either incorporated into a Funded Development or reasonably required to exercise the license to a Funded Development. You confirm that You have retained sufficient rights in the Funded Developments and Essential Background Technology to grant this license. You must ensure this license survives the assignment or transfer of Funded Developments or Essential Background Technology. On request, You must promptly make available the Funded Developments and Essential Background Technology to the Foundation for use solely under this license. If You demonstrate to the satisfaction of the Foundation that Global Access can best be achieved without this license, the Foundation and You will make good faith efforts to modify or terminate this license, as appropriate.

## **PUBLICATION**

Consistent with Your Global Access commitments, if the Project description specifies Publication or Publication is otherwise requested by the Foundation, You will seek prompt Publication of any Funded Developments consisting of data and results. “Publication” means publication in a peer-reviewed journal or other method of public dissemination specified in the Project description or otherwise approved by the Foundation in writing. Publication may be delayed for a reasonable period for the sole purpose of seeking patent protection, provided the patent application is drafted, filed, and managed in a manner that best furthers Global Access. If You seek Publication in a peer-reviewed journal, You agree to adhere to the Foundation’s Open Access Policy available at: [www.gatesfoundation.org/How-We-Work/General-Information/Open-Access-Policy](http://www.gatesfoundation.org/How-We-Work/General-Information/Open-Access-Policy), which may be modified from time to time. Nothing in this section shall be construed as requiring Publication in contravention of any applicable ethical, legal, or regulatory requirements. You will mark any Funded Development subject to this clause with the appropriate notice or attribution, including author, date and copyright (e.g., © 20<> <Name>).

## **PROHIBITED ACTIVITIES**

### **ANTI-TERRORISM**

You will not use funds provided under this Agreement, directly or indirectly, in support of activities (a) prohibited by U.S. laws relating to combating terrorism; (b) with persons on the List of Specially Designated Nationals ([www.treasury.gov/sdn](http://www.treasury.gov/sdn)) or entities owned or controlled by such persons; or (c) in or with countries or territories against which the U.S. maintains comprehensive sanctions (currently, Cuba, Iran, Syria, North Korea, and the Crimea Region and so-called Luhansk and Donetsk People’s Republics of Ukraine), including paying or reimbursing the expenses of persons from such countries or territories, unless such activities are fully authorized by



the U.S. government under applicable law and specifically approved by the Foundation in its sole discretion.

**ANTI-CORRUPTION; ANTI-BRIBERY**

You will not offer or provide money, gifts, or any other things of value directly or indirectly to anyone in order to improperly influence any act or decision relating to the Foundation or the Project, including by assisting any party to secure an improper advantage. Training and information on compliance with these requirements are available at [www.learnfoundationlaw.org](http://www.learnfoundationlaw.org).

**LOBBYING AND ELECTIONEERING PROHIBITION**

You may not use Grant Funds to influence the outcome of any election for public office or to carry on any voter registration drive. You acknowledge that the Foundation has not earmarked Grant Funds to support lobbying activities or to otherwise support attempts to influence legislation. Activities will be conducted consistent with the private foundation lobbying rules and exceptions under Internal Revenue Code Section 4945 and related regulations. You confirm that the Budget (or the combined project budget if there are multiple funders) accurately reflects that You will expend at least the amount of the Grant Funds on (a) non-lobbying activities in the project year, or (b) for multiple year projects, the total non-lobbying portion of the project.

**OTHER LOBBYING, GIFT, AND ETHICS RULES**

You agree to comply with any national, state, local, or other lobbying, gift, and ethics rules applicable to the Project. The Foundation is not retaining or employing You to engage in lobbying activities.

## **PUBLICITY**

A Party may publicly disclose information about the award of this grant, including the other Party's name, the total amount awarded, and a description of the Project, provided that a Party obtains prior written approval before using the other Party's name for promotional purposes or logo for any purpose. Any public disclosure by You or Your subgrantees, subcontractors, contingent workers, agents, or affiliates must be made in accordance with the Foundation's then-current brand guidelines, which are available at: [www.gatesfoundation.org/brandguidelines](http://www.gatesfoundation.org/brandguidelines).

## **LEGAL ENTITY AND AUTHORITY**

You confirm that: (a) You are an entity duly organized or formed, qualified to do business, and in good standing under the laws of the jurisdiction in which You are organized or formed; (b) You are not an individual (i.e., a natural person) or a disregarded entity (e.g., a sole proprietor or sole-owner entity) under U.S. law; (c) You have the right to enter into and fully perform this Agreement; and (d) Your performance will not violate any agreement or obligation between You and any third party. You will notify the Foundation immediately if any of this changes during the term of this Agreement.

## **COMPLIANCE WITH LAWS**

In carrying out the Project, You will comply with all applicable laws, regulations, and rules and will not infringe, misappropriate, or violate the intellectual property, privacy, or publicity rights of any third party.

## **COMPLIANCE WITH REQUIREMENTS**

You will conduct, control, manage, and monitor the Project in compliance with all applicable ethical, legal, regulatory, and safety requirements, including applicable international, national, state, local, institutional, and school district or school network standards ("*Requirements*"). You will obtain and maintain all necessary approvals, consents, and reviews before conducting the applicable activity. As a part of Your annual progress report to the Foundation, You must report whether the Project activities were conducted in compliance with all Requirements.

If the Project involves:

- a. any protected information (including personally identifiable, protected health, or third-party confidential), You will not disclose this information to the Foundation without obtaining the Foundation's prior written approval and all necessary consents to disclose such information; and/or
- b. children, students, or vulnerable subjects, You will obtain any necessary consents and approvals unique to these subjects.

Any activities by the Foundation in reviewing documents and providing input or funding does not modify Your responsibility for determining and complying with all Requirements for the Project.

## **TERM AND TERMINATION**

### **RETURN OF FUNDS**

Any Grant Funds that have not been used for, or committed to, the Project upon expiration or termination of this Agreement must be (a) returned promptly to the Foundation, or (b) applied to another mutually-agreed upon charitable purpose, as directed in writing by the Foundation. Any Income that has not been used for, or committed to, the Project must be applied to another mutually-agreed upon charitable purpose, as directed in writing by the Foundation.

### **MONITORING, REVIEW, AND AUDIT**

The Foundation may monitor and review Your use of the Grant Funds, performance of the Project, and compliance with this Agreement, which may include onsite visits to assess Your organization's governance, management and operations, discuss Your program and finances, and review relevant financial and other records and materials. In addition, the Foundation may conduct audits, including onsite audits, at any time during the term of this Agreement, and within four years after Grant Funds have been fully spent. Any onsite visit or audit shall be conducted at the Foundation's expense, following prior written notice, during normal business hours, and no more than once during any 12-month period.

### **INTERNAL OR THIRD PARTY AUDIT**

If during the term of this Agreement You are audited by your internal audit department or by a third party, You will provide the audit report to the Foundation upon request, including the management letter and a detailed plan for remedying any deficiencies observed ("*Remediation Plan*"). The Remediation Plan must include (a) details of actions You will take to correct any deficiencies observed, and (b) target dates for successful completion of the actions to correct the deficiencies.

### **RECORD KEEPING**

You will maintain complete and accurate accounting records and copies of any reports submitted to the Foundation relating to the Project. You will retain such records and reports for 4 years after Grant Funds have been fully spent. At the Foundation's request, You will make such records and reports available to enable the Foundation to monitor and evaluate how Grant Funds have been used or committed.

**San Juan County, Utah**  
Planning and Zoning  
117 S. Main Street  
Monticello, UT 84535

**REZONE APPLICATION**

**CONTACT INFORMATION**

**Property Owner:** Elkin Spielman Charitable Remainder Trust  
**Contact:** Karl Spielman  
**Address:** 404 W. Main Street, #123, Cortez, CO 81321  
**Phone:** 435-260-1383  
**Email address:** 2karlspielman@comcast.net

**Owner Representative:** Gardner Plumb LLC  
**Contact:** Jim Schnepel  
**Address:** 201 S. Main Street, Suite 2000, Salt Lake City, UT 84111  
**Phone:** 801-231-3666  
**Email address:** westernlanddev@gmail.com

**PROJECT INFORMATION**

**Planned community name:** Balanced Rock Resort  
**General location of property:** North end of Spanish Valley  
**Size of property:** 72.27 acres (per the survey)  
**Current zoning:** SVR  
**Proposed zoning:** Planned Community District, Small Community, Residential Flex

**PROPERTY DESCRIPTION**

**Parcel 1**  
27S22E063001  
35.92 acres

**Parcel 2**  
27S23E063000  
10.01 acres

**Parcel 3**  
 27S23E010001  
 26.34 acres

See Appendix A for a map of the property.

See attached Balanced Rock Resort Conceptual Layout. (230125\_Balanced Rock Resort\_Conceptual Layout)

## **SUPPORTING MATERIALS**

The attached Preliminary Community Structure Plan (CSP) has additional project information, and a list of the adjacent parcels. (230125\_Balanced Rock Resort\_Community Structure Plan\_preliminary)

## **NARRATIVE**

- The Subject Property falls within the Spanish Valley Ordinances' definition for Central Development Areas:

*These are the flattest, least sensitive and easiest-to-develop sites in the Spanish Valley, which makes them suitable for a wide range of residential and park/open space uses. These are the preferred areas for locating higher residential density and mixed-use neighborhood centers, where a mix of residential, locally-scaled commercial and civic services will be provided. 4-5 residential units/ERUs per acre. [ERU = Equivalent Residential Unit] (p.14)*

- The San Juan County Spanish Valley Area Plan (April 17, 2018) recommends that, *"...development should be implemented sequentially from north to south as part of a rational extension of municipal water and sewer services (Phases 1-6)."* (p. 33) The Subject Property lies within Phase 1 of the *SUMMARY OF LAND USE PHASING ASSUMPTIONS* table which anticipates that Phase 1 properties will be developed first, within the next 0-10 years (written in 2018), and that these properties will draw from the existing 5,000 acre-feet of water supply. (p.36)
- This application to rezone approximately 72.27 acres ["Subject Property"] to the Spanish Valley **Planned Community (PC) District, Small Community, Residential Flex** is requested to accommodate a large-scale master-planned development, in accordance with the San Juan County Spanish Valley Development Ordinances of the San Juan County Zoning Ordinance, dated September 13, 2019. ["Spanish Valley Ordinance"]
- According to the Spanish Valley Ordinance,

*“PC Zone(s) may include residential neighborhoods and subdivisions; neighborhood commercial centers; business, research and educational campuses; highway commercial and flex development areas; and parks and open space with convenient pedestrian access and connections. Individual structures within each PC Zone may contain mixed uses. Permitted densities may be higher than those permitted in surrounding districts.” (p.14)*

- The Spanish Valley Ordinance lists the permitted uses in the Small Planned Community zone (20-199 acres), which include, among others (pp. 17-18):
  - *“Residential uses of various types and lot sizes including single family detached; single family attached; multifamily residential; town homes; loft apartments; residential units above ground floor retail or office...”*
  - *“Home-based businesses;”*
  - *“Common areas, such as parks, plazas, playgrounds, and trails;”*
  - *“Open space, including landscaped areas and areas in natural vegetation, waterways, parks, trails and recreational areas;”*
  - *“Other accessory uses which are ancillary and designed to serve the foregoing uses.”*

- The Spanish Valley Ordinance states that the conditional uses in the Small Planned Community zone as:

*“The PC Zone Plan or Community Structure Plan may include provisions for specific land uses identified as either a permitted or a conditional use within a given PC Zone and may include uses listed elsewhere in this chapter or additional uses.” (p. 18)*

- The proposed permitted and conditional uses for the Balanced Rock Resort (Subject Property) include a range of lots consisting of single family, duplex, live/work/play townhomes or condominiums [“condos”], and a lodge (up to 130 rooms). (Depending on market conditions, the lodge lot may be converted to lots for condos or apartment building(s), and/or to the other uses listed above.)

**Land Use Table: Permitted and Conditional Uses**

PERMITTED USES	CONDITIONAL USES	NOTES
	<b>Lodge</b>	Up to 130 rooms
<b>Single-Family</b>		
<b>Duplex</b>		
<b>Townhomes/Condos</b>		Live/Work/Play

- The rezone would allow for a density of up to 4 units/ERUs<sup>1</sup> per acre, which is approximately 289 units given the 72.27 acres. (A later application may be submitted to develop under the PUD ordinance, which could provide a density bonus if it is needed.<sup>2</sup>)

- The current preliminary layout includes a mix of single-family lots, duplex lots, live/work/play townhome/condo lots, and a lodge lot (up to 130 rooms). It will have open space with trails, as well as a community clubhouse with a pool, pickleball and tennis courts (which will also have basketball standards), a playground and other amenities.
- During discussions with the Planning and Zoning department, as well as by analyzing similar approaches in other municipalities, the number of lodge rooms may be converted to an equivalent number of units (ERUs) based on their being smaller in size than typical residential units, and due to their being occupied at a lower occupancy rate.

**Land Use Table: Acres and Density (maximum density)**

ACRES	MAXIMUM SQ. FT. NON RESIDENTIAL*	MAXIMUM UNITS/ROOMS	MAXIMUM ERUs**	DESCRIPTION
72.27			289	Number of units/ERUs allowed at 4 units/acre density***
33.10		250	250	Single-family, duplex, work/play townhomes/condos
5.00	45,000	130	39	130 Lodge rooms converted to units at 30% rate
			<b>289</b>	<b>Total ERUs</b>
3.06				Community space, including clubhouse and grounds
	5,800			Clubhouse (acres are noted above)
16.6				Open space

\* The Lodge maximum square footage figure is for the main level. It is anticipated to have additional levels.

\*\* ERUs = Equivalent Residential Units

\*\*\* The Central Development Areas allow for "4-5 residential units/ERUs per acre."

(Due to some ambiguity in the Spanish Valley Ordinances, 5 units/ERUs per acre may be permitted in the PC Residential Flex zone.

If needed, the applicant may apply to obtain a bonus density under the PUD ordinance.)

- The major utilities (gas, water, sewer, electric) are at, or near, the property boundary. (Depending on the power needs of the lodge there may be an option to reimburse the county for some of the expenses paid to install the 3-phase power to the Special Service District culinary well.)

## **APPLICANT STATEMENT**

The applicants submit this request for a rezone with the intent of using the Small Planned Community Residential Flex zone to master plan a resort-style community. We believe that the type of real estate product mix we are proposing will hold high appeal to the types of residents and visitors who want to be in the Moab area. Our goal is to create a quality resort community that will reflect positively on San Juan County.

We plan to continue to work with SITLA and other landowners to ensure that our designs harmonize with the future developments planned for neighboring areas.

The Gardner Plumb group has a strong history of building high-quality communities and looks forward to bringing this resort to fruition.

For the Elkin Spielman Charitable Remainder Trust

Karl Spielman trustee 01/25/23  
Karl Spielman Date

Melinda Elkin trustee 01/25/23  
Melinda Elkin Date

For Gardner Plumb LLC

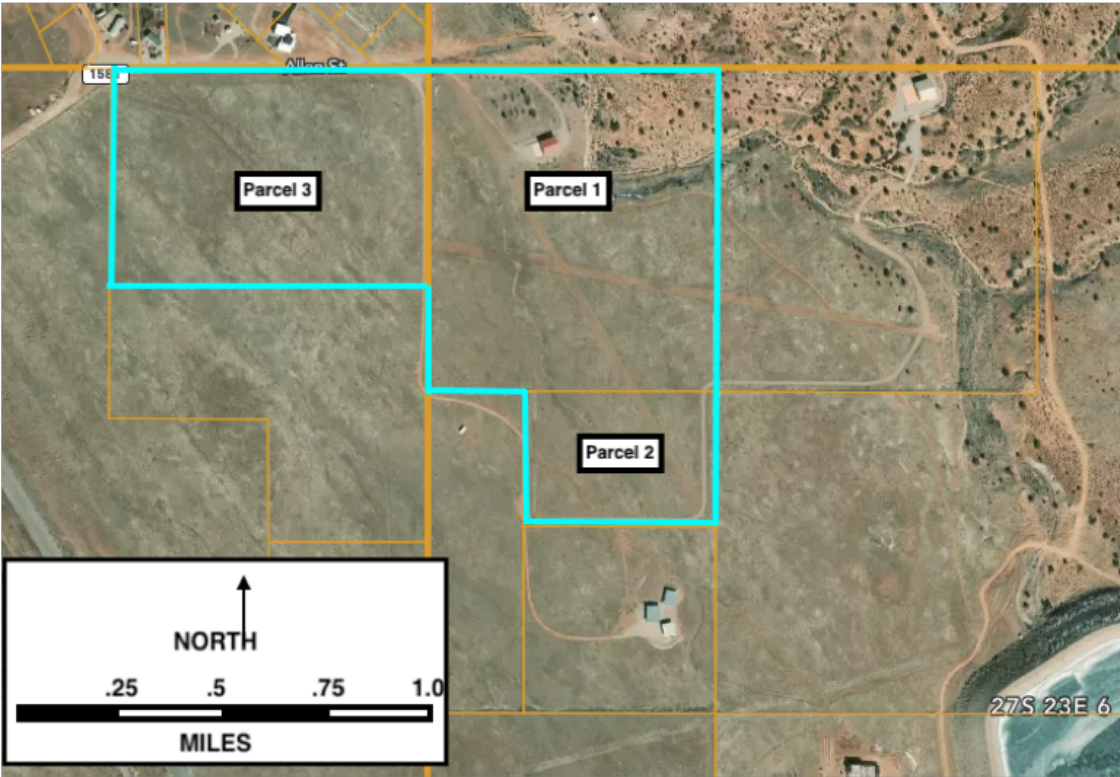
[Signature] 01/25/23  
Walter J Plumb III Date

NOTES:

1. The density for the zone may be 4-5 units/ERUs rather than the 4 units/ERUs used in the table. The Spanish Valley Ordinances state that 4-5 units/ERUs per acre are allowed in the Central Development Areas. (p.14) It further states that 4-5 units/ERUs per acre are allowed in the three Flex Development Areas. (p.15) And, later states that 4 units per acre are allowed in a Small Planned Community. (p.16)
2. The San Juan County Utah Zoning Ordinance (Amended Sept. 2011) states: "Planned unit developments may be allowed by Planning Commission Approval in any zoning district." (p.29)

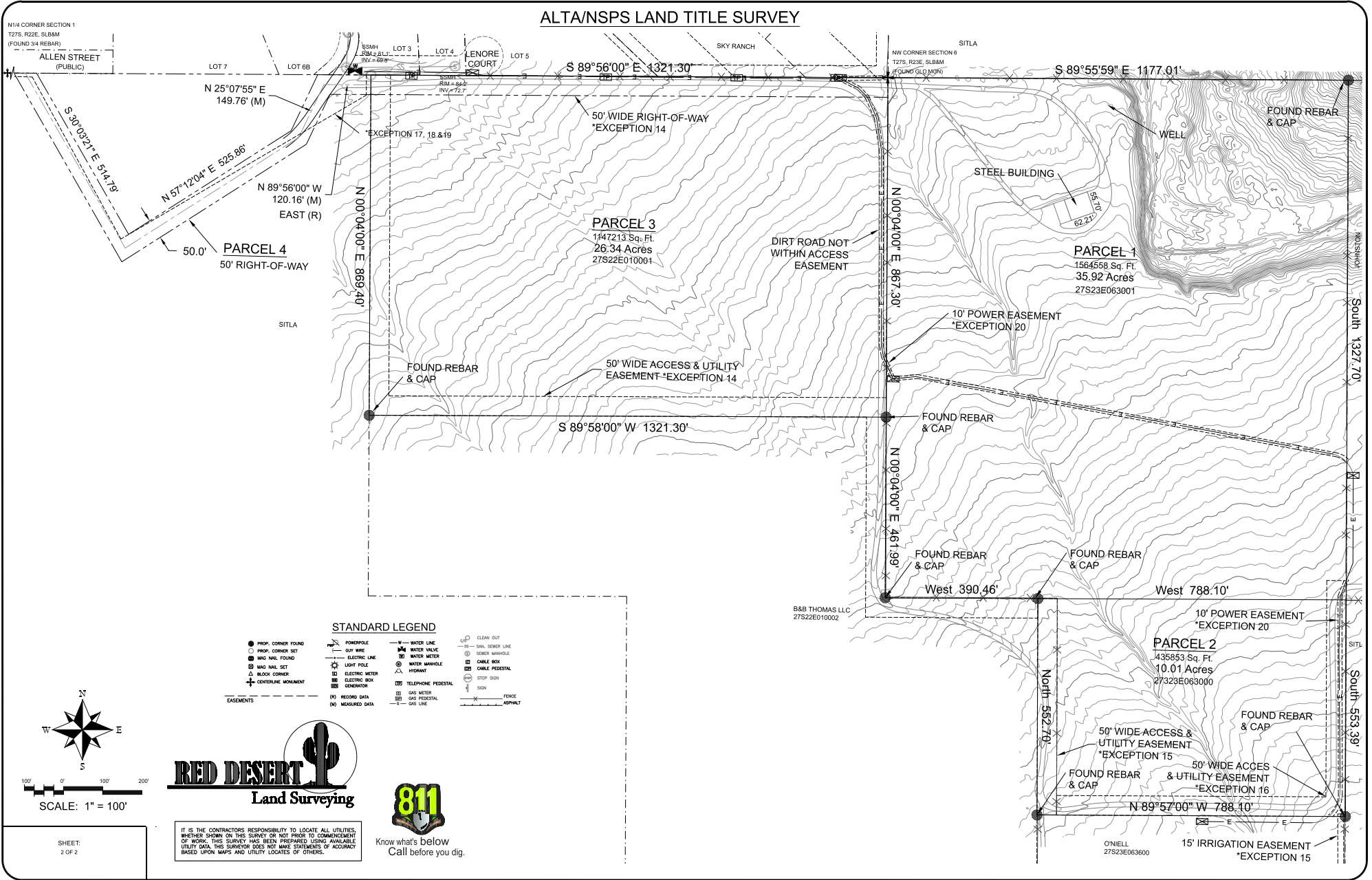


Exhibit A





### ALTA/NSPS LAND TITLE SURVEY



**STANDARD LEGEND**

- |                       |                   |                      |                   |
|-----------------------|-------------------|----------------------|-------------------|
| ● PROP. CORNER FOUND  | — POWERPOLE       | — W— WATER LINE      | ○ CLEAN OUT       |
| ○ PROP. CORNER SET    | — GUY WIRE        | — W— WATER VALVE     | — SAN. SEWER LINE |
| ○ MAG NAIL FOUND      | — ELECTRIC LINE   | — W— WATER METER     | — SEWER MANHOLE   |
| ○ MAG NAIL SET        | — LIGHT POLE      | — W— WATER MANHOLE   | — CABLE BOX       |
| △ BLOCK CORNER        | — ELECTRIC METER  | — W— HYDRANT         | — CABLE PEDESTAL  |
| — CENTERLINE MONUMENT | — ELECTRIC BOX    | — TELEPHONE PEDESTAL | — STOP SIGN       |
| — EASEMENTS           | — GENERATOR       | — TELEPHONE PEDESTAL | — SIGN            |
|                       | (R) RECORD DATA   | — GAS METER          | — FENCE           |
|                       | (M) MEASURED DATA | — GAS PEDESTAL       | — ASPHALT         |
|                       |                   | — GAS LINE           |                   |



SCALE: 1" = 100'

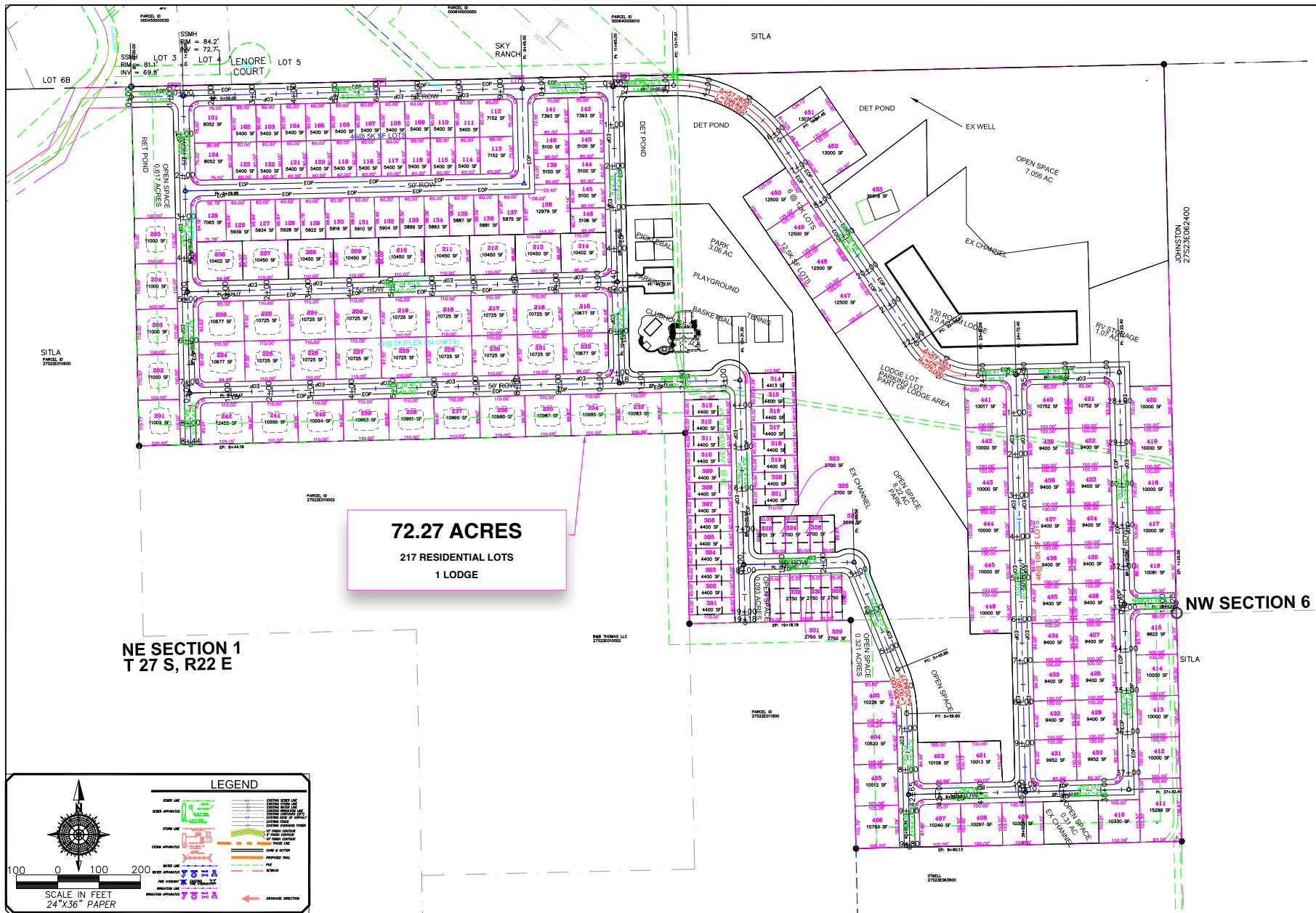


Know what's below  
Call before you dig.

IT IS THE CONTRACTORS RESPONSIBILITY TO LOCATE ALL UTILITIES, WHETHER SHOWN ON THIS SURVEY OR NOT PRIOR TO COMMENCEMENT OF WORK. THIS SURVEY HAS BEEN PREPARED USING AVAILABLE UTILITY DATA. THIS SURVEYOR DOES NOT MAKE STATEMENTS OF ACCURACY BASED UPON MAPS AND UTILITY LOCATES OF OTHERS.

SHEET:  
2 OF 2





**72.27 ACRES**  
 217 RESIDENTIAL LOTS  
 1 LODGE

**NE SECTION 1**  
 T 27 S, R 22 E

**NW SECTION 6**

**LEGEND**

DEEP LINE	EXISTING LOT LINE	PROPOSED LOT LINE	PROPOSED DRIVE
DEEP APPARENT	EXISTING DRIVE	PROPOSED DRIVE	PROPOSED DRIVE
STORM LINE	EXISTING STORM	PROPOSED STORM	PROPOSED STORM
STORM APPARENT	EXISTING STORM	PROPOSED STORM	PROPOSED STORM
DEEP LINE	EXISTING DRIVE	PROPOSED DRIVE	PROPOSED DRIVE
DEEP APPARENT	EXISTING DRIVE	PROPOSED DRIVE	PROPOSED DRIVE
STORM LINE	EXISTING STORM	PROPOSED STORM	PROPOSED STORM
STORM APPARENT	EXISTING STORM	PROPOSED STORM	PROPOSED STORM

SCALE IN FEET  
 24"x36" PAPER

NO.	DESCRIPTION	DATE	APP'D

DATE: 9-2-23  
 DRAWN BY: GPM  
 CHECKED BY: GPM  
 SCALE: 1"=100'

**GATEWAY CONSULTING, Inc.**  
 P.O. BOX 851605 SOUTH JORDAN, UT 84095  
 PHONE: (801) 694-3848  
 PURL: gatewayconsulting.com

CIVIL ENGINEERING - CONSULTING - LAND PLANNING  
 CONSTRUCTION MANAGEMENT

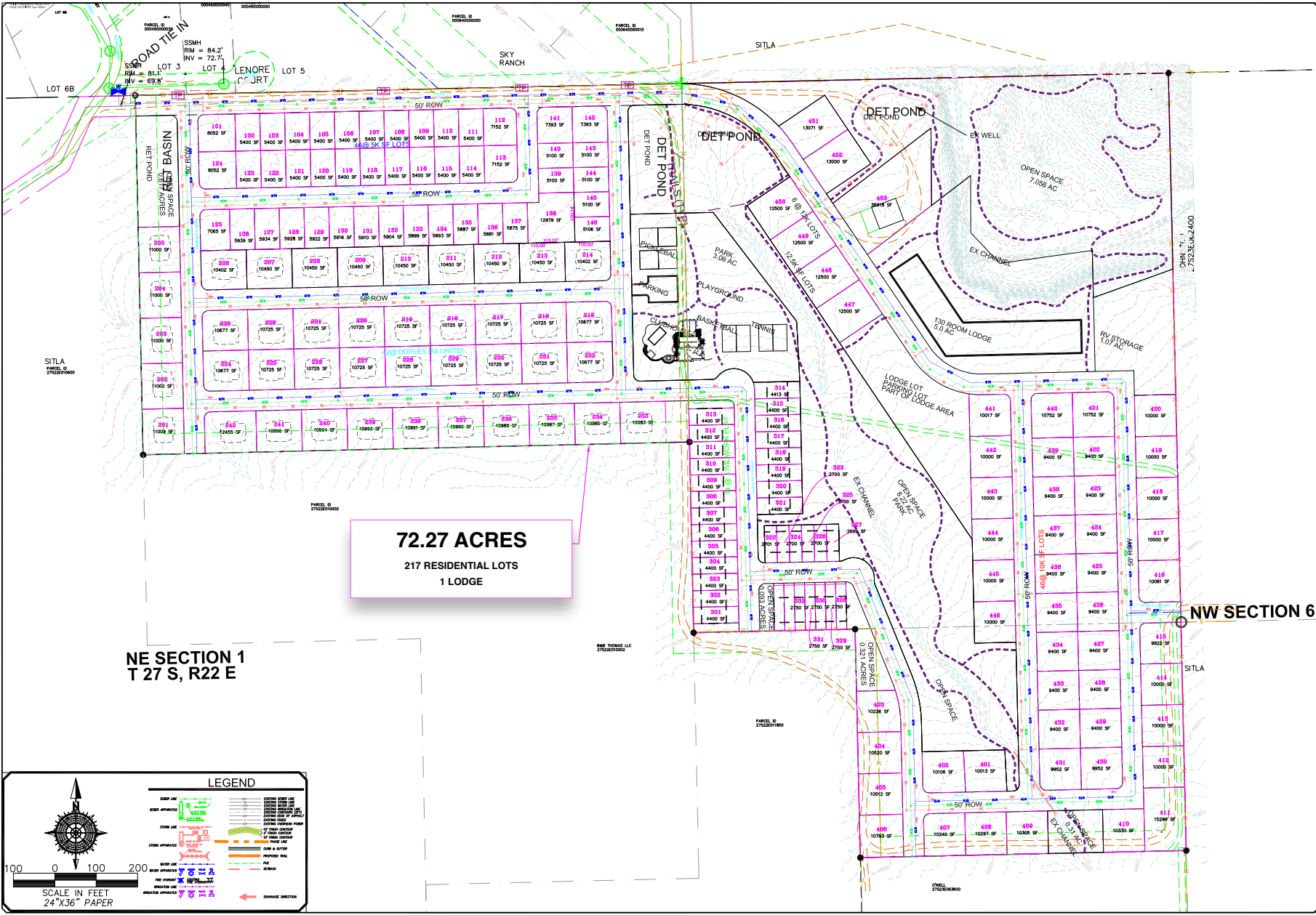
**BALANCED ROCK RESORT**  
 SUBDIVISION CONCEPT  
 OVERALL DIMENSION PLAN

PRINT DATE: 12-25-2023

SAN JUAN COUNTY

SEAL OF THE COUNTY OF SAN JUAN, UTAH

SHEET NO. **2**



**72.27 ACRES**  
**217 RESIDENTIAL LOTS**  
**1 LODGE**

**NE SECTION 1**  
**T 27 S, R22 E**

**NW SECTION 6**

**LEGEND**

DEEP LINE	EXISTING DRAINAGE	PROPOSED DRAINAGE	PROPOSED ROAD	PROPOSED TRAIL	PROPOSED FENCE	PROPOSED DRAINAGE DIRECTION
DEEP APPEARANCE	EXISTING DRAINAGE	PROPOSED DRAINAGE	PROPOSED ROAD	PROPOSED TRAIL	PROPOSED FENCE	PROPOSED DRAINAGE DIRECTION
STORM LINE	EXISTING DRAINAGE	PROPOSED DRAINAGE	PROPOSED ROAD	PROPOSED TRAIL	PROPOSED FENCE	PROPOSED DRAINAGE DIRECTION
STORM APPEARANCE	EXISTING DRAINAGE	PROPOSED DRAINAGE	PROPOSED ROAD	PROPOSED TRAIL	PROPOSED FENCE	PROPOSED DRAINAGE DIRECTION

SCALE IN FEET  
 24"x36" PAPER

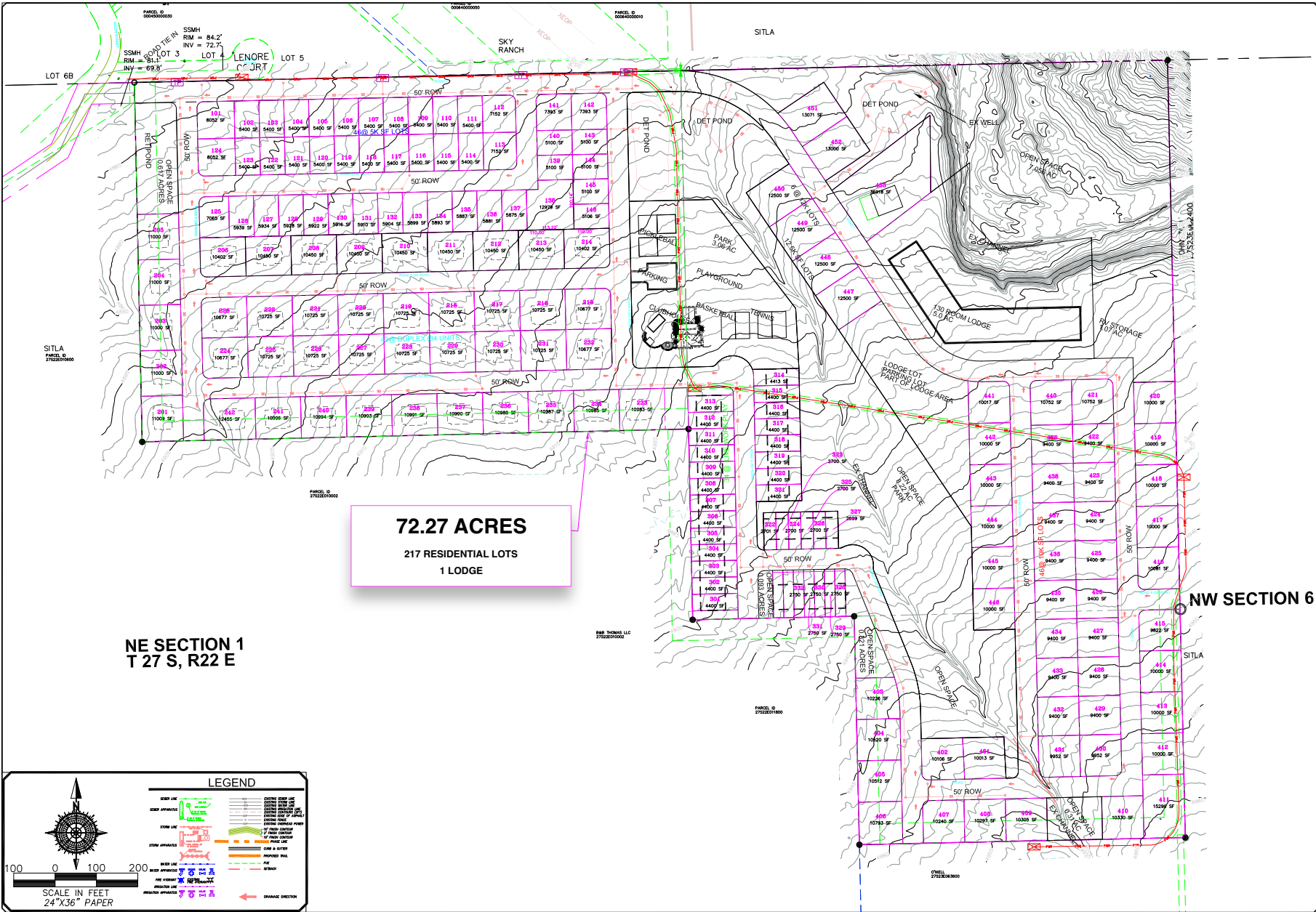
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DRAWN BY:	CPW
DESIGNED BY:	CPW
DATE	1/10/20

**GATEWAY CONSULTING, Inc.**  
 P.O. BOX 851063 SOUTH JORDAN, UT 84095  
 PH: (801) 694-3848  
 email: gatewayconsulting@gmail.com

**BALANCED ROCK RESORT SUBDIVISION CONCEPT**  
**OVERALL SITE PLAN**  
 PRINT DATE: 12-25-2023

**SAN JUAN COUNTY**

**SHEET NO. 3**



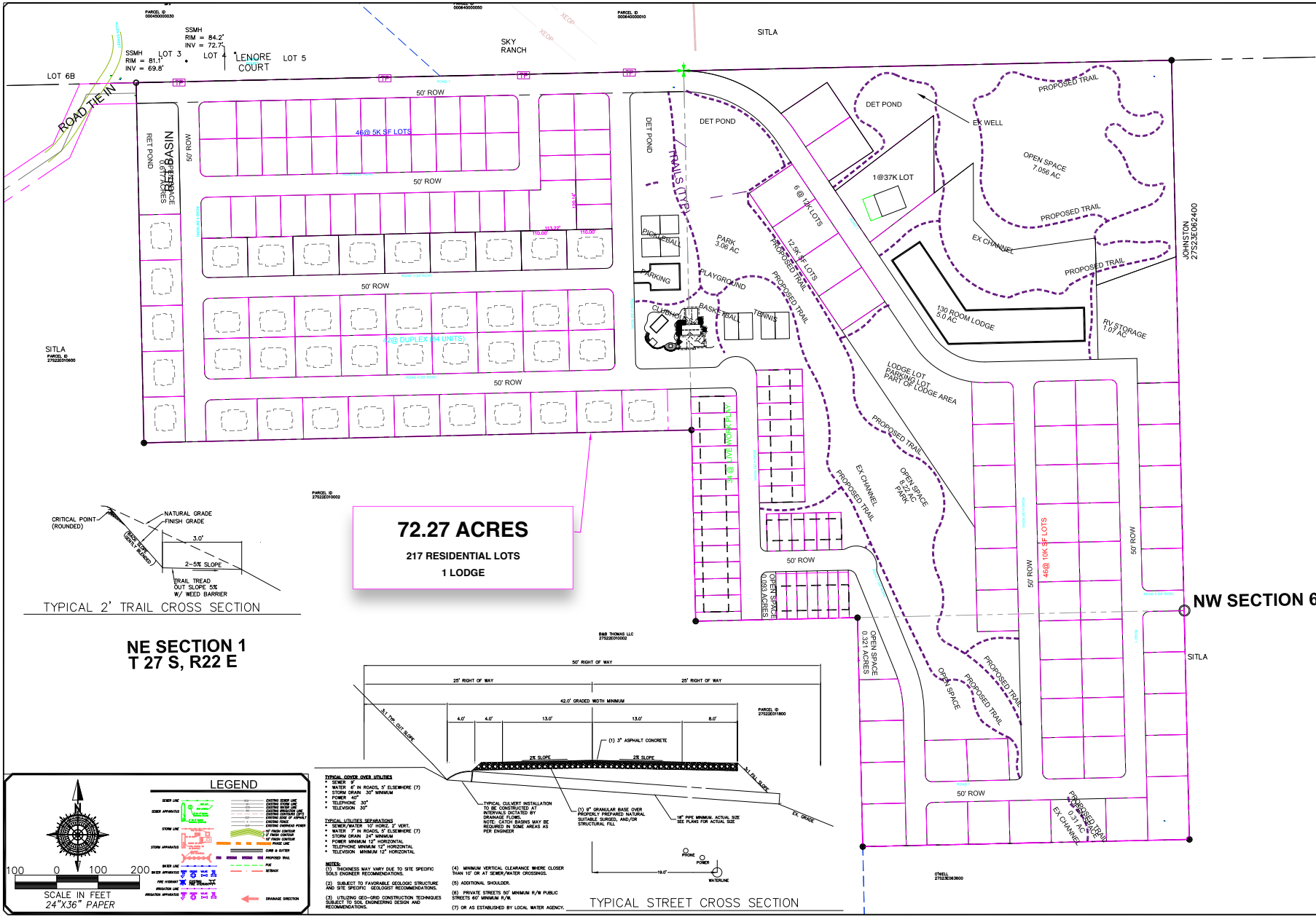
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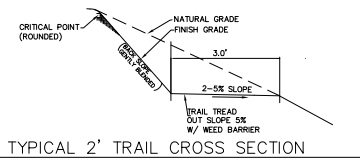
**GATEWAY CONSULTING, Inc.**  
 P.O. BOX 851605 SOUTH JORDAN, UT 84095  
 PH: (801) 694-3848  
 gatewayconsulting@gatewayconsulting.com  
 CIVIL ENGINEERING - CONSULTING - LAND PLANNING  
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**BALANCED ROCK RESORT**  
**SUBDIVISION CONCEPT**  
**OVERALL CONTOURS**  
 PRINT DATE: 9-25-2023

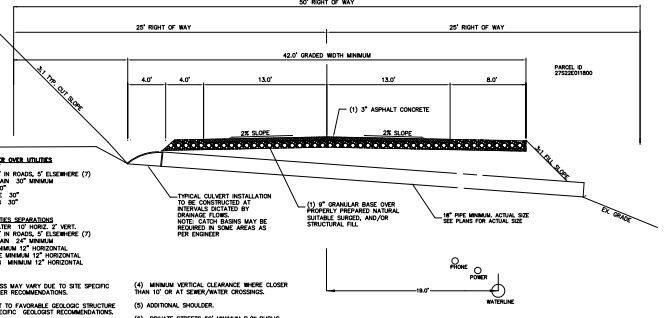
SAN JUAN COUNTY  
  
 SHEET NO. **4**



**72.27 ACRES**  
**217 RESIDENTIAL LOTS**  
**1 LODGE**



**NE SECTION 1**  
**T 27 S, R22 E**



**LEGEND**

SEWER LINE	EXISTING DRAINAGE	PROPOSED TRAIL	PROPOSED TRAIL
WATER LINE	EXISTING DRAINAGE	PROPOSED TRAIL	PROPOSED TRAIL
TELEPHONE	EXISTING DRAINAGE	PROPOSED TRAIL	PROPOSED TRAIL
TELEPHONE	EXISTING DRAINAGE	PROPOSED TRAIL	PROPOSED TRAIL
TELEPHONE	EXISTING DRAINAGE	PROPOSED TRAIL	PROPOSED TRAIL

SCALE IN FEET  
 24"x36" PAPER

**TYPICAL COVER OVER UTILITIES**

- SEWER 12" IN ROADS, 6" ELSEWHERE (7)
- WATER 12" IN ROADS, 6" ELSEWHERE (7)
- STORM DRAIN 24" MINIMUM
- POWER 4" (7)
- TELEPHONE 3" (7)
- TELEPHONE 3" (7)

**TYPICAL UTILITY SEPARATIONS**

- SEWER/WATER 12" ROADS, 6" VERT.
- WATER 12" IN ROADS, 6" ELSEWHERE (7)
- STORM DRAIN 24" MINIMUM
- POWER MINIMUM 12" HORIZONTAL
- TELEPHONE MINIMUM 12" HORIZONTAL
- TELEPHONE MINIMUM 12" HORIZONTAL

**NOTES:**

- PROPOSED WAYS MAY HAVE DUE TO SITE SPECIFIC SOIL ENGINEER RECOMMENDATIONS.
- SUBJECT TO FAVORABLE GEOLOGIC STRUCTURE AND SITE SPECIFIC GEOLOGIST RECOMMENDATIONS.
- UTILIZING GEO-GRID CONSTRUCTION TECHNIQUES SUBJECT TO SOIL ENGINEERING DESIGN AND RECOMMENDATIONS.
- MINIMUM VERTICAL CLEARANCE WHERE CLOSER THAN 10' OR AT SEWER/WATER CROSSINGS.
- ADDITIONAL SHOULDER.
- PRIVATE STREETS 50' MINIMUM R/W PUBLIC STREETS 60' MINIMUM R/W.
- OR AS ESTABLISHED BY LOCAL WATER AGENCY.

NO.	DESCRIPTION	DATE	APP'D

**GATEWAY CONSULTING, Inc.**  
 P.O. BOX 851063 SOUTH JORDAN, UT 84095  
 PH: (801) 694-3848  
 pm@gatewayconsulting.com

**CIVIL ENGINEERING - CONSULTING - LAND PLANNING**  
**CONSTRUCTION MANAGEMENT**

**BALANCED ROCK RESORT**  
**SUBDIVISION CONCEPT**  
**OVERALL ROADWAY/TRAIL PLAN**

PRINT DATE: 12-25-2023

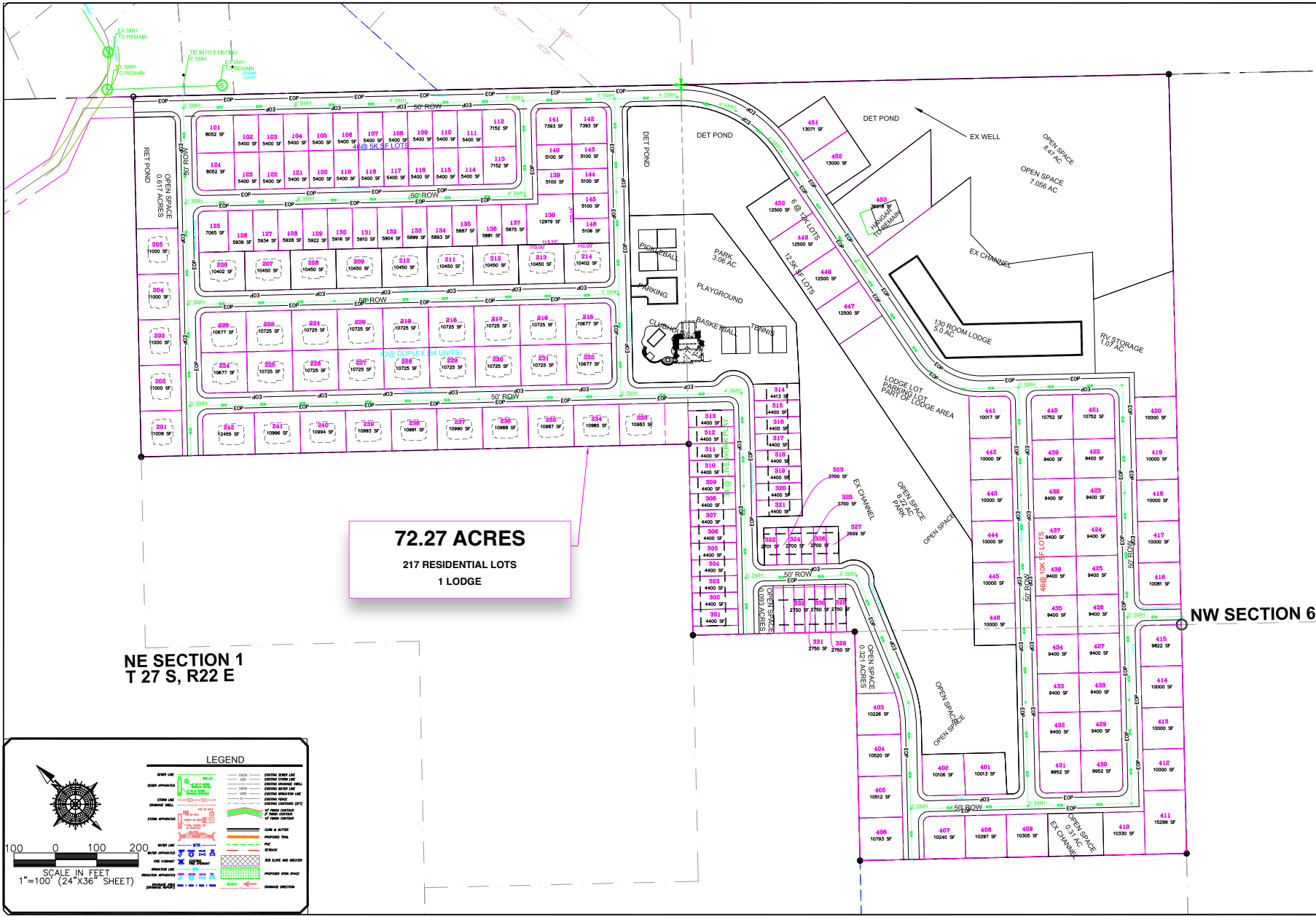
**SAN JUAN COUNTY**

**SEAL**

SHEET NO. **5**







**72.27 ACRES**  
 217 RESIDENTIAL LOTS  
 1 LODGE

NE SECTION 1  
 T 27 S, R 22 E

NW SECTION 6

**LEGEND**

	WATER LINE		ELECTRIC POWER LINE
	SEWER LINE		GAS LINE
	STORM SEWER LINE		TELEPHONE LINE
	FIRE HYDRANT		MANHOLE
	EASEMENT		UTILITY EASEMENT
	PROPOSED LINE		EXISTING LINE
	PROPOSED AREA		EXISTING AREA
	PROPOSED OPEN SPACE		EXISTING OPEN SPACE
	DRAINAGE DIRECTION		

SCALE IN FEET  
 1"=100' (24"x36" SHEET)

NO.	DESCRIPTION	DATE	APP'D.

DATE: 8-2-22	SCALE: 1"=100'
DRAWN BY: GFW	CHECKED BY: GFW
DESIGNED BY: GFW	DATE: 8-2-22
PROJECT: BALANCED ROCK RESORT	

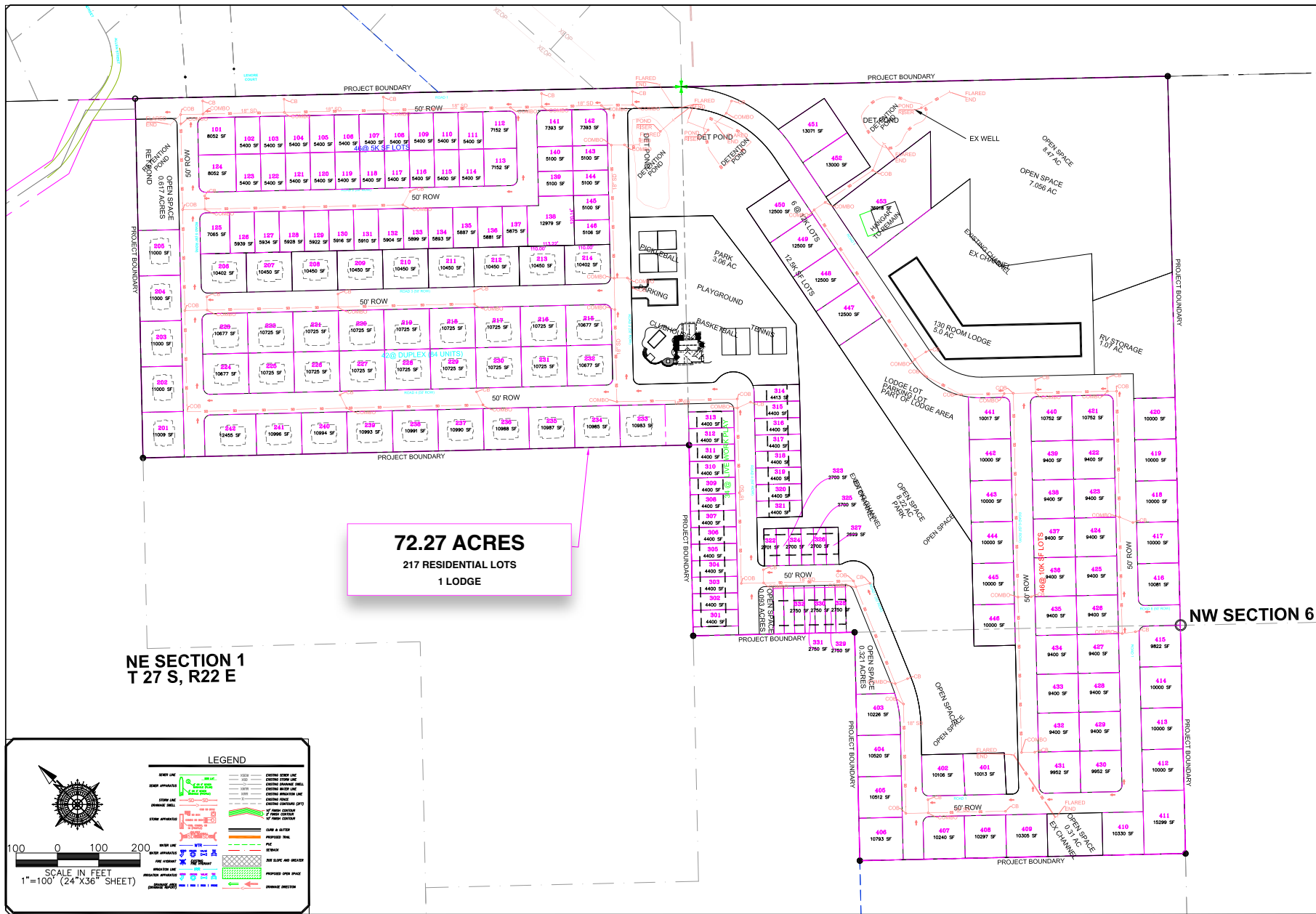
**GATEWAY CONSULTING, Inc.**  
 P.O. BOX 851063 SOUTH KODIAK, UT 84005  
 PH: (801) 694-5848  
 paul@gatewayconsulting.com

CIVIL ENGINEERING - CONSULTING - LAND PLANNING  
 CONSTRUCTION MANAGEMENT

BALANCED ROCK RESORT  
 SUBDIVISION CONCEPT  
 OVERALL SEWER UTILITY SHEET  
 PRINT DATE: 8-25-2022

SAN JUAN COUNTY

SHEET NO. U2



**72.27 ACRES**  
 217 RESIDENTIAL LOTS  
 1 LODGE

NE SECTION 1  
 T 27 S, R 22 E

NW SECTION 6

NO.	DESCRIPTION	DATE	APP'D.

DATE: 8-7-23	SCALE: 1"=100'
DRAWN BY: GFW	CHECKED BY: GFW
DESIGNED BY: GFW	DATE: 8-7-23
PROJECT NO: 24-000000000000	PROJECT NAME: BALANCED ROCK RESORT SUBDIVISION CONCEPT

**GATEWAY CONSULTING, Inc.**  
 P.O. BOX 851065 SOUTH JORDAN, UT 84095  
 PH: (801) 694-5848  
 email: gatewayconsulting@icloud.com

CIVIL ENGINEERING - CONSULTING - LAND PLANNING  
 CONSTRUCTION MANAGEMENT

BALANCED ROCK RESORT  
 SUBDIVISION CONCEPT  
 OVERALL STORM UTILITY SHEET

PRINT DATE: 8-25-2023

SAN JUAN COUNTY



SHEET NO. U3



## STAFF REPORT

**MEETING DATE:** May 16, 2023

**ITEM TITLE, PRESENTER:** Consideration and Approval, Balanced Rock Resort Rezone Application, Scott Burton, Planning and Zoning Administrator

**RECOMMENDATION:** Consideration and Approval

### SUMMARY

This rezone application includes parcels 27S22E063001, 27S23E06300 and 27S23E010001 as shown in the application. The property totals 72.27 acres and is currently in the Spanish Valley Residential District (SVR). The application is to rezone the property to the Spanish Valley Planned Community District (PC), Residential Flex (RF). The application also includes a preliminary Community Structure Plan for a Small Planned Community as outlined in Chapter 10 of the San Juan County Spanish Valley Development Ordinances. In order to qualify for the Small Planned Community the property needs to be 20 acres under single ownership. The Planning Commission asked the developer to come back to work through the PC Zone Plan process once this rezone application is approved by the County Commission.

### HISTORY/PAST ACTION

At the March 9, 2023 Planning Commission Meeting the Planning Commission held a public hearing on this rezone application. The board voted to table this item and asked for a legal opinion about whether the Spanish Valley Overnight Accommodations Overlay could be applied for properties in the Residential Flex District or not. The legal opinion has been received and is included in the meeting packet.

At the April 13, 2023 Planning Commission Meeting the Planning Commission voted to recommend approval of the rezone application without considering this the first step of the PC approval process. The positive recommendation passed with 3 voting yea and 2 voting nay.

# Community Structure Plan

(preliminary)

**Spanish Valley**  
**San Juan County, Utah**

**January 25, 2023**



## **Introduction**

The Gardner Plumb group proposes to develop approximately 72.27 acres of land that is currently owned by the Elkin Spielman Charitable Remainder Trust. The land is located on the north end of Spanish Valley, in San Juan County, and is generally very flat. This preliminary Community Structure Plan (CSP) outlines our vision for the Balanced Rock Resort community we plan to build.

Please reference the Balanced Rock Resort conceptual plan as you read through the following pages. (230125\_Balanced Rock Resort\_Conceptual Layout)

### 1. Name of Planned Community

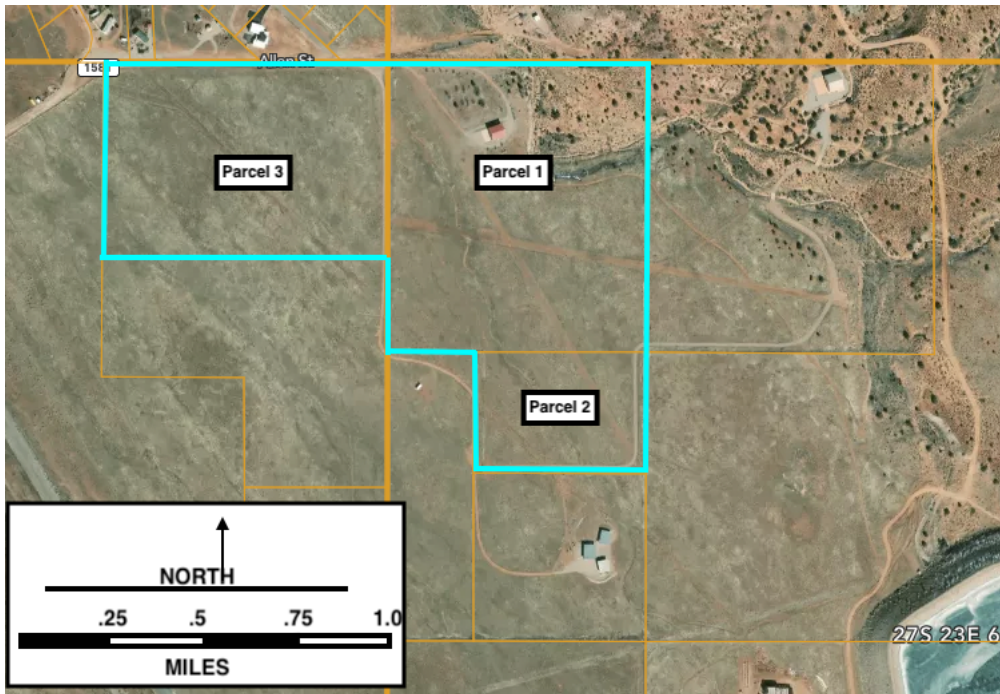
Balanced Rock Resort

### 2. Name, Address, and Phone Number of Applicant and Property Owner

Property Owner: Elkin Spielman Charitable Remainder Trust  
Karl Spielman and Melinda Elkin  
404 W. Main Street, #123  
Cortez, CO 81321  
435-260-1383

Applicant: Gardner Plumb LLC  
Jim Schnepel  
201 S. Main Street, Suite 2000  
801-231-3666

### 3. CSP Location, Legal/Boundary Description and Acreage



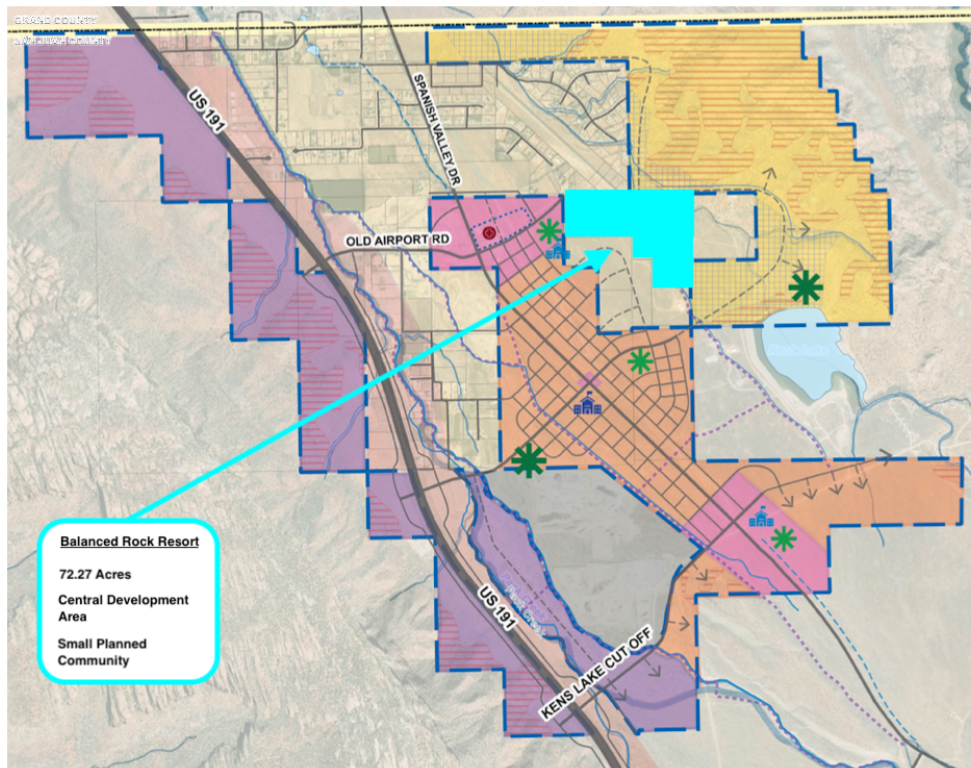
**Parcel 1:**  
 Township 27 South, Range 23 East, SLBM  
 Section 6: Lot 2  
 Parcel No: 27S23E063001

**Parcel 2:**  
 Beginning at a point which is South 89° 55' East 391.9 feet and North 767.4 feet from the West ¼ corner of Section 6, Township 27 South, Range 23 East, SLM, and proceeding thence North 552.7 feet to a corner, thence South 89°57' East 788.1 feet to a corner, thence South 552.7 feet to a corner, thence North 89° 57' West 788.1 feet to the point of beginning  
 Parcel No. 27S23E063000

**Parcel 3:**  
 Beginning at the Northeast corner of Section 1, Township 27 South, Range 22 East, SLM, and proceeding thence with the East line of said Section 1, South 0° 04' West 867.3 feet to a corner, thence South 89° 58' West 1321.3 feet to a corner, thence North 0° 04' East 869.4 feet to a corner, thence with the North line of said Section 1, South 89° 56' East 1321.3 feet to the point of beginning.  
 Parcel No. 27S22E010001

#### 4. Proposed Land Use District Boundaries and Acreages

This map was taken from SITLA’s South Valley Community: Community Structure Plan (August 2, 2022) and modified to illustrate how a rezone will correlate with what is planned for the greater area.



**LEGEND**

- |                                     |                           |
|-------------------------------------|---------------------------|
| Central Development Area District   | Existing Commercial       |
| Perimeter Development Area District | Existing Residential      |
| Neighborhood Center District        | Existing Gravel Pit       |
| Flex Development District           | Slopes >30 Degrees        |
| Regional Park                       | Dam Break Hazard          |
| Community Park                      | Proposed Off-Street Trail |
| High School                         | Existing Waterway         |
| Elementary School                   | Existing Canal            |
| Medical Clinic                      | County-Owned Land         |
|                                     | CSP Project Boundary      |



## 5. Maximum Number of Dwelling Units and Acreages

These tables describe the general land uses, acreages, and assumptions for the CSP.

**Land Use Table: Acres and Density (maximum density)**

ACRES	MAXIMUM SQ. FT. NON RESIDENTIAL*	MAXIMUM UNITS/ROOMS	MAXIMUM ERUs**	DESCRIPTION
72.27			289	Number of units/ERUs allowed at 4 units/acre density***
33.10		250	250	Single-family, duplex, work/play towhomes/condos
5.00	45,000	130	39	130 Lodge rooms converted to units at 30% rate
			289	<b>Total ERUs</b>
3.06				Community space, including clubhouse and grounds
	5,800			Clubhouse (acres are noted above)
16.6				Open space

\* The Lodge maximum square footage figure is for the main level. It is anticipated to have additional levels.

\*\* ERUs = Equivalent Residential Units

\*\*\* The Central Development Areas allow for "4-5 residential units/ERUs per acre."

(Due to some ambiguity in the Spanish Valley Ordinances, 5 units/ERUs per acre may be permitted in the PC Residential Flex zone.

If needed, the applicant may apply to obtain a bonus density under the PUD ordinance.)

**Land Use Table: Floor Area Ratios (FAR), and Acres by Lot Type (based on the conceptual layout)**

LOT TYPE	QTY	BUILDING FOOTPRINT SF	TYPICAL LOT SF	FAR	TOTAL ACRES BY LOT TYPE	LOT TYPE AS % OF TOTAL ACRES*	NOTES
Single-Family "5k SF Lots"	46	2,200	5,000	44%	6.3	9%	
Single-Family "10k SF Lots"	46	3,500	10,000	35%	10.9	15%	
Single-Family "12k SF Lots"	6	3,500	12,000	29%	1.7	2%	
Single-Family "Hangar Lot"	1	5,865	37,026	16%	0.9	1%	The addition of a single-family house is planned for this lot
Duplex	42	2,800	10,450	27%	10.4	14%	There will be 2 living units per lot, for a total of 84 units
Live, Work, Play Townhomes	34	2,400	4,400	55%	2.9	4%	
					33.1	46%	<b>Totals</b>
Lodge	1	45,000	152,024	30%	5.0	7%	The Lodge lot is 3.49 acres. (There is also a separate lot for parking.)
Clubhouse	1	5,800	133,294	4%	3.1	4%	
Open Space	MISC.				16.617	23%	
RV Parking	MISC.				1.08	1%	
Streets	MISC.				13.43	19%	

\* Total acres of project: 72.27

Note: The conceptual layout has 175 residential lots, for a total of 217 dwelling units (there will be two units on each duplex lot.)

## 6. Master Circulation System Plan

### Existing Transportation System

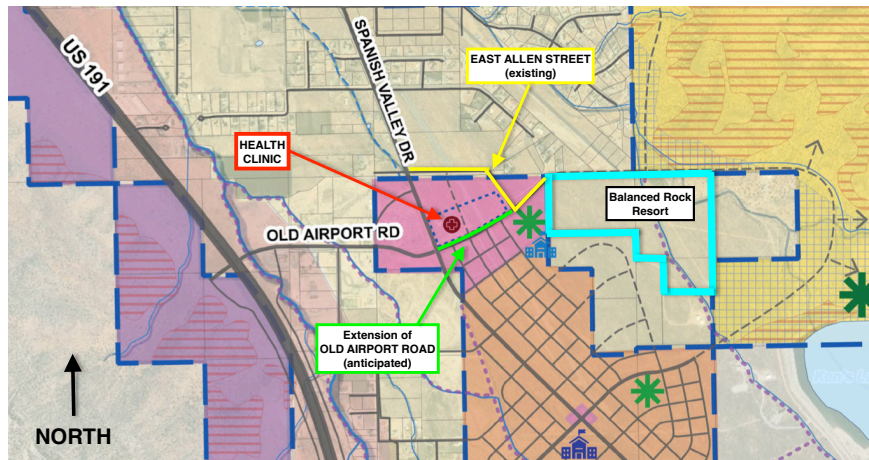
The Spanish Valley area is primarily served by US-191 and Spanish Valley Drive. The property being proposed for the Balanced Rock Resort community currently is accessed by East Allen Street, which is a county road that goes from Spanish Valley Drive to the property boundary.

### Future Transportation System

It is anticipated that in the future the Balanced Rock Resort community will primarily be accessed via a new road which will be an extension of Old Airport Road, which currently goes from US-191 to Spanish Valley Drive. One half of this future road extension has been identified along the south edge of the 10 acres that the county owns just east of Spanish Valley Drive (where the health clinic is located). SITLA has committed to provide the other



half of the land needed in the Purchase and Sale Agreement that covered the acquisition of the 10 acres by the county. This future road is shown in SITLA's latest plan and will connect to the eastern part of East Allen Street. Once completed, it will provide residents a direct route to Spanish Valley Drive and US-191.



The Balanced Rock Resort will also connect to adjoining land, with roads being planned to access properties to the east, west and south (where another subdivision is being planned). We strongly believe in coordinating with other landowners to ensure that roadways will effectively serve existing and future land uses.

The conceptual plan for the Balanced Rock Resort community shows proposed road alignments, ROW widths, and trails (for pedestrians and bicyclists) that will connect residents and the community to open spaces, and neighboring properties. It was designed to work with SITLA's most recent plan.

## 7. Water Sources, Flood Control, and Major Utilities and Easements

Major utilities run along the north border of the property, including water, sewer, and electricity. Natural gas is at the northwest property corner, and a smaller gas line (not adequate to serve the new development) runs to an existing structure. Please refer to Exhibit A.

It is anticipated that culinary water and sanitary sewer services will be provided through the San Juan Spanish Valley Special Service District. The property falls within that area that The San Juan County Spanish Valley Area Plan (April 17, 2018) identified as being the first phase

of development for the area, and that it would draw from the existing 5,000 acre-feet of water supply. The project has received an initial approval that the Special Service District will be able to provide service (see Exhibit B).

Please refer to the conceptual plan for the Balanced Rock Resort to see other easements that affect the property. We plan to work with the neighboring property owners who benefit from those easements to work on realignments of the easements that currently interfere with the development of the project.

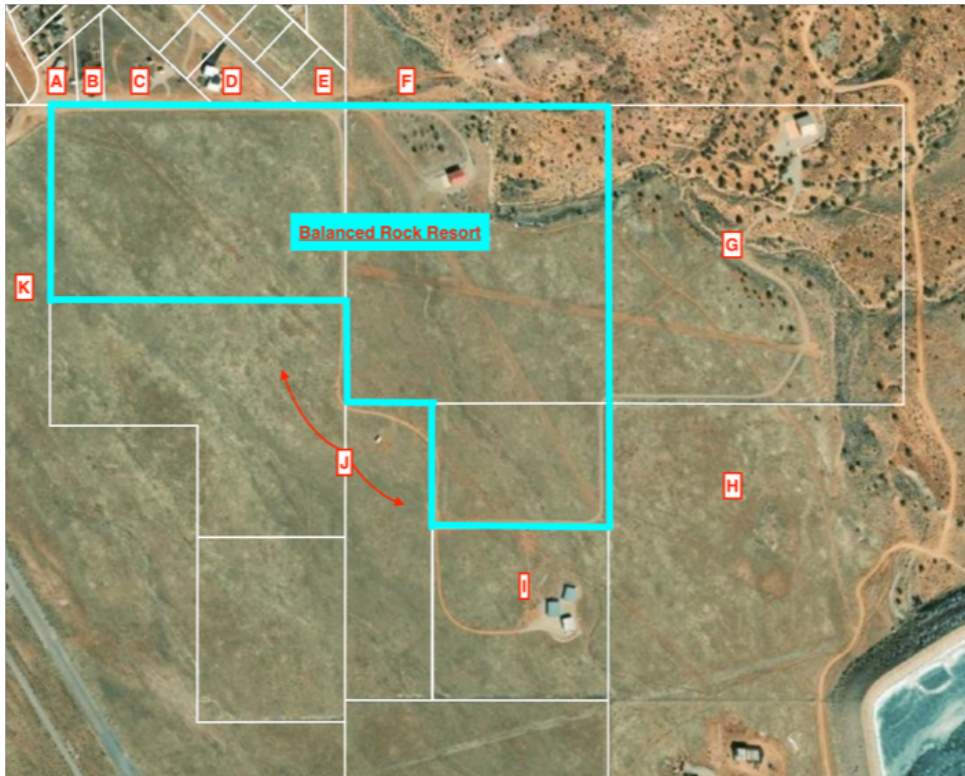
There is an existing well identified on the conceptual layout. Water from the well may be used for irrigation, at least initially to help establish new plants and trees.

The conceptual plan includes measures to mitigate surface and storm water. Low Impact Design (LID) storm water practices shall be required wherever possible.

There are no known FEMA designated flood zones for the property.

### 8. Adjacent Parcels

This map and table show the adjacent parcels, their owners, and their uses.



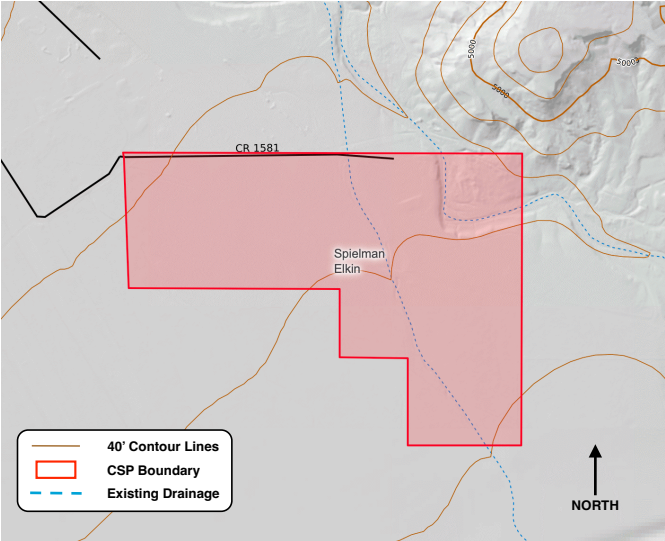
MAP IDENTIFIER	PARCEL NUMBER	USE	OWNER
A	00045000030	One house	Ronald Tazz Robinson and Kellie Warden
B	00045000040	One house	James Peter Patterson; Kimberly J Jacobs
C	00045000050	One house	James Peter Patterson; Kimberly J Jacobs
D	00064000050	One house	Business Resolutions, LLC
E	640000010	Vacant	Business Resolutions, LLC
F	T26S R23E	Vacant*	SITLA
G	27S23E062400	Hangar	Stephen P & Kathleen M Johnston
H	T27S R23E	Vacant*	SITLA
I	27S23E063600	One house	Timothy & Beverly B O'Neill
J	27S22E010002	Vacant*	B & B Thomas LLC
K	T27S R22E	Vacant*	SITLA

\* Owner intends to develop the property

### 9. Topography and Form

The following map shows the 40-foot contours and significant topographic features within or adjacent to the CSP property. A more detailed topographic map can be found in the conceptual layout.

Most of the property is relatively flat, or moderately sloped, and is conducive to development. The high hill to the northeast provides some natural isolation to that area of the property.



## 10. Existing and Proposed Secondary Water Rights, Shares and Usage

This table shows the existing water rights that are within the CSP boundary. It is anticipated that the project will use water from the existing well for irrigation.

STATUS	WATER RIGHT	ACRE FEET	EXISTING USE	FUTURE USE
EXISTING	05-2779	6.73	Irrigation and culinary	Irrigation
EXISTING	05-2730	19.374	Irrigation and culinary	Irrigation

## 11. Open Space Plan

As is shown on the conceptual plan, there is approximately 16.6 acres of open space designed into the community. This represents about 23% of the entire property that will be available for residents and visitors to enjoy. We are planning to add a network of trails in the open space.

The open space is primarily broken into two major areas, with the first (approximately 8 acres) running north-south following a natural drainage through the heart of the development, and the second (approximately 7 acres) sited in the northeast corner of the property where greater privacy will be felt.

See Exhibit C for a map showing the open space.

## 12. Major Public Infrastructure Standards

### Streets

All streets will be paved and will meet the county's road specs. The street rights-of-way are fifty feet wide. We do not anticipate including street furniture.

### Sidewalks/Trails

To maintain an essence of the rural feel of Spanish Valley the streets and lots have been purposefully designed to not have sidewalks. There will be a network of trails for residents and visitors to enjoy sited in the open spaces. The trails within the central open space will be approximately 5-6' wide and will be finished with crushed gravel to ensure durability. The trails in the northeast portion of the property will follow a more natural style and will be more of a hiking path that you would find in a wilderness setting. There will be some benches provided along the trails.

### Community Lighting

Dark sky preservation will be the prevailing theme. Limited public lighting will be provided. All lighting will be high quality and commercial grade, "Dark Sky" compliant, and will meet the requirements in the county code.

### Clubhouse and Grounds

The clubhouse and associated amenities will be built early in the development of the project. On approximately 3 acres there will be a clubhouse, pool, pickleball and tennis courts (which may double as a basketball court), and a playground. The proposed locations are shown on the conceptual plan. Following, are photos of some amenities we built for a community we developed in St. George, UT:



## 13. Building Standards

### Architectural Form

To create a community that fits into the natural environment and setting, the Balanced Rock community will advance architectural design standards that will create a cohesive-looking community. The design standards will apply to single-family, duplexes, townhomes (live/work/play), clubhouse and lodge.

Currently the Modern Desert style of architecture best captures our vision for the look and feel we like for the community. Here are some examples of the style:



The design, but not the Modern Desert style, of the live/work/play townhomes is represented by this photo:



The use of appropriate exterior materials for all structures will be chosen regarding colors that fit into the desert landscape, and for their permanence and resilience for maintenance.

Structure setbacks will conform with San Juan County codes.

Plumbing, maintenance, and mechanical equipment should be located on the interior of buildings whenever possible. If it is necessary to locate such features outside of building or on roofs, they should be screened using parapet walls, high-quality site walls, and other screening methods that match the quality and look of the structure.

### **Walls and Fencing**

To maintain a sense of open space and community, the use of walls to separate lots will be discouraged unless they are made of high-quality materials (concrete, stone, adobe, etc.) and built with changes in height or other design features to enhance architectural interest. Fences, if any, will be made of metal (wrought iron or similar) or wood of a design that falls within the Modern Desert theme. Plastic/vinyl and chain-link fencing will not be allowed.

### **RV/Trailer Parking**

Residents and visitors will be encouraged to park RVs and trailers in the provided parking lot.

### **Landscaping and Irrigation**

Water-wise landscaping will be mandated and will follow the Spanish Valley Water Efficient Landscape ordinance to ensure that the water resources available in the region are used wisely and conserved. It is anticipated that the minimal landscaping that will be required near the clubhouse will be drawn from the existing well and the water rights associated with it.

All areas of lots and parcels not designated for open space, parking, buildings, or other hard surfacing shall be landscaped and properly maintained. The well water will be used to help establish drought tolerant plants and shrubs.

Designated open space shall remain in a natural condition and properly maintained. A small grass area may be planted in the immediate area of the playground and pool area.

**Maintenance**

The applicable owners shall properly maintain all private areas of individual lots or parcels.

A Homeowners Association (HOA) will be established to manage the maintenance of all common area improvements including buildings, open space, recreational facilities, roads, fences/walls, utilities, landscaping, walkways, streetlights, and signs not specifically dedicated to or accepted for ownership or maintenance by San Juan County or other incorporated entity. The HOA will collect fees from lot owners to cover these costs.

EXHIBIT A

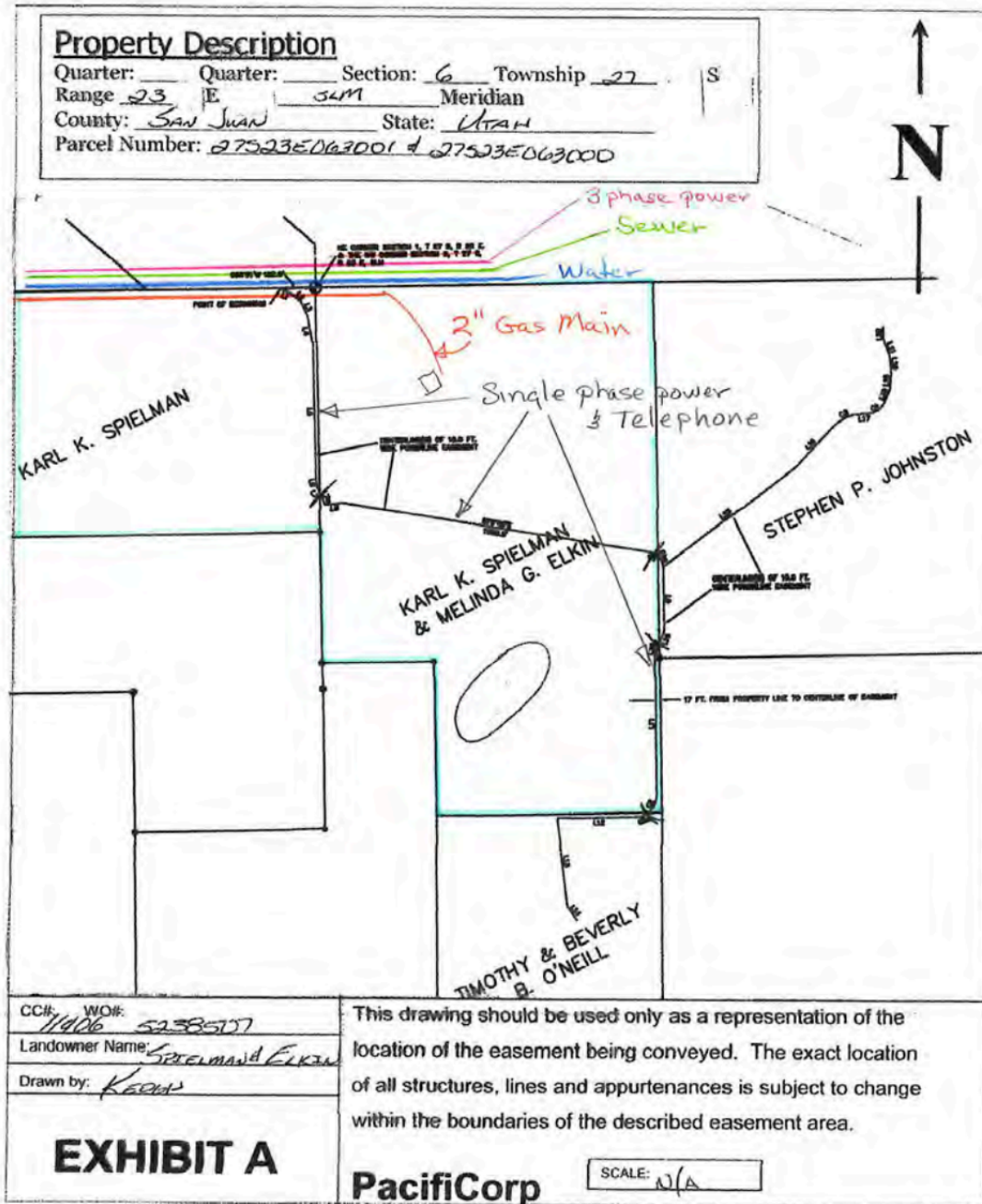




EXHIBIT B



San Juan Spanish Valley Special Service District

64 E Tangren Ln – 375 S Main St #234 – Moab, UT 84532  
435-459-4121

Date: January 20, 2023

Property Owner: Elkin Spielman Charitable Remainder Trust

Mailing Address: 404 W. Main Street, #123

City: Cortez State: Colorado Zip: 81321

Phone: 435-260-1383

E-Mail: 2kartspielman@comcast.net

Contact Person(if Different): Jim Schnepel

Contact Phone: 801-231-3666 jbschnepel@yahoo.com

Property Developer  
Gardner Plumb LLC  
201 S. Main Street, Suite 2000  
SLC UT 84111

Service Address: 185 S. Planesfield Drive, Spanish Valley

Development Name  
Balanced Rock Resort

Parcel Number: 27S23E063001, 27S23E063000, 27S22E010001

Requested Services: Sewer and Water service

Need Service For  
216 Residential Units:  
98 Single Family Houses  
84 Duplex Units (42 buildings)  
34 Townhomes (Live/Work/Play)  
216 Total  
130 Lodge Rooms

Project Type  Residential  Commercial  Industrial

Meter Size Requested Various

Authorized Signature:

Date: January 23, 2023

This approval is A PRELIMINARY proof of service availability. SJSVSSD REQUIRES A WILL SERVICE APPLICATION, FEE AND DEVELOPMENT REVIEW PRIOR TO FINAL APPROVAL







## STAFF REPORT

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**MEETING DATE:** May 16, 2023

**ITEM TITLE, PRESENTER:** Consideration and Approval, Lonesome Left Estates Subdivision Amendment 6, Scott Burton, Planning and Zoning Administrator

**RECOMMENDATION:** Consideration and Approval

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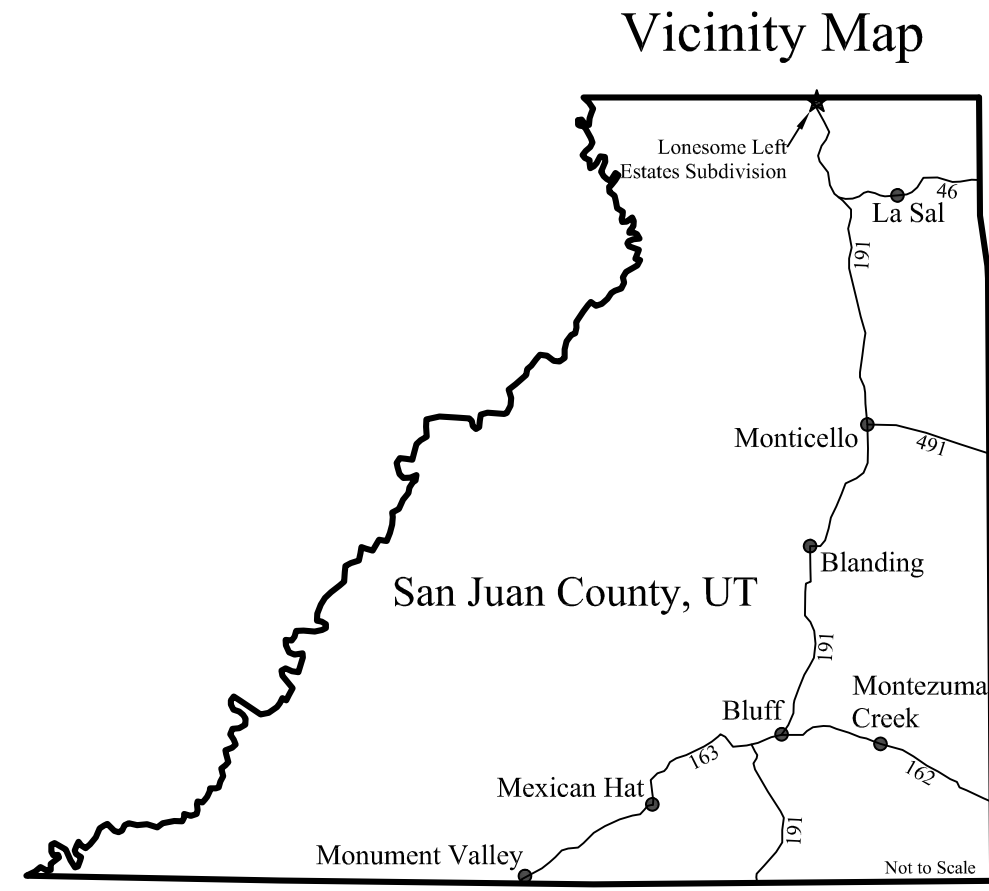
### SUMMARY

The Lonesome Left Estates Subdivision is located in Spanish Valley. The zoning for this subdivision is Spanish Valley Highway Commercial.

This proposed subdivision amendment splits lot 10C-1 into lots 10C-1A and 10C-1B as shown on the attached plat map. Lot 10C-1B is accessed through an access and utility easement as shown on the plat.

### HISTORY/PAST ACTION

This plat was reviewed and recommended for approval at the March 9, 2023 Planning Commission Meeting.



# Final Plat Lonesome Left Estates Subdivision Amendment No. 6 Within Section 1, T27S, R22E, SLB&M



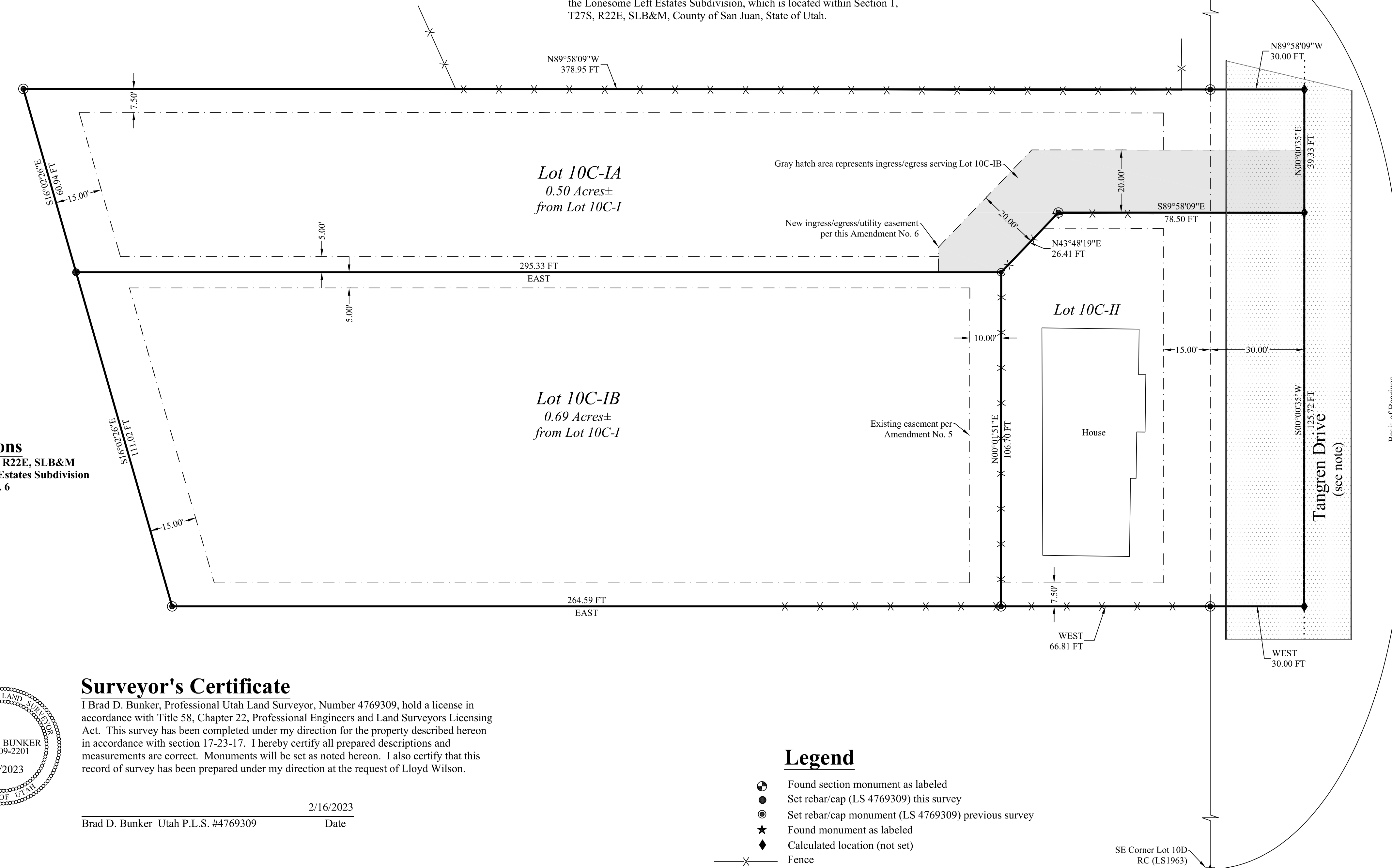
### Narrative

The purpose of this survey was to amend Lot 10C-1 of the Lonesome Left Estates Subdivision, Amendment No. 5 as shown hereon. New lots will be known as 10C-IA and 10C-IB in order to not confuse them with other subdivision amendment lot identification.

The basis of bearings for this survey is S00°02'00"W between the found northeast corner of original Lot 1 and the southeast corner of original Lot 11 of the Lonesome Left Estates Subdivision, which is located within Section 1, T27S, R22E, SLB&M, County of San Juan, State of Utah.

### Notes

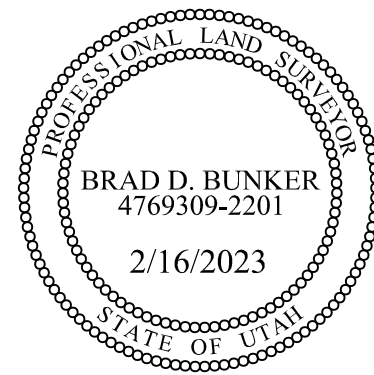
1. Tangren Drive is labeled private per the original 2005 Lonesome Left Estates Subdivision Plat. Currently San Juan County maintains this road, however, an official agreement document reference could not be provided per this Amendment No. 6.



**Descriptions**  
Section 1, T27S, R22E, SLB&M  
Lonesome Left Estates Subdivision  
Amendment No. 6  
Lot 10C-IA  
Lot 10C-IB

### Surveyor's Certificate

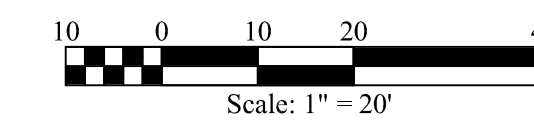
I Brad D. Bunker, Professional Utah Land Surveyor, Number 4769309, hold a license in accordance with Title 58, Chapter 22, Professional Engineers and Land Surveyors Licensing Act. This survey has been completed under my direction for the property described hereon in accordance with section 17-23-17. I hereby certify all prepared descriptions and measurements are correct. Monuments will be set as noted hereon. I also certify that this record of survey has been prepared under my direction at the request of Lloyd Wilson.



Brad D. Bunker Utah P.L.S. #4769309 Date 2/16/2023

### Legend

- ⊕ Found section monument as labeled
- Set rebar/cap (LS 4769309) this survey
- ⊙ Set rebar/cap monument (LS 4769309) previous survey
- ★ Found monument as labeled
- ◆ Calculated location (not set)
- Fence
- ⋯ Road centerline per original subdivision
- - - Existing and amended utility easement



**San Juan County Surveyor**

Approval in accordance with information and records on file in this office.

\_\_\_\_\_  
SJC Surveyor Date

<b>Health Department</b> Approved this _____ Day of _____, 20____ _____ Health Official	<b>Form Approval</b> Approved this _____ Day of _____, 20____ _____ Attorney	<b>County Recorder</b> State of Utah, County of San Juan, Recorded at the request of _____ Filed : Date: _____ Time: _____ Book: _____ Page: _____ Fee: _____ _____ County Recorder	<b>Final Plat</b> <b>Lonesome Left Estates Subdivision</b> <b>Amendment No. 6</b> Within Section 1, Township 27 South, Range 22 East, SLB&M
<b>Owners Dedication</b> Know all men by these presents that we, the undersigned owners of the above described lots of land, having caused the same to be divided and amended hereafter to be known as the Lonesome Left Estates Subdivision Amendment No. 3. In witness whereof I have hereunto set my hand this _____ Day of _____, 20____ _____ Chairman			
<b>San Juan County Commission</b> Approved by the San Juan County Planning Commission this _____ Day of _____, 20____ _____ Commissioner			
<b>San Juan County Surveyor</b> The amendment hereon was presented to the San Juan County Commission this _____ day of _____, 20____, and was accepted and approved. _____ Attest _____ Commissioner			



## STAFF REPORT

**MEETING DATE:** May 16, 2023

**ITEM TITLE, PRESENTER:** Consideration and Approval, Hassen Estates Subdivision Amendment 3, Scott Burton, Planning and Zoning Administrator

**RECOMMENDATION:** Consideration and Approval

### SUMMARY

The San Juan Townhomes project was approved for the Spanish Valley Overnight Accommodations Overlay in April 2022 as outlined below.

This plat creates the property approved by the Spanish Valley Overnight Accommodations Overlay process.

This subdivision amendment reflects a change to the plan that removes the access from US 191. The San Juan County Road Department has expressed a concern about the only access being from the Tangren. This makes the shortest access back to the highway on Ranch Rd which is a gravel road that goes right through the LeGrand Johnson gravel operation.

Additional concerns from the staff review have been communicated to the developer for plat revisions.

### HISTORY/PAST ACTION

The application for the Spanish Valley Overnight Accommodations Overlay was recommended for approval at the August 12, 2021 PC Meeting. The application was then approved by the Board of County Commissioners at their August 17, 2021 meeting.

At the March 10, 2022 Planning Commission Meeting, the Planning Commission voted to recommend that the Overnight Accommodations Overlay be attached to the development with the following conditions:

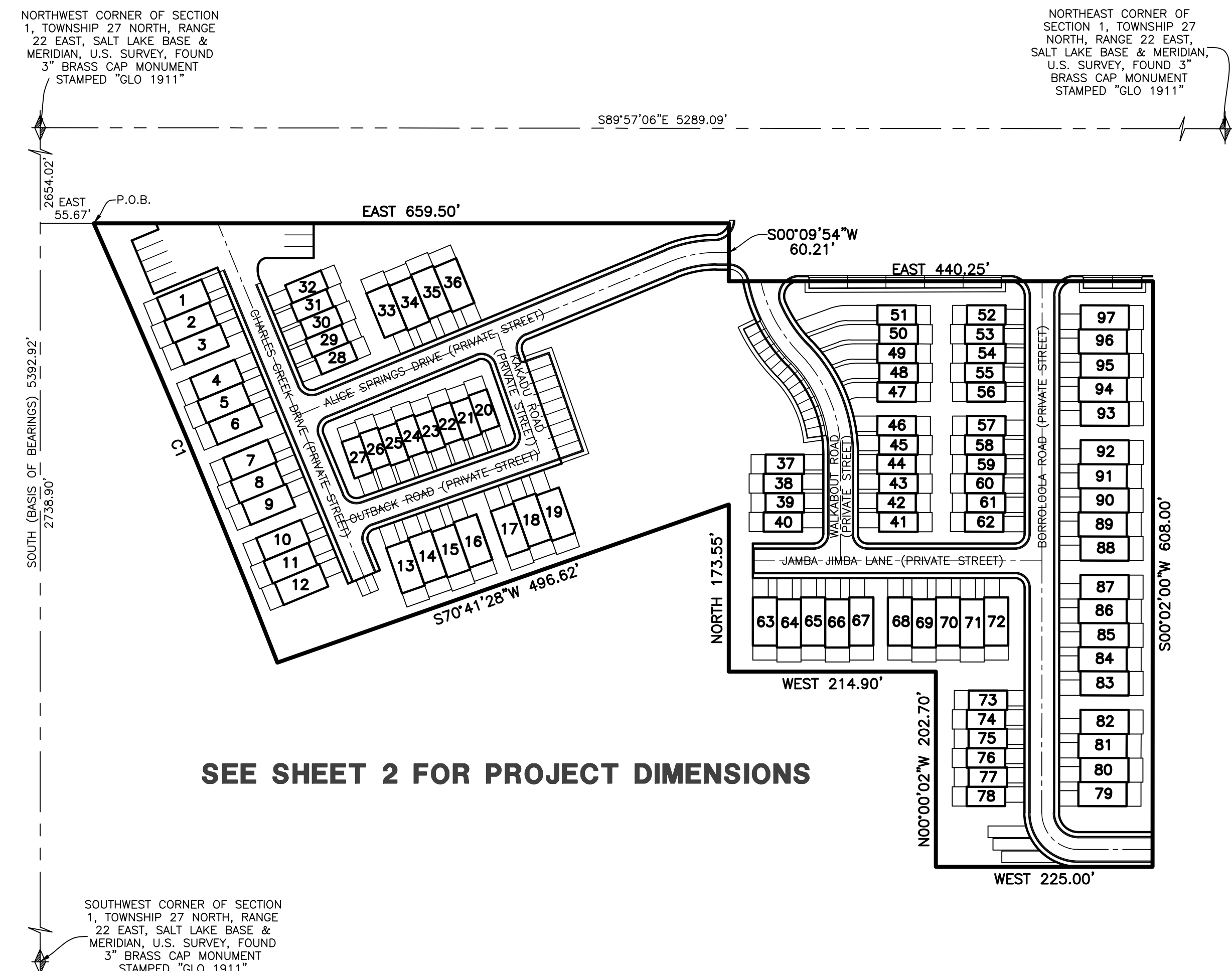
- Residential subdivision with nightly rentals
- Number of units: 98
- Must comply with the Utah Department of Transportation requirements for accessing US Hwy 191
- All roads in the development to remain private.
- Must have engineered storm drainage system ponds, rip wrap and overflow into the creek to meet the 100 year flood plain requirements, and any other requirements from the Army Corp of Engineers.
- Parking cannot spill out onto county roads or US Hwy 191

At the April 19, 2022 Board Of County Commissioners Meeting, the Commissioners approved to attach the Overnight Accommodations Overlay to this development with the above mentioned conditions.

At the March 9, 2023 Planning Commission Meeting, the Planning Commission voted to recommend approval of the subdivision plat with an agreement that the developer provide a new access from Old Airport Road.

# HASSEN ESTATES AMENDMENT III

AMENDING LOT 1B, 2B, AND 3C OF HASSEN ESTATES AMENDMENT II TOGETHER WITH OTHER LANDS  
PART OF THE WEST HALF OF SECTION 1, TOWNSHIP 27 SOUTH, RANGE 22 EAST, SALT LAKE BASE & MERIDIAN, U.S. SURVEY  
SAN JUAN COUNTY, UTAH  
MARCH, 2023



SEE SHEET 2 FOR PROJECT DIMENSIONS



VICINITY MAP  
NOT TO SCALE

### SURVEYOR'S CERTIFICATE

I, **TREVOR J. HATCH**, DO HEREBY CERTIFY THAT I AM A PROFESSIONAL LAND SURVEYOR IN THE STATE OF UTAH IN ACCORDANCE WITH TITLE 58, CHAPTER 22, PROFESSIONAL ENGINEERS AND LAND SURVEYORS ACT; AND THAT I HAVE COMPLETED A SURVEY OF THE PROPERTY DESCRIBED ON THIS PLAT IN ACCORDANCE WITH SECTION 17-23-17 AND HAVE VERIFIED ALL MEASUREMENTS, AND HAVE PLACED MONUMENTS AS REPRESENTED ON THIS PLAT, AND THAT THIS PLAT OF **HASSEN ESTATES AMENDMENT III** IN **SAN JUAN COUNTY**, UTAH, HAS BEEN DRAWN CORRECTLY TO THE DESIGNATED SCALE AND IS A TRUE AND CORRECT REPRESENTATION OF THE HEREIN DESCRIBED LANDS INCLUDED IN SAID SUBDIVISION, BASED UPON DATA COMPILED FROM RECORDS IN THE **SAN JUAN COUNTY** RECORDER'S OFFICE AND FROM SAID SURVEY MADE BY ME ON THE GROUND. I FURTHER CERTIFY THAT THE REQUIREMENTS OF ALL APPLICABLE STATUTES AND ORDINANCES OF **SAN JUAN COUNTY**, CONCERNING ZONING REQUIREMENTS REGARDING LOT MEASUREMENTS HAVE BEEN COMPLIED WITH.

SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

9031945  
UTAH LICENSE NUMBER

### OWNERS DEDICATION AND CERTIFICATION

KNOW ALL MEN BY THESE PRESENTS THAT THE UNDERSIGNED ARE THE OWNERS OF THE ABOVE DESCRIBED TRACT OF LAND, AND HEREBY CAUSE THE SAME TO BE DIVIDED INTO LOTS TOGETHER WITH EASEMENTS AS SET FORTH TO BE HEREAFTER KNOWN AS

HASSEN ESTATES AMENDMENT III

AND DO HEREBY DEDICATE ALL LAND DESIGNATED ON SAID PLAT AS PRIVATE STREETS AS ACCESS TO THE INDIVIDUAL UNITS, TO BE MAINTAINED BY A HOME OWNERS ASSOCIATION WHOSE MEMBERSHIP CONSISTS OF SAID OWNERS, THEIR GRANTEEES, SUCCESSOR, OR ASSIGNS AND ALSO DO GRANT AND CONVEY TO THE HOME OWNERS ASSOCIATION ALL THOSE PARTS OR PORTIONS OF SAID TRACT OF LAND DESIGNATED AS COMMON AREAS TO BE USED FOR OPEN SPACE AND PUBLIC UTILITY FOR THE BENEFIT OF EACH UNIT IN COMMON WITH ALL OTHERS IN THE SUBDIVISION.

SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

MIDWAY MEADOW DEVELOPMENT, LLC

AARON MUELLER, MANAGER

### LIMITED COMMON SQUARE FOOTAGE TABLE

UNIT #	LIMITED COMMON DRIVEWAY S.F.	LIMITED COMMON PATIO S.F.	UNIT #	LIMITED COMMON DRIVEWAY S.F.	LIMITED COMMON PATIO S.F.
1	328 S.F.	375 S.F.	50	1128 S.F.	300 S.F.
2	360 S.F.	375 S.F.	51	1379 S.F.	300 S.F.
3	328 S.F.	375 S.F.	52	328 S.F.	300 S.F.
4	328 S.F.	375 S.F.	53	360 S.F.	300 S.F.
5	360 S.F.	375 S.F.	54	328 S.F.	300 S.F.
6	328 S.F.	375 S.F.	55	360 S.F.	300 S.F.
7	328 S.F.	375 S.F.	56	328 S.F.	300 S.F.
8	360 S.F.	375 S.F.	57	328 S.F.	300 S.F.
9	328 S.F.	375 S.F.	58	360 S.F.	300 S.F.
10	328 S.F.	375 S.F.	59	328 S.F.	300 S.F.
11	360 S.F.	375 S.F.	60	360 S.F.	300 S.F.
12	328 S.F.	375 S.F.	61	328 S.F.	300 S.F.
13	368 S.F.	375 S.F.	62	360 S.F.	300 S.F.
14	336 S.F.	375 S.F.	63	328 S.F.	375 S.F.
15	368 S.F.	375 S.F.	64	360 S.F.	375 S.F.
16	336 S.F.	375 S.F.	65	328 S.F.	375 S.F.
17	368 S.F.	375 S.F.	66	360 S.F.	375 S.F.
18	336 S.F.	375 S.F.	67	328 S.F.	375 S.F.
19	368 S.F.	375 S.F.	68	328 S.F.	375 S.F.
20	368 S.F.	300 S.F.	69	360 S.F.	375 S.F.
21	336 S.F.	300 S.F.	70	328 S.F.	375 S.F.
22	368 S.F.	300 S.F.	71	360 S.F.	375 S.F.
23	336 S.F.	300 S.F.	72	328 S.F.	375 S.F.
24	368 S.F.	300 S.F.	73	296 S.F.	300 S.F.
25	336 S.F.	300 S.F.	74	328 S.F.	300 S.F.
26	368 S.F.	300 S.F.	75	296 S.F.	300 S.F.
27	336 S.F.	300 S.F.	76	328 S.F.	300 S.F.
28	368 S.F.	300 S.F.	77	296 S.F.	300 S.F.
29	328 S.F.	300 S.F.	78	328 S.F.	300 S.F.
30	360 S.F.	300 S.F.	79	328 S.F.	375 S.F.
31	328 S.F.	300 S.F.	80	360 S.F.	375 S.F.
32	360 S.F.	300 S.F.	81	328 S.F.	375 S.F.
33	360 S.F.	375 S.F.	82	360 S.F.	375 S.F.
34	328 S.F.	375 S.F.	83	360 S.F.	375 S.F.
35	360 S.F.	375 S.F.	84	328 S.F.	375 S.F.
36	328 S.F.	375 S.F.	85	360 S.F.	375 S.F.
37	328 S.F.	300 S.F.	86	328 S.F.	375 S.F.
38	360 S.F.	300 S.F.	87	360 S.F.	375 S.F.
39	328 S.F.	300 S.F.	88	360 S.F.	375 S.F.
40	360 S.F.	300 S.F.	89	328 S.F.	375 S.F.
41	360 S.F.	300 S.F.	90	360 S.F.	375 S.F.
42	328 S.F.	300 S.F.	91	328 S.F.	375 S.F.
43	360 S.F.	300 S.F.	92	360 S.F.	375 S.F.
44	328 S.F.	300 S.F.	93	360 S.F.	375 S.F.
45	368 S.F.	300 S.F.	94	328 S.F.	375 S.F.
46	378 S.F.	300 S.F.	95	360 S.F.	375 S.F.
47	538 S.F.	300 S.F.	96	328 S.F.	375 S.F.
48	714 S.F.	300 S.F.	97	360 S.F.	375 S.F.
49	867 S.F.	300 S.F.			

### BOUNDARY DESCRIPTION

ALL OF LOT 1B, 2B, AND 3C OF HASSEN ESTATES AMENDMENT II TOGETHER WITH OTHER LANDS BEING A PART OF THE WEST HALF OF SECTION 1, TOWNSHIP 27 SOUTH, RANGE 22 EAST, SALT LAKE BASE AND MERIDIAN, U.S. SURVEY, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT, SAID POINT BEING SOUTH 2654.02 FEET AND EAST 55.67 FEET FROM THE NORTHWEST CORNER OF SAID SECTION 1 (NORTHWEST CORNER BEING NORTH 5392.92 FEET FROM THE SOUTHWEST CORNER OF SAID SECTION 1); THENCE EAST 659.50 FEET; THENCE SOUTH 00°09'54" WEST 60.21 FEET TO A POINT ON AN EXISTING FENCE; THENCE ALONG SAID FENCE LINE THE FOLLOWING THREE (3) COURSES: (1) EAST 440.25 FEET; (2) SOUTH 00°02'00" WEST 608.00 FEET; AND (3) WEST 225.00 FEET; THENCE NORTH 00°00'02" WEST 202.70 FEET TO A POINT ON AN EXISTING FENCE LINE; THENCE ALONG SAID FENCE LINE THE FOLLOWING FOUR (4) COURSES: (1) WEST 214.90 FEET; (2) NORTH 173.55 FEET; (3) SOUTH 70°41'28" WEST 496.62 FEET; AND (4) ALONG A NON-TANGENT CURVE TURNING TO THE LEFT WITH A RADIUS OF 10277.72 FEET, AN ARC LENGTH OF 494.45 FEET, A DELTA ANGLE OF 02°45'23", A CHORD BEARING OF NORTH 22°40'51" WEST, AND A CHORD LENGTH OF 494.41 FEET TO THE POINT OF BEGINNING.

CONTAINING 441,837 SQUARE FEET OR 10.143 ACRES MORE OR LESS.

### NOTES

- ALL AREAS NOT LABELED AS PRIVATE UNIT, LIMITED COMMON AREA, OR PRIVATE STREET IS CONSIDERED COMMON AREA.
- ALL COMMON AREA IS CONSIDERED PUBLIC UTILITY EASEMENT.
- ALL LIMITED COMMON DRIVEWAYS ARE 16 FEET WIDE.
- ALL UNIT TIES ARE PERPENDICULAR TO BOUNDARY LINES OR PRIVATE R.O.W. LINES.
- THIS PLAT CONFORMS WITH THE SPANISH VALLEY OVERNIGHT ACCOMMODATIONS OVERLAY AND WAS APPROVED BY THE SAN JUAN COUNTY BOARD OF COUNTY COMMISSIONERS AT THEIR REGULAR MEETING ON APRIL 19, 2022.

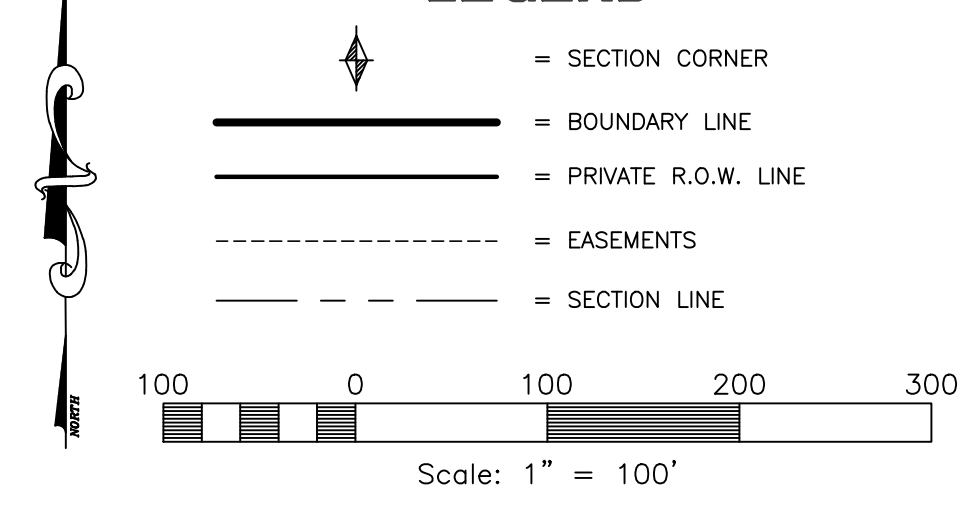
### BASIS OF BEARINGS

THE BASIS OF BEARING FOR THIS PLAT IS THE SECTION LINE BETWEEN THE NORTHWEST CORNER AND THE SOUTHWEST CORNER OF SECTION 1, TOWNSHIP 27 SOUTH, RANGE 22 EAST, U.S. SURVEY, SHOWN HEREON AS DUE SOUTH.

### NARRATIVE

THE BOUNDARY FOR THIS SUBDIVISION WAS DETERMINED BY DEED AND RETRACING AND THE HASSEN ESTATES AMENDMENT II SUBDIVISION PLAT FROM FOUND MONUMENTS. ALL BOUNDARY CORNERS WERE SET WITH A 5/8" X 24" REBAR AND PLASTIC CAP STAMPED "REEVE & ASSOCIATES".

### LEGEND



### CURVE TABLE

#	RADIUS	ARC LENGTH	CHD LENGTH	TANGENT	CHD BEARING	DELTA
C1	110277.72	494.45	494.41	247.28	N22°40'51"W	2°45'23"

### COUNTY SURVEYOR

APPROVAL IN ACCORDANCE WITH INFORMATION AND RECORDS ON FILE IN THIS OFFICE.

COUNTY SURVEYOR DATE

### COUNTY ROAD DEPARTMENT

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

COUNTY ROAD DEPARTMENT

### APPROVAL AS TO FORM

APPROVED AS TO FORM THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

ATTORNEY

### COUNTY BOARD OF HEALTH

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

COUNTY BOARD OF HEALTH

### PLANNING COMMISSION CERTIFICATE

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.  
BY SAN JUAN COUNTY PLANNING COMMISSION.

CHAIR

### COUNTY COMMISSION APPROVAL

PRESENTED TO THE SAN JUAN COUNTY COMMISSION THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.  
SUBDIVISION WAS ACCEPTED AND APPROVED

ATTEST

### COUNTY RECORDER

STATE OF UTAH, SAN JUAN COUNTY, RECORDED AT THE REQUEST OF \_\_\_\_\_ DATE \_\_\_\_\_ BOOK \_\_\_\_\_ PAGE \_\_\_\_\_ FEE \_\_\_\_\_

### Project Info.

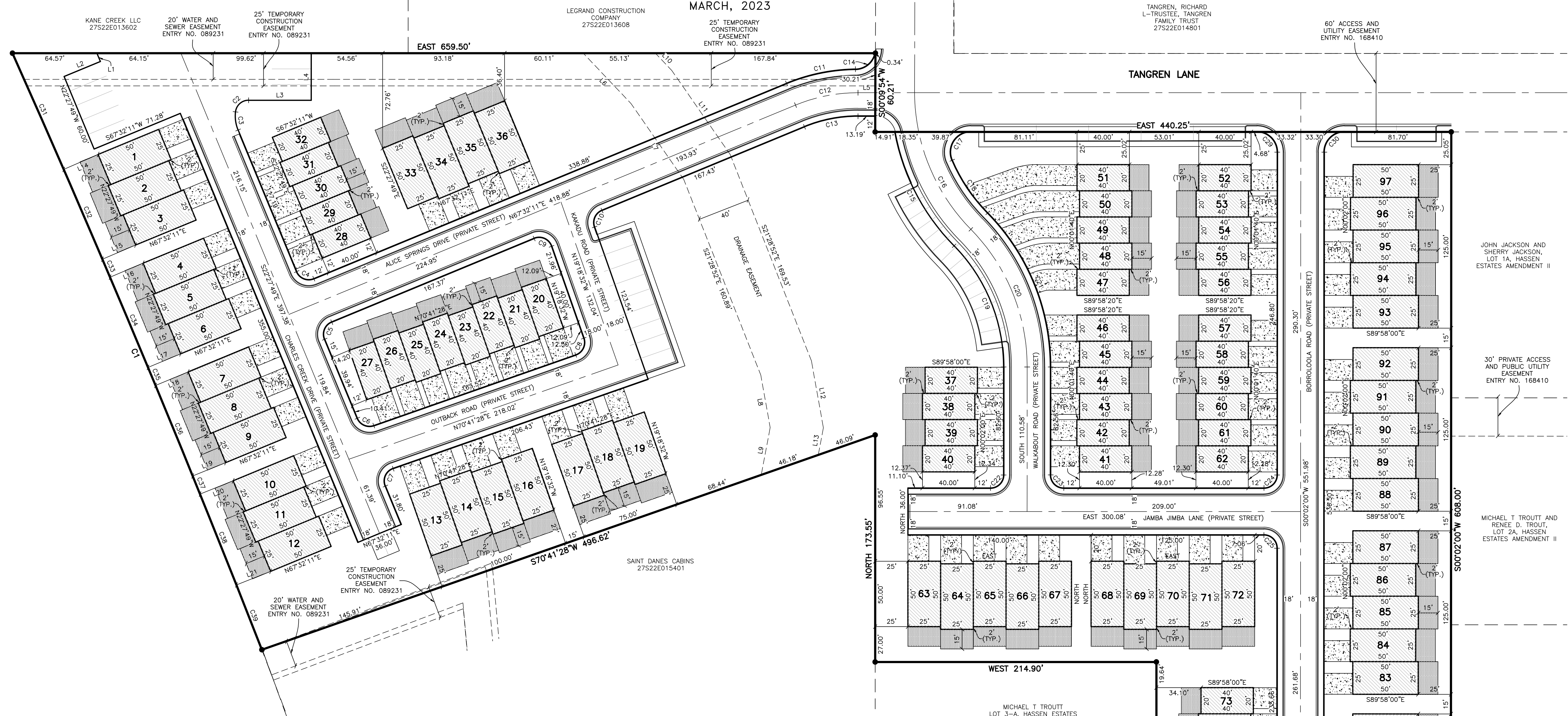
Surveyor: T. HATCH  
Designer: N. ANDERSON  
Begin Date: 2-6-2023  
Name: HASSEN ESTATES AMENDMENT III  
Number: 7374-03  
Scale: 1"=100'





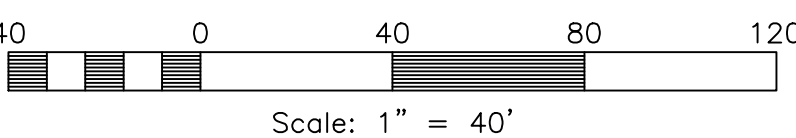
# HASSEN ESTATES AMENDMENT III

AMENDING LOT 1B, 2B, AND 3C OF HASSEN ESTATES AMENDMENT II TOGETHER WITH OTHER LANDS  
PART OF THE WEST HALF OF SECTION 1, TOWNSHIP 27 SOUTH, RANGE 22 EAST, SALT LAKE BASE & MERIDIAN, U.S. SURVEY  
SAN JUAN COUNTY, UTAH  
MARCH, 2023



**LEGEND**

- = SET 5/8" X 24" REBAR AND PLASTIC CAP STAMPED "REEVE & ASSOCIATES"
- = BOUNDARY LINE
- = PRIVATE R.O.W. LINE
- = ADJOINING PROPERTY
- - - = EASEMENTS
- = ROAD CENTERLINE
- ▭ = COMMON AREA
- ▨ = LIMITED COMMON AREA (PATIO)
- ▩ = LIMITED COMMON AREA (DRIVEWAY)
- ▧ = PRIVATE UNIT



**CURVE TABLE**

#	RADIUS	ARC LENGTH	CHD LENGTH	TANGENT	CHD BEARING	DELTA
C1	10277.72	494.45	494.41	247.28	N22°40'51" W	2°45'23"
C2	10.00	14.59	13.33	8.94	S48°10'50" W	83°37'14"
C3	28.00	14.09	13.94	7.20	S08°02'48" E	28°50'02"
C4	10.00	15.71	14.14	10.00	S67°27'49" E	90°00'00"
C5	10.00	15.71	14.14	10.00	S22°32'11" W	90°00'00"
C6	10.00	15.16	13.75	9.48	S65°53'10" E	86°50'43"
C7	10.00	16.26	14.53	10.57	S24°06'50" W	93°09'19"
C8	10.00	15.71	14.14	10.00	N25°41'28" E	90°00'00"
C9	10.00	16.26	14.53	10.57	N65°53'10" W	93°09'17"
C10	10.00	15.16	13.75	9.48	N44°06'50" E	86°50'43"
C11	143.00	54.11	53.79	27.38	N78°22'37" E	21°40'52"
C12	125.00	49.01	48.69	24.82	N78°46'06" E	22°27'49"
C13	107.00	41.95	41.68	21.25	N78°46'06" E	22°27'49"
C14	15.50	20.84	19.30	12.34	N50°42'04" E	77°01'58"
C15	168.00	99.66	98.21	51.35	S27°30'51" E	33°59'21"
C16	150.00	85.63	84.48	44.02	S28°09'14" E	32°42'55"
C17	15.50	30.66	25.90	23.57	S33°19'33" W	113°20'55"
C18	132.00	48.75	48.47	24.66	S33°55'43" E	21°09'57"
C19	132.00	102.62	100.05	54.06	S22°14'16" E	44°32'31"
C20	150.00	116.61	113.70	61.43	S22°14'16" E	44°32'31"
C21	168.00	130.60	127.34	68.80	S22°14'16" E	44°32'31"
C22	10.00	15.70	14.14	9.99	S45°01'00" W	89°58'00"
C23	10.00	15.71	14.15	10.01	S44°59'00" E	90°02'00"
C24	10.00	15.70	14.14	9.99	N45°01'00" E	89°58'00"
C25	10.00	15.71	14.15	10.01	S44°59'00" E	90°02'00"
C26	20.00	31.43	28.29	20.01	S44°59'00" E	90°02'00"
C27	38.00	59.71	53.76	38.02	S44°59'00" E	90°02'00"
C28	56.00	89.22	79.22	56.03	S44°59'00" E	90°02'00"
C29	15.50	24.17	21.79	15.32	S44°37'56" E	89°19'53"
C30	15.50	24.15	21.78	15.30	S44°39'56" W	89°15'53"
C31	10277.72	97.12	97.12	48.56	S23°47'19" E	03°29'29"
C32	10277.72	74.79	74.79	37.49	S21°18'33" E	07°28'01"
C33	10277.72	14.96	14.96	7.48	S23°03'33" E	07°05'00"
C34	10277.72	74.80	74.80	37.40	S22°48'32" E	07°25'01"
C35	10277.72	14.96	14.96	7.48	S22°33'32" E	07°05'00"
C36	10277.72	74.80	74.80	37.40	S22°18'51" E	07°25'01"
C37	10277.72	14.96	14.96	7.48	S22°03'30" E	07°05'00"
C38	10277.72	74.79	74.79	37.40	S21°48'29" E	07°25'01"
C39	10277.72	53.27	53.27	26.63	S21°27'04" E	07°17'49"

**LINE TABLE**

LINE	BEARING	DISTANCE
L1	S22°27'49" E	6.89
L2	S67°32'11" W	30.00
L3	N89°59'28" E	47.89
L4	N00°00'00" E	36.00
L5	N90°00'00" E	13.24
L6	S43°29'22" E	53.11
L7	S34°47'12" E	70.56
L8	S10°08'54" E	40.68
L9	S10°40'04" W	36.87
L10	S43°29'22" E	18.20
L11	S34°47'12" E	78.27
L12	S10°08'54" E	51.99
L13	S10°40'04" W	21.15
L14	S66°28'56" W	28.72
L15	S66°53'57" W	27.61
L16	S66°58'57" W	27.45
L17	S67°23'58" W	27.00
L18	S67°28'59" W	26.98
L19	S67°54'00" W	27.18
L20	S67°59'00" W	27.28
L21	S68°24'01" W	28.14

**Project Info.**  
 Surveyor: T. HATCH  
 Designer: N. ANDERSON  
 Begin Date: 2-6-2023  
 Name: HASSEN ESTATES AMENDMENT III  
 Number: 7374-03  
 Scale: 1"=40'

**Reeve & Associates, Inc.**  
 5160 S 1500 W, RIVERDALE, UTAH 84405  
 TEL: (801) 621-3100 FAX: (801) 621-2666 www.reeve.co





**Sidwell #0006600001B,  
0006600002B, and  
0006600003C**

**RECORDING REQUESTED BY**

**San Juan County Planning Department  
117 South Main Street, PO Box #9  
Monticello, Utah 84535**

**AND WHEN RECORDED RETURN TO:**

**San Juan County  
117 South Main Street, PO Box #9  
Attn: Mack McDonald**

**PARTICIPATION AND REIMBURSEMENT AGREEMENT**

**by and between**

**San Juan County**

**and**

**Territory Holdings, LLC**

**a Utah limited liability company**

**PARTICIPATION AGREEMENT**

This Participation Agreement (the “Agreement”), when fully executed, will evidence the agreement made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2023, between San Juan County, a political subdivision of the State of Utah (the “County”) and Territory Holdings, LLC a Utah limited liability company (the “Participant.”) collectively referred to as (the “Parties”) and individually as a (“Party). The Agreement between County and Participant is as follows:

1. County is currently attempting to obtain a certain right of way that would enable the relocation of the road identified at “Ranch Road” upon “Exhibit A” to a certain area known as the “LeGrand gravel pit bypass” (the “Potential Right of Way”).
2. Participant is in the process of developing a residential real estate project upon parcels located in the County—Parcel Nos. 00066000001B, 00066000002B, and 00066000003C (the “Development Property”).
3. The County and the Participant understand and agree that the County obtaining the Potential Right of Way would be a benefit to the Development Property. The County and the Participant understand and agree that the Development Property will receive improved access through the Potential Right of Way.
4. The County and the Participant understand and agree that if the County actually obtains the Potential Right of Way, the Participant hereby agrees to (i) pay to the County Two Hundred and Twenty-Five Thousand and 00/100 Dollars (\$225,000) and (ii) pay for one survey for the road Potential Right of Way.
5. This Agreement shall terminate upon the occurrence of the earliest of (i) notification by the County to the Participant that it has ceased to pursue the Potential Right of Way or (ii) two months after the Development Property has sold all of its lots to third-parties.
6. **Indemnification.** With respect to any judicial, administrative, or arbitration action, suit, claim, investigation, or proceeding (“Proceeding”) against San Juan County, San Juan County’s officers, employees, agents, consultants, advisors, and other representatives, and each of their heirs, executors, successors, and assignees (“San Juan County Indemnitees”) that arises out of this Participation Agreement or the acts or omissions of the Participant (each, a “Claim”), Participant shall, for the duration of this Participation Agreement and for a period of six years after the termination of this Participation Agreement, indemnify those San Juan County Indemnitees against any amount awarded in, or paid in settlement of any Proceeding, including interest (“Loss”) and any out-of-pocket expense incurred in defending a Proceeding or in any related investigation or negotiation, including court filing fees, court costs, arbitration fees, witness fees, and attorneys’ and other professionals’ fees and disbursements (“Litigation Expense”) (Loss and Litigation Expense means “Indemnifiable Losses”) arising out of that Proceeding, except to the extent that San Juan County negligently or intentionally caused those Indemnifiable Losses. If aforementioned Parties are found liable, each shall pay their proportionate share of damages as agreed by the parties or as ordered by a court of competent jurisdiction over the case.
7. **Notices.** All notices must be in writing and must be delivered personally, by a nationally recognized overnight courier, or by United States mail, postage prepaid and addressed to the parties at their respective addresses set forth below, and the same shall be effective upon receipt if delivered personally, on the next business day if sent by overnight courier, or three business days after deposit in the United States mail, if mailed. The initial addresses of the parties shall be:

<u>San Juan County</u>	<u>Participant</u>
San Juan County Attn: Scott Burton PO Box 9 Monticello, UT 84535	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><u>With a copy to:</u> San Juan County Attn: Attorney’s Office PO Box 9 Monticello, UT 84535</p> </div> <div style="width: 50%;"> <p>Territory Holdings, LLC 4766 South Holladay Blvd Holladay, Utah 84117</p> </div> </div>

- 8. **Conflict of Terms.** In the event of any conflict between the terms of this Participation Agreement and any documents referenced in this Participation Agreement or incorporated into this Participation Agreement by reference, including exhibits or attachments to this Participation Agreement, this Participation Agreement shall control.
- 9. **Assignment Restricted.** Except with the prior written consent of the other party, each party shall not transfer, including by merger (whether that party is the surviving or disappearing entity), consolidation, dissolution, or operation of law:
  - A. Any discretion granted under this Participation Agreement;
  - B. Any right to satisfy a condition under this Participation Agreement;
  - C. Any remedy under this Participation Agreement; or
  - D. Any obligation imposed under this Participation Agreement.

Any purported transfer in violation of this section will be void.
- 10. **Waiver.** No waiver of satisfaction of a condition or nonperformance of an obligation under this Participation Agreement will be effective unless it is in writing and signed by the party granting the waiver.
- 11. **Entire Participation Agreement; Amendment.** This Participation Agreement, including all attachments, if any, constitutes the entire understanding between the parties with respect to the subject matter in this Participation Agreement. Unless otherwise set forth in this Participation Agreement, this Participation Agreement supersedes all other agreements, whether written or oral, between the parties with respect to the subject matter in this Participation Agreement. No amendment to this Participation Agreement will be effective unless it is in writing and signed by both parties.
- 12. **Governing Law; Exclusive Jurisdiction.** Utah law governs any Proceeding brought by one party against the other party arising out of this Participation Agreement. If either party brings any Proceedings against the other party arising out of this Participation Agreement, party may bring that Proceeding only in a state court located in San Juan County, Utah (for claims that may only be resolved through the federal courts, only in a federal court located in Salt Lake City, Utah), and each party hereby submits to the exclusive jurisdiction of such courts for purposes of any such proceeding.
- 13. **Severability.** The parties acknowledge that if a dispute between the parties arises out of this Participation Agreement or the subject matter of this Participation Agreement, the parties desire the court to interpret this Participation Agreement as follows:
  - A. With respect to any provision that it holds to be unenforceable, by modifying that provision to the minimum extent necessary to make it enforceable or, if that modification is not permitted by law, by disregarding that provision; and
  - B. If an unenforceable provision is modified or disregarded in accordance with this section, by holding that the rest of the Participation Agreement will remain in effect as written.
- 14. **Counterparts, Digital Signatures, and Electronically Transmitted Signatures.** If the parties sign this Participation Agreement in counterparts, each will be deemed an original but all counterparts together will constitute one Participation Agreement. If the parties digitally sign this Participation Agreement or electronically transmit signatures by email, such signatures will have the same force and effect as original signatures.

County:  
San Juan County

Participant:  
Territory Holdings, LLC

\_\_\_\_\_  
By:  
Its:

\_\_\_\_\_  
By:  
Its:

Exhibit A









Imagery ©2023 Maxar Technologies, State of Utah, USDA/FPAC/GEO, Map data ©2023 200 ft



## COMMISSION STAFF REPORT

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**MEETING DATE:** May 16, 2023

**ITEM TITLE, PRESENTER:** Consideration and Approval of the Notice of Award to Kilgore Companies, dba LeGrand Johnson for Asphalt Repair and Replacement Projects at Multiple Locations in San Juan County. Sam Long, Facilities Maintenance Supervisor.

**RECOMMENDATION:** Approve the Notice of Award

---

### SUMMARY

In this year's budget we allocated \$250,500 to replace or repair the asphalt surface of the parking lots at the County Administration Building, the Monticello Library, and the Blanding Library.

### HISTORY/PAST ACTION

The funding has been allocated with the fiscal capital project budget.

### FISCAL IMPACT

Total and final bid pricing is \$266,556.46 which will require an additional \$16,056.46

Attachment A

San Juan County RFP Form

Respondent Information: Provide the following information about yourself and your company.

Respondent Name: Kilgore Companies dba Lebrand Johnson  
(Note: give exact legal name as it will appear on the contract, if awarded)

Address: 4910 Old Airport Rd

City: Moab State: UT Zip: 84532

Business Structure:

- Individual or Sole Proprietorship
- Partnership
- Corporation
- Limited Liability Company
- Other, list business structure \_\_\_\_\_

Insurance Certificate: \_\_\_\_\_ Copy of insurance certificate, or  You are willing to get the proper insurance requirements if awarded the contract during contract negotiation.

Contact Information: List the one person who San Juan County or their representative may contact concerning your proposal.

Name: Ryan Holyoak  
Telephone Number: 435-220-0049  
E-Mail: ryan.holyoak@ljcc.com

Final Bid/Pricing Structure:

\$266,556.46

By submitting this proposal, Kilgore Companies dba Lebrand Johnson hereby certifies our willingness to enter into a contract with San Juan County, if selected.

Signature Russell A. Larson Date 5-11-23  
Russell A. Larson  
President

**LeGRAND JOHNSON CONSTRUCTION CO.  
SOUTHERN PAVING DIVISION**



4910 Old Airport Rd. • MOAB, UT 84532 • (435) 259-5809 FAX (435) 259-5675

May 11, 2022

San Juan County Government  
117 South Main Street  
Monticello, UT 84535

RE: Bid# 2600631  
SJ County Parking Lot R&R Project

Dear Mr. McDondald,

Please accept this bid for the above mentioned project. See key employees and contacts below...

Ryan Holyoak - Area Manager - 435-220-0049 - ryan.holyoak@ljcc.com  
Mitch Peterson - Superintendent - 435-260-8199 - mitch.peterson@ljcc.com  
Danielle Hansen - Project Manger - 970-773-1087 - danielle.hansen@ljcc.com

Sincerely,

*Danielle Hansen*

Danielle Hansen  
Project Manager

**LeGRAND JOHNSON CONSTRUCTION CO.  
SOUTHERN PAVING DIVISION**



4910 Old Airport Rd. • MOAB, UT 84532 • (435) 259-5809 FAX (435) 259-5675

May 11, 2022

San Juan County Government  
117 South Main Street  
Monticello, UT 84535

RE: Bid# 2600631  
SJ County Parking Lot R&R Project

Dear Mr. McDondald,

Please accept the below contacts as references for the above mentioned bid:

Coughlin Company - St George, UT - 435-301-2236  
Ellisco - Mapleton, UT - 801-380-7832  
Straight Stripe - St George, UT - 435-680-8517  
UDOT - Moab, UT - 435-691-0942

Sincerely,

*Danielle Hansen*

Danielle Hansen  
Project Manager



State of Utah

SPENCER J. COX  
Governor

DEIDRE M. HENDERSON  
Lieutenant Governor

DEPARTMENT OF TRANSPORTATION

CARLOS M. BRACERAS, P.E.  
Executive Director

TERIANNE S. NEWELL, P.E.  
Deputy Director of Planning and Investment

LISA J. WILSON, P.E.  
Deputy Director of Engineering and Operations

June 17, 2022

Kilgore Companies, LLC  
ATTN: Tim Nevenner  
7057 W 2100 S  
P O Box 84044  
Magna UT 84044

Gentlemen:

The Prequalification Board for Contractors of the Utah Department of Transportation is pleased to advise you that your organization has been prequalified in the following amount and classification.

AMOUNT: Unlimited (\$ 4,489,575,000)

CLASSIFICATION: Grading; Drainage; Miscellaneous – Crushed Gravel/Stone, Roadmix Asphalt

This prequalification extends to July 1, 2023.

For further information regarding UDOT heavy highway construction projects, please reference our Home Page: <http://www.udot.utah.gov/connect>.

Sincerely,

Margaret Gish  
Prequalification Specialist  
Prequalification Board  
Phone: (801)965-3835  
E-mail: [margaretgish@utah.gov](mailto:margaretgish@utah.gov)



## 2020-2015 Completed Project References

### US Department of Transportation - Federal Highway Administration - Jim Kerrigan

12300 W. Dakota Avenue, Suite 360, Lakewood, Colorado 80228

720-963-3362 / james.kerrigan@dot.gov

2018 - FTNP ARCH 10(2) Arches National Main Entrance and Overlook Roads \$14,405,610.15

### Colorado Department of Transportation - Craig Snyder, Resident Engineer

606 South 9th Street, Grand Junction, Colorado 81501

970-683-6351 / Fax 970-683-6369 / craig.snyder@dot.state.co.us

2020 - NHPP006A-064 - Resurfacing Hwy 6	\$2,768,378.67
2020 - NHPP0402-090 US 40 Craig East BPM	\$450,818.20
2020 - STR0132-021 SH 13 North of Craig	\$10,873,680.95
2019 - STR065A-022 SH 65 Mesa North	\$6,066,122.20
2019 - NHPP0401-023 US 40 Overlay	\$2,167,529.65
2018 - NHPP5502-096 US 550 Chip Seal	\$662,975.01
2017 - SHE 340A-018 SH 340 Roundabout	\$4,323,054.61
2017 - SH 145 Lizard Head North Chipseal	\$993,489.00
2016 - I-70 From 49 East to Debeque 2015 I-70	\$10,782,911.87

### Utah Department of Transportation - D. James Snyder, Engineer

Creamer & Nobel, 35 South 400 West, Ste. 200, St George, Utah 84770

435-637-4677 / jdsnyder@creamerandnoble.com

2020 - UDOT Hwy 191 Wildlife Fencing Phase 2	\$184,378.85
2020 - SR-313 Deadhorse Point to Island In The Sky	\$2,621,649.77
2020 - UDOT SR499(340) SR-95, SR-261, SR275	\$13,459,280.42
2020 - UDOT US 191 SB Left Turn Lane Widening	\$158,237.05
2019 - F-0128(16)0 SR 128-MP 0 to 20.31	\$5,507,478.87
2019 - F-0313(3)8 Island In the Sky to US 191	\$132,254.32
2018 - F-R499(281) US 491 and US 191	\$297,797.20
2018 - SR-46 US 191 to Colorado State Line	\$6,607,102.10
2017 - Monticello Main & US 491	\$293,604.00
2017 - F-0191(123)113 SR 128 MP 112.5 to 124	\$255,305.22

ELAMCONSTRUCTION  
PROJECT REFERENCES

Page | 1

**Eagle County - George Rousson, County Engineer**

500 Broadway, Eagle, Colorado 81631-0850

970-328-8760 / Fax 970-328-3546 / engineering@eaglecounty.us

2018 - Eagle County 2018 Overlay Project	\$1,156,774.80
2018 - Bachelor Gulch Metro District 2018 Road Improvements	\$786,321.10
2017 - Eagle County Overlay	\$385,025.00
2015 - Gypsum to Dotsero Trail 2015 Freedom Park Parking Lot	\$308,169.00

**LaPlata County - Aaron McKelvey, County Engineer**

26616 Hwy 160 South, Durango, Colorado 81303

2020 - LaPlata County Mill and Overlay 2019 (CR 318,329,330)	\$2,676,869.65
2019 - LaPlata County 24 County Intersections	\$625,591.90

**Mesa County Transportation Department - Eric Burton, Supervisor**

1000 South 9th Street, Grand Junction, Colorado

2019 - Buckskin Hill Road Improvement	\$1,991,031.50
2017 - Mesa County Overlays	\$3,230,200.00
2016 - Mesa County Overlays	\$3,189,869.00
2015 - Mesa County Fairgrounds Phase II	\$1,359,199.00

**Montezuma County, Rob Englehart, Superintendent**

1680 N. Dolores Road, Cortez, Colorado 81321

2020 - Montezuma County 2019 Asphalt Supply & Overlay	\$1,751,893.80
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**Moffat County - Billy E. Mack - Director Moffat County Road**

P.O. Box 667, Craig, Colorado 81626

970-824-3211 / bmack@ci.craig.co.us

2019 - Moffat County Road 4	\$881,197.00
2018 - Colowyo Collom Haul Road	\$8,869,600.44
2015 - County Road 14	\$280,891.00

**San Juan County - Ben Musselman**

117 South Main Street, Monticello Utah 84535

435-587-3230 / bmusselman@sanjuancounty.org

2020 - San Juan Spanish Valley Roadwork	\$1,029,258.81
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**Routt County - Marty Hamilton, Purchasing Manager**

P.O. Box 773598, Steamboat Springs, Colorado 80477

2019 - Routt County Board of Commissioners - Routt County Roads	\$1,027,824.30
2018 - Routt County Board of Commissioners - Routt County Road 129	\$717,600.00
2017 - Routt County Overlays	\$800,347.00
2015 - Routt County Overlays	\$3,063,679.00



**City of Grand Junction -Justin Vensel**

250 North 5th Street, Grand Junction, Colorado 81501

970-244-1554 / justinv@ci.grandjct.co.us

2018 - City of Grand Junction Overlays	\$2,584,413.43
2018 - 7th Street Reconstruction	\$526,780.05
2017 - City of Grand Junction Overlays	\$2,079,249.55
2016 - City of Grand Junction Overlays	\$1,712,124.14

**City of Craig - Bill Early, Public Works Director**

300 W 4th Street, Craig, Colorado 81625-2713

970-826-2014 / Fax 970-826-2036 / bearly@ci.craig.co.us

2020 - City of Craig Overlays	\$338,580.06
2018 - City of Craig Overlays	\$246,342.49
2017 - City of Craig Overlays	\$216,290.00

**City of Moab - Chuck Williams**

217 E Center, Moab, Utah 84532

4335-259-5121 / cwilliams @moabcity.org

2020 - Wingate Hotel	
2017 - Moab City Chip Seal	\$356,134.00

**City of Monticello - Nathan Langston**

17 N 100 E, Monticello, Utah 84535

2017 - Monticello City Chip Seal	\$115,918.00
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**City of Blanding - Terry Ekker**

12 N Grayson Parkway, Blanding, Utah 8511

435-459-1532 / tekker@blanding-ut.gov

2019 - Blanding City Chip Seal	\$280,613.89
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**Town of Eagle - Kevin Sharley, Assistance Engineer**

1050 Chambers Avenue, Eagle, Colorado 81631

970-328-6678 / Fax 970-328-6066 / kevin@townofeagle.org

2019 - Eagle Valley Trail	\$621,608.06
2019 - Eagle Valley High School	\$447,351.33
2019 - Eagle Valley Middle School	\$276,533.50
2017 - Town of Eagle Paving	\$390,000.00

**Town of Gypsum - Ross Morgan, Community Development**

P.O. Box 130, Gypsum, Colorado 81637

970-524-7514 / Fax 970-524-7522 / ross@townofgypsum.com

2020 - Gypsum Street Repair	\$139,835.00
2019 - Gypsum Roundabout	\$268,270.16

**Town Of Meeker - Russell Overton, Public Works Superintendent**

345 Market Street, Meeker, Colorado 81541

970-878-5530 / streets@town.meeker.co.us

2018 - Town of Meeker Overlays \$515,842.78

2017 - Town of Meeker Overlays \$388,411.00

**Town of Vail - Chad Salli, Project Engineer**

70 South Frontage Road, Vail, Colorado 81657

970-479-2100 / csalli@vailgov.com

2018 - Town of Vail Overlays \$379,958.48

2018 - West Vail Sewer Paving \$396,264.04

2016 - Town of Vail Overlays \$504,750.00

2015 - Town of Vail Overlays \$519,360.00

**Town of Bayfield - Chris Lamay**

1199 Bayfield Parkway, Bayfield, Colorado 81122

970-884-9544 / clamay@bayfieldgov.org

2018 - Bayfield Street Project \$451,817.24

**Cordillera Metro District - Joe Wilson, General Manager**

0408 Carterville Road, Cordillera, Colorado 81632

970-926-1923 / Fax 970-926-5577 / jwilson@cordillerametro.org

2018 - Cordillera Asphalt Repair &amp; Overlay \$507,742.00

2015 - Cordillera Roadway Improvements \$283,374.00

**Gateway Metropolitan District - Robert Guion**

P.O. Box 645, Basalt, Colorado 81621

970-927-3500 / bobpubworks.com

2016 - Metropolitan District Road Paving \$570,400.00

**Beaver Creek Metropolitan District - Matt Wadey**

P.O. Box 5390, Avon, Colorado 81620

970-926-3373 / wadey@alpinecivil.com

2018 - Little Bear Parking Lot \$286,867.30

**Kraimer North American, LLC - Carl Dewey**

1 Plainview Road, Plain, WI 53577

608-546-2311 / Fax: 608 - 546 - 2518 / cdewey@draemerna.com

2020 - I-70G Edwards Interchange Upgrade Phase 2 \$838,353.00

**NewStar General Contractors - Kari Ackman**

2610 West 2590 South, Salt Lake City, Utah 84119

801-809-5825 / kari@newstargc.com

2020 - Safe Creek at Moab 86130 \$446,666.82

ELAMCONSTRUCTION  
PROJECT REFERENCES

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**Con-Sy Inc. - Wayne Balderston**

719 Arrowest Road, Grand Junction, Colorado 81505  
 970-683-1604 / wayne.csi@aol.com  
 2019 - Kimball Creek Road Safety Improvement

\$233,858.90

**Intrepid Potash - Rick York - Engineer**

1 UT - 279, Moab, UT 84532  
 435-259-7171 / rick.york@intrepidpotash.com  
 2018 - Intrepid Pond Reconstruction 2018 Rental

\$699,058.69

**Lakeside Ventures, LLC - Dick Norton - Developer**

970-385-4087 / norton richard@yahoo.com  
 2018 - Taylor Ranch Subdivision

\$520,874.15

**M.A. Concrete Construction - Jeff Nimon**

2323 River Road, Grand Junction, Colorado 81505  
 970-243-3221 / masoncretenimon@bresnan.net  
 2016 - Mesa County Hwy 330 Reconstruction  
 2014 - K Road  
 2014 - E 1/2 Road Sewer Main Project

\$188,900.00

\$519,017.00

\$2,058,434.00

**San Juan Transportation SSD - Ben Giblette**

117 S. Main, Monticello, Utah 84532  
 435-979-5497 / beng@jonesand demille.com  
 2017 - San Juan County Hatch Trading Post Road

\$1,822,748.00

**The Korte Company - Craig Mullinks**

12441 US Hwy 40, Highland, Illinois 62249  
 314-242-0143 / craig.mullinks@korteco.com  
 2018 - UNHS Blanding Health Center  
 2017 - Montezuma Creek Health Care Parking

\$448,648.85

\$409,211.38

**Intermountain Slurry - Taylor Baggs**

1000 North Warm Springs Road, Salt Lake City, Utah 84116  
 801-869-5114 / taylor.baggs@gcinc.com  
 2018 - UDOT US 191 MP 140 to RR Structure

\$605,341.04

**Xcel Energy - Serena Chen**

2538 Blichman Avenue, Grand Junction, Colorado 81505  
 800-895-4999 / serena.h.chen@xcelenergy.com  
 2016 - Xcel Parking Lot

\$1,141,059.24

**Henderson Builders - Jason Henderson**

321 S. Hwy 191, Moab, Utah 84532

435-259-4111 / ihbuilder@frontier.net

2017 - Sky ranch Airport / Lots

\$436,056.00

**Southwest Horizon Ranch LLLP - Kim Welty**

44 Twin Pines Lane, Durango, Colorado 81303

970-385-7932 - kim.welty@frontier.net

2017 - SW Horizon Ranch Revision 1

\$349,271.30

**CRG Construction - Mark Pollock**

P.O. Box 1160, Bayfield, Colorado 81122

970-884-7380 / mpollock@crgconstructioninc.com

2018 - Elevation Park at Hope Springs

\$300,293.19

**Nelco Contractors - Jim Madsen**

P.O. Box 282, Price, Utah 84501

435-630-4405 / jmadsen@nelcocontractors.com

2018 - Moab City 100 West Sewer Project

\$336,473.21

**Richardson Van Leeuwen Construction - Todd Mitchell**

510 South 600 East, Salt Lake City, Utah 84102

801-355-6881 / tmitchell@rvconst.com

2016 - Moab Marriott Phase II Paving

\$381,872.85

**JITA Contracting**

65 Mercado Street, Ste 125, Durango, Colorado 81301

970-247-1381 / Fax: 970-247-0338 / Jeremiah@jitacontracting.com

2020 - Mancos School Renovation Phase I

\$273,868.60

**Lance Excavating -Diana Lanee**

121 N. 600 W., Heber, Utah 84032

435-654-3558 / lanceexcavating@gmail.com

2018 - Blanding City Sewer Project

\$253,435.81

**Blue Star Construction - Bo Mather**

2350 G Road, Grand Junction, Colorado 81505

970-243-2308 / dmather@aol.com

2016 - Stage Coach Filing #4

\$151,958.75

2016 - Heritage Heights Filing 4,5,6 Earthwork

\$245,525.75

**Tri-Hurst Construction, Inc. - Joe Hurst**

377 West 300 South, Blanding, Utah 84511  
435-678-7660

2020 - San Juan Bluff Elementary School \$239,270.00

**K & D Construction, Inc. - Matt Hill**

648 North Terrace Drive, Grand Junction, CO 81507  
970-255-2099

2020 - Sewer Line Replacement Phase B \$187,713.50

**Haselden Construction - Ashley Vesely**

1075 Broad Ripple Avenue, Suite 313, Indianapolis, IN 46220  
303-751-1478 / Ashleyvesely@haselden.com

2020 - Red Sandstone Elementary Parking Garage \$169,734.48

**View Gate Development LLC - Joe Lansdown**

221 East 6200 S. Salt Lake City, UT 84121  
405-826-7684 / joe.epon@aol.com

2020 - Wingate Moab \$163,513.60

**Scott Contracting, Inc. - Abby Capwell**

PO Box 1955, Orem, Utah 84059  
970-440-2172 / Acapwell@scottcontracting.com

2020 - Aspen Airport Interim Parking \$156,333.76

**Hellas Construction - Jeana Sanchez**

12710 Research Blvd., Suite 240, Austin, Texas 78759  
512-250-2910 / jsanchez@hellasconstruction.com

2016 - Grand Valley High School - Running Track \$153,422.50

**Gould Construction Inc. - Rod Johnson**

PO Box 130, Glenwood Springs, CO 81602  
970-945-7291 / Fax: 9700-945-8371 / rod@gouldconstruction.com

2020 - Castle Creek Trail Widening \$140,680.96

**Facilities Contracting, Inc. - Mike Ingham**

981 South park Drive, Littleton, CO 80120  
303-798-7111 / Fax: 303-798-7199 / mingham@facilitiescontracting.com

2020 - Discount Tire - Hwy 6 \$139,229.60

**Trinity Construction - Wesley Coers**

PO Box 86, Tooele, UT 84074  
435-840-8662 / Fax: 801-7077784 / w.coers@trinityconstruction.org

2020 - SWV & Sewer Improvement District \$130,784.15

**Scott Green Excavating - Scott Green**

5572 Hwy 6, Gypsum, CO

970-524-7836 / sgegypsum@gmail.com

2020 - Mountain Gateway

\$122,795.50

**Dolores Water Conservancy District - Ken Curtis**

60 South Cactus Street, Dolores, Colorado 81321

2020 - Dolores Water Conservancy Parking Lot

\$120,989.80

**BHI, Inc. - Levi Luck**

826 South 1500 East, Vernal, Utah 84078

435-760-9708

2020 - Maverick - Blanding

\$110,446.25

**Nunn Construction - Chris Schnurr - Project Manager**

925 Elkton Dive, Colorado Springs, Colorado 80907

719-599-7710 / Fax: 719-599-4744 / ap@nunnconstruction.com

2020 - LPC Sheriffs Office Remodel

\$104,594.55

**Gouldings Lodge - Wayland LeFont**

1000 S. Main Street, Monument Valley, Utah 84536

505-280-6334 / llnapaautoparts@yahoo.com

2020 - Monument Valley Gouldings Asphalt Maintenance 2019

\$102,516.76

**LeGRAND JOHNSON CONSTRUCTION CO.  
SOUTHERN PAVING DIVISION**



4910 Old Airport Rd. • MOAB, UT 84532 • (435) 259-5809 FAX (435) 259-5675

May 11, 2022

San Juan County Government  
117 South Main Street  
Monticello, UT 84535

RE: Bid# 2600631  
SJ County Parking Lot R&R Project

Dear Mr. McDondald,

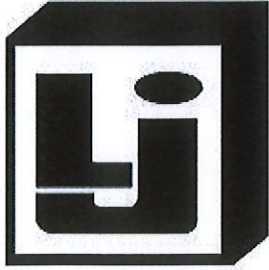
Please accept the below Proposal for the above mentioned bid:

LeGrand Johnson proposes to complete this project, if awarded, during the 2023 construction season. Work will be completed, as discussed during the pre-engineering discussion, per the standards set for constructing parking lots.

Sincerely,

*Danielle Hansen*

Danielle Hansen  
Project Manager



**LeGrand Johnson Construction Co.**  
**4910 Old Airport Road**  
**Moab, Utah 84532**

**Phone 435-259-5809 Fax 435-259-5675**

LeGrand Johnson Construction Co. is an Equal Opportunity Employer

<b>To:</b> San Juan County	<b>Contact:</b>
<b>Address:</b> 117 S Main Monticello, UT 84535	<b>Phone:</b>
	<b>Fax:</b>
<b>Project Name:</b> SJ County Parking Lot R&R Project	<b>Bid Number:</b> 2600631
<b>Project Location:</b> Various Locations, Monticello, UT	<b>Bid Date:</b> 5/11/2023

We are pleased to submit these prices for your consideration.

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
<b>Blanding Library Parking</b>					
	Blanding Library- Paint, Sealcoating	1.00	LS	\$7,756.00	\$7,756.00
	Blanding Library-Pulverize, Grade And Pave 3" HMA	6,253.00	SF	\$4.34	\$27,138.02
	Mobilization-Blanding Library	1.00	EACH	\$5,403.08	\$5,403.08
<b>Total Price for above Blanding Library Parking Items:</b>					<b>\$40,297.10</b>
<b>Monticello Administration Parking</b>					
	Admin- Pulverize, Grade, And Pave 3" HMA	35,000.00	SF	\$3.95	\$138,250.00
	Mobilization- Admin	1.00	LS	\$10,659.77	\$10,659.77
	Monticello Admin- Paint, Sealcoating	1.00	LS	\$26,594.40	\$26,594.40
<b>Total Price for above Monticello Administration Parking Items:</b>					<b>\$175,504.17</b>
<b>Monticello Library Parking</b>					
	Mobilization- Monticello	1.00	EACH	\$2,941.46	\$2,941.46
	Monticello Library- Paint, Sealcoating	1.00	LS	\$10,115.73	\$10,115.73
	Monticello Library- Pulverize, Grade, And Pave 3" HMA	2,400.00	SF	\$4.45	\$10,680.00
	Monticello Library-1 1/2"HMA Overlay	11,850.00	SF	\$2.28	\$27,018.00
<b>Total Price for above Monticello Library Parking Items:</b>					<b>\$50,755.19</b>
<b>Total Bid Price:</b>					<b>\$266,556.46</b>

**Notes:**

- Prices may be withdrawn if not accepted within 15 days of receiving this proposal.
- Acceptance of quote based on mutually acceptable schedule.
- Permits, permit fees, signage, traffic control, engineering, construction staking, independent testing, and surveying are not included in this quote.
- Excavation and Stabilization of soft areas, if encountered, are not included. This work will be completed on a time and materials basis per the geotechnical engineer's recommendations.
- Work will be performed under frost-free conditions.
- We cannot guarantee complete drainage in areas that have less than 1.5% of fall.
- These bid conditions, in their entirety, will become a governing part of any contract or subcontract agreement. This shall be accomplished by including a copy of this proposal in the contract or subcontract agreement.
- Final billing will be based on actual quantities installed.
- No work other than what is specifically stated above is included, implied or assumed in the prices quoted.
- Estimate is based upon a 40 hour work week - overtime is not included.
- The above prices do not include Performance and Payment Bond. Add 1.5% if bond is required.

**Payment Terms:**

**General Terms:** All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alternation or deviation from above specifications involving extra costs will be executed upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, weather, or delays beyond our control. Owner to carry fire, natural disaster and other necessary insurances. Our workers are fully covered by Workman's Compensation Insurance. We are not responsible for any hazardous materials encountered on this project.



**Acceptance of Proposal:** The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made within **15 days** of monthly billing date. In the event I do not pay for the labor and materials within **30** of monthly billing date, I agree to pay LeGrand Johnson Construction the maximum amount of interest allowable under Utah Law, not to exceed one and one-half percent (1 1/2 %) per month. In the event a dispute arises over payment of the labor and material under this proposal, or any other terms of the proposal, I agree to pay the attorney's fees and/or collection fees incurred by LeGrand Johnson Construction, if LeGrand Johnson Construction is successful in any such dispute.

**ACCEPTED:**

The above prices, specifications and conditions are satisfactory and are hereby accepted.

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

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

**Date of Acceptance:** \_\_\_\_\_

**CONFIRMED:**

**LeGrand Johnson**

**Authorized Signature:** \_\_\_\_\_

**Estimator:** RHolyoak

## SAN JUAN COUNTY COMMISSION



Bruce Adams	Chair
Silvia Stubbs	Vice-Chair
Jamie Harvey	Commissioner
Mack McDonald	Administrator

*Via United States Mail*

May 16, 2023

Ryan Holyoak  
 Kilgore Companies dba LeGrand Johnson  
 4910 Old Airport Road  
 Moab, Utah 84532

**Re: Notice of Award and Intent to Negotiate a Contract (San Juan County Parking Lot Asphalt Repair or Replacement)**

You are hereby notified that the Board of San Juan County Commissioners has found that your response to the Request for Proposal, issued on May 2, 2023, for the contracted services to repair or replace the asphalt surface of the parking lots at the County Administration Building, the Monticello Library, and the Blanding Library.

Based on the response to the Request for Proposal, Kilgore Companies, dba LeGrand Johnson, is the apparent most responsive and responsible bid. The Board of San Juan County Commissioners has authorized the award of a future negotiated contract based upon the proposal fee of \$266,556.46.

San Juan County will prepare a contract regarding this subject matter for your review and signature. Upon approval of the contract by the Board of San Juan County Commissioners you will be notified when to begin providing these services for San Juan County.

SAN JUAN COUNTY

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Bruce Adams, Chair  
 San Juan County Commission

ATTEST:

---

Lyman Duncan  
San Juan County Clerk/Auditor

## ACCEPTANCE OF NOTICE

Receipt this day of the *Notice of Award* authorized by the Board of San Juan County Commissioners upon your bid to perform appraisal services as outlined in the Request for Proposal issued on May 2, 2023, is hereby accepted and acknowledged.

LeGrand Johnson  
Contractor

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



## COMMISSION STAFF REPORT

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**MEETING DATE:** May 16, 2023

**ITEM TITLE, PRESENTER:** Consideration and Approval of the Notice of Award to TM Premier Services, Inc. for Landscape Services at Multiple Locations in San Juan County. Sam Long, Facilities Maintenance Supervisor.

**RECOMMENDATION:** Approve the Notice of Award

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### SUMMARY

This is to consider hiring an outside vendor to perform mowing and aerating services at various locations in the County. Currently the Maintenance staff is limited and each week the mowing is required but it takes away one of our only two employees to perform that service. We also need to upgrade our equipment, which alone is over \$4,000. In a test of reasonableness, staff requested proposals to find out if it is economically viable to outsource this service. Results of that process indicate that with time and costs of equipment, that it is reasonably fiscal prudent to outsource this service.

### HISTORY/PAST ACTION

N/A

### FISCAL IMPACT

Total and final bid pricing on an annual basis is \$7,280.



# SAN JUAN COUNTY COMMISSION

Bruce Adams  
 Silvia Stubbs  
 Jamie Harvey  
 Mack McDonald

Chair  
 Vice-Chair  
 Commissioner  
 Administrator

*Via United States Mail*

May 16, 2023

Thomas Wigginton  
 TM Premier Services, Inc  
 80 West 100 South  
 Monticello, Utah 84535

**Re: Notice of Award and Intent to Negotiate a Contract (San Juan County Landscape Maintenance Services)**

You are hereby notified that the Board of San Juan County Commissioners has found that your response to the Request for Proposal, issued on April 28, 2023, for the contracted services for landscape maintenance to make more efficient use of County maintenance personnel and resources at the County Administration Building, Public Safety Building, Monticello Annex, Monticello Library, Blanding Library and Blanding Annex

Based on the response to the Request for Proposal, TM Premier Services, Inc, is the apparent most responsive and responsible bid. The Board of San Juan County Commissioners has authorized the award of a future negotiated contract based upon the proposal fee of \$7,280.

San Juan County will prepare a contract regarding this subject matter for your review and signature. Upon approval of the contract by the Board of San Juan County Commissioners you will be notified when to begin providing these services for San Juan County.

SAN JUAN COUNTY

\_\_\_\_\_  
 Bruce Adams, Chair  
 San Juan County Commission

ATTEST:

\_\_\_\_\_  
Lyman Duncan  
San Juan County Clerk/Auditor

## ACCEPTANCE OF NOTICE

Receipt this day of the *Notice of Award* authorized by the Board of San Juan County Commissioners upon your bid to perform appraisal services as outlined in the Request for Proposal issued on May 2, 2023, is hereby accepted and acknowledged.

TM Premier Services, Inc  
Contractor

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



# Proposal

*San Juan County Landscaping Maintenance*



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## Qualifications

1. Over 16 years of Pest management, and Landscaping Maintenance Experience
2. Licenses Thomas Wigginton- UT # 4001-1612 since 2009
3. Use of Latest techniques of Integrated Pest Management (IPM)
4. Use of TOP Scheduling Program Work Wave
5. Use of Latest Equipment, 2021,2022 John deer Mower. Two Walker Mower system. Electric and gas power trimers. We use top grade commercial equipment
6. Each member, each year, has 12 hr. of Continuous Education Units or CEU ( training Classes)
7. Local Business
8. Family owned and Operated
9. Fully Insured Company



## Current Jobs/References

- Maverick Fuel stations, Blanding, Monticello, Monticello, Moab, Green river. Our responsibilities are to maintain not only the turf areas but also the irrigation systems. We are also required to to keep trash and debris clean up
- Mill Creek Pueblo Moab UT, we are to oversee the entire HOA subdivision ground maintenance. This includes weed management, bush and tree maintenance, turf maintenance, and irrigation.
- Desert River Credit Union we are to oversee all credit unions ground maintenance. This includes weed management, bush and tree maintenance, turn maintenance and irrigation.
- Family Dollar stores Blanding Monticello, responsibilities are to maintain all landscaping.
- Here are a list of other location we take care of there ground/landscaping Zions bank, wells Fargo, Quality suits Moab, Mountain America.



# Service Information

## Landscaping Maintenance

### Services

- Spring cleanup in April and Weather Permits
- Mowing Turfs May 1<sup>st</sup> -October 31<sup>st</sup> every Monday, for a new clean work week 24 Mowing
- Trim tall grasses along planter around hard surfaces etc. Weekly
- Aerating turf areas twice yearly spring and fall
- Pick up Trash and Debris weekly
- Blow offside Walks and Curbs weekly
- Sidewalk edging, once a month on the 2<sup>nd</sup> Monday of each month.
- Fall Cleanup Before October 31<sup>st</sup>

### Locations:

1. County Administration Building (117 South Main in Monticello)
2. Public Safety Building (297 South Main in Monticello)
3. Monticello Annex Building (264 South 100 East)
4. Monticello Library (80 North Main in Monticello)
5. Blanding Library (25 West 300 South in Blanding)
6. Blanding Annex (62 East 200 South in Blanding)



# Cost Break Down

## Cost Per Mowing all location

- Mowing, trimming, picking up trash, blowing.  
\$270 Week \$6,480 Year
- Fall and Spring Cleanup.  
\$200 per yearly \$400
- Aerating  
\$200 per Yearly \$400

**Total Yearly Contact \$7,280.00**

