



BOARD OF COMMISSIONERS MEETING
In-Person and Electronic Meeting
April 19, 2022 at 11:00 AM

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

PUBLIC COMMENT

Public comments will be accepted through the following 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 Check Registers for April 2 to April 15, 2022
2. Approval for Annual CSS1-H Oil Purchase
3. Consideration and Approval for the Annual Asphalt Purchases for 2022
4. Approval of the various Small Purchases of \$5,572 for a Water Pump for the Road Department and a Total of \$23,940 in Various Purchases for Weed Control Chemicals for the Weed Department.

RECOGNITIONS, PRESENTATIONS, AND INFORMATIONAL ITEMS

5. Update and Presentation of the Forever Mighty Campaign Program supported by San Juan County and the Utah Office of Tourism Grant. Elaine Gizler, Economic Development and Visitor Services Director.

PUBLIC HEARING

6. Consideration and Approval of an Application to Attach Spanish Valley Overnight Accommodations Overlay, Curtis Wells

BUSINESS/ACTION

7. Consideration and Approval of a Notice of Award and Intent to Negotiate a Contract (San Juan County Building Resilient Infrastructure and Communities Mitigation Plan) with Integrated Solutions Consulting for \$29,711.60, Mack McDonald, Chief Administrative Officer
8. CONSIDERATION OF A RESOLUTION FILLING THE VACANCY OF THE SAN JUAN COUNTY ATTORNEY IN A COUNTY WITH FEWER THAN 15 ATTORNEYS, Willie Grayeyes, County Commission Chair
9. CONSIDERATION OF A RESOLUTION OF THE SAN JUAN COUNTY BOARD OF COMMISSIONERS APPOINTING _____ AS THE COUNTY ATTORNEY COMPLETING THE TERM VACATED OFFICIALLY ON MARCH 28, 2022 BY THE ELECTED COUNTY ATTORNEY KENDALL LAWS WHICH TERM EXPIRES DECEMBER 31, 2022, Mack McDonald, Chief Administrative Officer
10. CONSIDERATION OF A RESOLUTION OF THE SAN JUAN COUNTY BOARD OF COMMISSIONERS APPOINTING DEPUTY COUNTY ATTORNEY ALEX GOBLE AS THE INTERIM COUNTY ATTORNEY UNTIL A SUCCESSOR IS SELECTED, Mack McDonald, Chief Administrative Officer

COMMISSION REPORTS

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**

**San Juan County
Check Register
General Fund Checking - Zions 566101143 - 04/02/2022 to 04/15/2022**

| <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> |
|---------------------------------|-------------------------|-----------------------|----------------------------|---------------------|-------------------|----------------------|--------------------------------------|
| 4 Corners Electric | 121298 | 3333 | 04/11/2022 | 04/11/2022 | 1,761.00 | SJC Road Dept | 214412250 - Equipment Operation |
| | | | | | \$1,761.00 | | |
| 4 Corners Homes | 121207 | LHCC05 | 04/06/2022 | 04/06/2022 | 1,350.00 | LHCC | 104665310 - Professional and Tech |
| | | | | | \$1,350.00 | | |
| Action Air Inc | 121208 | 1394 | 04/05/2022 | 04/06/2022 | 292.50 | SJC Non Dept | 104150310 - Professional and Tech |
| | | | | | \$292.50 | | |
| Acumen Fiscal Agent LLC | 121209 | 30621 | 04/05/2022 | 04/06/2022 | 1,200.13 | SJC Aging | 104685615 - Contracts |
| | | | | | \$1,200.13 | | |
| Adair, Todd | 121210 | TA20220405131 | 04/06/2022 | 04/06/2022 | 60.00 | Travel Reimbursement | 214414230 - Travel Expense |
| | | | | | \$60.00 | | |
| Adams, Bruce | 121211 | BA20220405131 | 04/06/2022 | 04/06/2022 | 264.60 | Travel Reimbursement | 104111230 - Travel Expense |
| | | | | | \$264.60 | | |
| Amazon Capital Services | 121212 | 13L4-9V36-1C13 | 04/05/2022 | 04/06/2022 | 34.98 | SJC Public Health | 255193.610 - Home Visiting - PAT M |
| Amazon Capital Services | 121212 | 13XJ-H7LL-XG7 | 04/05/2022 | 04/06/2022 | 99.96 | SJC Road Dept | 214412250 - Equipment Operation |
| Amazon Capital Services | 121212 | 1NJ4-V1W4-6TK | 04/05/2022 | 04/06/2022 | 319.90 | SJC Road Dept | 214414140 - Other Employee Benefi |
| | | | | | \$454.84 | | |
| Amazon Capital Services | 121299 | 117C-G4XG-CH | 04/11/2022 | 04/11/2022 | 20.60 | SJC Public Health | 255007.240 - Indirect Admin Office e |
| Amazon Capital Services | 121299 | 119K-NGTH-4N | 04/11/2022 | 04/11/2022 | 61.41 | SJC Public Health | 255007.240 - Indirect Admin Office e |
| Amazon Capital Services | 121299 | 14FG-WGQ1-H1 | 04/11/2022 | 04/11/2022 | 30.94 | SJC Public Health | 255007.240 - Indirect Admin Office e |
| Amazon Capital Services | 121299 | 1WCQ-RFRN-M | 04/11/2022 | 04/11/2022 | 9.49 | SJC Public Health | 255061.610 - Tobacco Prevention Mi |
| | | | | | \$122.44 | | |
| | | | | | \$577.28 | | |
| Amerigas Propane LP | 121213 | 3134049575 | 04/06/2022 | 04/06/2022 | 502.18 | 200752247 | 104225270 - Utilities |
| Amerigas Propane LP | 121213 | 3134224903 | 04/06/2022 | 04/06/2022 | 256.13 | 200752247 | 104225270 - Utilities |
| | | | | | \$758.31 | | |
| Amerigas Propane LP | 121300 | 3134521681 | 04/11/2022 | 04/11/2022 | 363.97 | 200752247 | 104225270 - Utilities |
| Amerigas Propane LP | 121300 | 805337269 | 04/11/2022 | 04/11/2022 | 322.89 | 200781355 | 214414270 - Utilities |
| | | | | | \$686.86 | | |
| | | | | | \$1,445.17 | | |
| Ana's La Sal Store | 121301 | 703179 | 04/11/2022 | 04/11/2022 | 48.90 | La Sal Senior Center | 104677328 - Meals - La Sal |
| | | | | | \$48.90 | | |
| Ancient Wayves River and Hiking | 121302 | EV014 | 04/11/2022 | 04/11/2022 | 2,000.00 | SJC EC DEV | 104192620 - Miscellaneous Service |
| | | | | | \$2,000.00 | | |
| Atlas Scale Co. Inc. | 121214 | 3775 | 04/05/2022 | 04/06/2022 | 1,125.00 | SJC Landfill | 574424620 - Miscellaneous Service |
| | | | | | \$1,125.00 | | |

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Check Register
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| <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> |
|-----------------------------|-------------------------|-----------------------|----------------------------|---------------------|-------------------|----------------------------------|---------------------------------------|
| Badback, Cindy | 121215 | CB20220405131 | 04/06/2022 | 04/06/2022 | 361.20 | LIAISON | 104173620 - Miscellaneous Service |
| | | | | | \$361.20 | | |
| BCM One | 121216 | 923157 | 04/06/2022 | 04/06/2022 | 1,688.75 | 639024028 | 104151280 - Telephone |
| | | | | | \$1,688.75 | | |
| Begay, Jay | 121217 | JB20220405132 | 04/06/2022 | 04/06/2022 | 3,739.98 | Purchase Reimbursement | 104211610 - Miscellaneous Supplies |
| Begay, Jay | 121217 | JB20220405132 | 04/06/2022 | 04/06/2022 | 562.77 | Purchase Reimbursement | 104211610 - Miscellaneous Supplies |
| | | | | | \$4,302.75 | | |
| | | | | | \$4,302.75 | | |
| Blanding City | 121218 | BC20220330102 | 04/06/2022 | 04/06/2022 | 782.90 | SJC Public Health - 553343189 | 255007.270 - Indirect Admin Utilities |
| Blanding City | 121218 | BC20220330164 | 04/06/2022 | 04/06/2022 | 1,493.57 | 501683003 Blanding Senior Center | 104672270 - Utilities |
| Blanding City | 121218 | BC20220331161 | 04/06/2022 | 04/06/2022 | 176.80 | 551751001 - 1091 S Main | 214414270 - Utilities |
| Blanding City | 121218 | BC20220331161 | 04/06/2022 | 04/06/2022 | 1,671.14 | 5517510001 1049 | 214414270 - Utilities |
| | | | | | \$4,124.41 | | |
| Blanding City | 121303 | BC20220408072 | 04/11/2022 | 04/11/2022 | 210.13 | 501820007 | 104163270 - Utilities |
| Blanding City | 121303 | BC20220408072 | 04/11/2022 | 04/11/2022 | 477.74 | 501640001 Blanding Library | 724168270 - Utilities |
| | | | | | \$687.87 | | |
| | | | | | \$4,812.28 | | |
| Blue Mountain Foods | 121219 | 116182 | 04/06/2022 | 04/06/2022 | 34.98 | SJC Jail | 104230480 - Kitchen Food |
| Blue Mountain Foods | 121219 | 116194 | 04/06/2022 | 04/06/2022 | 17.89 | SJC Sheriff Dept | 104230312 - Medical Expenses |
| Blue Mountain Foods | 121219 | 116234 | 04/06/2022 | 04/06/2022 | 46.72 | SJC Jail | 104230480 - Kitchen Food |
| | | | | | \$99.59 | | |
| | | | | | \$99.59 | | |
| C&S Thinning & Wood Inc | 121220 | 1654- | 04/05/2022 | 04/06/2022 | 850.00 | SJC Road | 214414410 - Road Supplies |
| | | | | | \$850.00 | | |
| Cintas Corporation #108 | 121221 | 4114556531 | 04/06/2022 | 04/06/2022 | 39.40 | SJC Road Dept | 214414260 - Buildings and Grounds |
| Cintas Corporation #108 | 121221 | 4114556531 | 04/06/2022 | 04/06/2022 | 46.38 | SJC Road Dept | 102229000 - Other Deductions Paya |
| | | | | | \$85.78 | | |
| Cintas Corporation #108 | 121304 | 4111803463 | 04/11/2022 | 04/11/2022 | 39.40 | SJC Road Dept | 214414260 - Buildings and Grounds |
| Cintas Corporation #108 | 121304 | 4111803463 | 04/11/2022 | 04/11/2022 | 46.38 | SJC Road Dept | 102229000 - Other Deductions Paya |
| Cintas Corporation #108 | 121304 | 4115247863 | 04/11/2022 | 04/11/2022 | 39.40 | SJC Road Dept | 214414260 - Buildings and Grounds |
| Cintas Corporation #108 | 121304 | 4115247863 | 04/11/2022 | 04/11/2022 | 46.38 | SJC Road Dept | 102229000 - Other Deductions Paya |
| | | | | | \$171.56 | | |
| | | | | | \$257.34 | | |
| Clark, Sharmayne | 121305 | SC20220408161 | 04/11/2022 | 04/11/2022 | 560.00 | Alternatives | 104679615 - Contracts |
| | | | | | \$560.00 | | |
| Codale Electric Supply Inc. | 121306 | S7667511.002 | 04/11/2022 | 04/11/2022 | 30.29 | SJC AMBULANCE | 264350260 - Buildings and Grounds |
| | | | | | \$30.29 | | |

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|---------------------------------|-------------------------|-----------------------|----------------------------|---------------------|--------------------|---------------------------------|------------------------------------|
| Collins, Catherine | 121307 | CC20220408161 | 04/11/2022 | 04/11/2022 | 560.00 | Alternatives | 104679615 - Contracts |
| | | | | | \$560.00 | | |
| Comfort at Home Care LLC | 121308 | 282 | 04/11/2022 | 04/11/2022 | 1,061.84 | SJC Aging | 104684615 - Contracts |
| | | | | | \$1,061.84 | | |
| Comfort Inn & Suites | 121222 | 61344946 | 04/06/2022 | 04/06/2022 | 171.87 | SJC Sheriff | 104230230 - Travel Expense |
| | | | | | \$171.87 | | |
| Creswell, Lyn | 121223 | LC20220405132 | 04/06/2022 | 04/06/2022 | 7,077.43 | SKY RANCH | 104126617 - Administrative Law Jud |
| | | | | | \$7,077.43 | | |
| Davis County Government | 121224 | 118961 | 04/06/2022 | 04/06/2022 | 549.00 | SJC Sheriff | 104232280 - Telephone |
| | | | | | \$549.00 | | |
| DBT Transportation Services LLC | 121225 | 2548362 | 04/06/2022 | 04/06/2022 | 5,562.00 | Cal Black Airport | 105430615 - Contracts |
| | | | | | \$5,562.00 | | |
| Dee, Elsie | 121226 | ED20220405131 | 04/06/2022 | 04/06/2022 | 1,450.00 | Election Liaison | 104173620 - Miscellaneous Service |
| | | | | | \$1,450.00 | | |
| Dell Marketing L.P. | 121309 | 10571259076 | 04/11/2022 | 04/11/2022 | 4,753.00 | SJC AGING | 104686610 - Miscellaneous Supplie |
| | | | | | \$4,753.00 | | |
| Dominion Energy | 121227 | DE20220328145 | 04/06/2022 | 04/06/2022 | 611.67 | 6063860000 Central Rd | 104225270 - Utilities |
| Dominion Energy | 121227 | DE20220328145 | 04/06/2022 | 04/06/2022 | 611.68 | 6063860000 Central Rd | 104255270 - Utilities |
| Dominion Energy | 121227 | DE20220328145 | 04/06/2022 | 04/06/2022 | 66.13 | 4922180000 835 E Central Office | 104225270 - Utilities |
| Dominion Energy | 121227 | DE20220328145 | 04/06/2022 | 04/06/2022 | 66.13 | 4922180000 835 E Central Office | 264350270 - Utilities |
| Dominion Energy | 121227 | DE20220328145 | 04/06/2022 | 04/06/2022 | 66.14 | 4922180000 835 E Central Office | 104255270 - Utilities |
| Dominion Energy | 121227 | DE20220331162 | 04/06/2022 | 04/06/2022 | 612.70 | 3617789388 885 E Center | 214414270 - Utilities |
| Dominion Energy | 121227 | DE20220404075 | 04/06/2022 | 04/06/2022 | 190.91 | 7624767442 881 E Center | 104225270 - Utilities |
| Dominion Energy | 121227 | DE20220405131 | 04/06/2022 | 04/06/2022 | 2,916.26 | 6353860000 297 S Main | 104166270 - Utilities |
| Dominion Energy | 121227 | DE20220405131 | 04/06/2022 | 04/06/2022 | 275.86 | 3153860000 264 S 100 E | 104161270 - Utilities |
| Dominion Energy | 121227 | DE20220405131 | 04/06/2022 | 04/06/2022 | 218.54 | 2922180000 835 E Central Book | 104161270 - Utilities |
| Dominion Energy | 121227 | DE20220405131 | 04/06/2022 | 04/06/2022 | 412.41 | 0922180000 835 E Central Fair | 104620270 - Utilities |
| Dominion Energy | 121227 | DE20220405131 | 04/06/2022 | 04/06/2022 | 1,979.54 | 6843860000 117 S Main | 104161270 - Utilities |
| Dominion Energy | 121227 | DE20220405131 | 04/06/2022 | 04/06/2022 | 339.17 | 7643860000 80 N Main St | 724167270 - Utilities |
| Dominion Energy | 121227 | DE20220405153 | 04/06/2022 | 04/06/2022 | 320.49 | 8743860000 96 W 100 S | 264350270 - Utilities |
| | | | | | \$8,687.63 | | |
| | | | | | \$8,687.63 | | |
| Earthgrains Baking Company | 121228 | 85272225192 | 04/06/2022 | 04/06/2022 | 42.00 | SJC Sheriff | 104230480 - Kitchen Food |
| | | | | | \$42.00 | | |
| EFTPS - IRS | EFT | PR040322-575 | 04/08/2022 | 04/08/2022 | 8,210.96 | Medicare Tax | 102221000 - FICA Payable |
| EFTPS - IRS | EFT | PR040322-575 | 04/08/2022 | 04/08/2022 | 18,019.49 | Federal Income Tax | 102222000 - Federal Tax W/H Paya |
| EFTPS - IRS | EFT | PR040322-575 | 04/08/2022 | 04/08/2022 | 35,108.84 | Social Security Tax | 102221000 - FICA Payable |
| | | | | | \$61,339.29 | | |
| | | | | | \$61,339.29 | | |

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| Payee Name | Reference Number | Invoice Number | Invoice Ledger Date | Payment Date | Amount | Description | Ledger Account |
|--------------------------------|------------------|----------------|---------------------|--------------|-------------------|------------------------------------|------------------------------------|
| Emery Telcom | 121229 | ET20220405132 | 04/06/2022 | 04/06/2022 | 84.95 | 3609200 - SJC Communications | 104232280 - Telephone |
| Emery Telcom | 121229 | ET20220405132 | 04/06/2022 | 04/06/2022 | 93.71 | 987300 - SJC Public Safety | 104230350 - State Prisoner Expens |
| | | | | | \$178.66 | | |
| Emery Telcom | 121310 | 2278SZ10001.03 | 04/11/2022 | 04/11/2022 | 2,041.08 | SJC Communications | 104574615 - Contracts |
| Emery Telcom | 121310 | ET20220408161 | 04/11/2022 | 04/11/2022 | 93.71 | 988500 - SJC Emergency Services | 104225270 - Utilities |
| Emery Telcom | 121310 | ET20220408161 | 04/11/2022 | 04/11/2022 | 205.82 | 3514200 SJC Blanding Seniors | 104672270 - Utilities |
| Emery Telcom | 121310 | ET20220704 | 04/11/2022 | 04/11/2022 | 79.95 | 3324200 - SJC Admin Building | 574424270 - Utilities |
| Emery Telcom | 121310 | ET20220704 | 04/11/2022 | 04/11/2022 | 84.95 | 3324200 - SJC Admin Building | 104255270 - Utilities |
| Emery Telcom | 121310 | ET20220704 | 04/11/2022 | 04/11/2022 | 104.95 | 3324200 - SJC Admin Building | 104230280 - Telephone |
| Emery Telcom | 121310 | ET20220704 | 04/11/2022 | 04/11/2022 | 104.95 | 3324200 - SJC Admin Building | 255007.280 - Indirect Admin Teleph |
| Emery Telcom | 121310 | ET20220704 | 04/11/2022 | 04/11/2022 | 209.90 | 3324200 - SJC Admin Building | 104672270 - Utilities |
| Emery Telcom | 121310 | ET20220704 | 04/11/2022 | 04/11/2022 | 269.90 | 3324200 - SJC Admin Building | 214414280 - Telephone |
| Emery Telcom | 121310 | ET20220704 | 04/11/2022 | 04/11/2022 | 366.72 | 3324200 - SJC Admin Building | 104151620 - Miscellaneous Service |
| | | | | | \$3,561.93 | | |
| | | | | | \$3,740.59 | | |
| Empire Electric Assoc. Inc. | 121230 | EE20220331162 | 04/06/2022 | 04/06/2022 | 256.64 | 9579025 - 881 E Center St | 214414270 - Utilities |
| Empire Electric Assoc. Inc. | 121311 | EE20220408072 | 04/11/2022 | 04/11/2022 | 602.80 | 9579003 - 80 N Main St | 724167270 - Utilities |
| Empire Electric Assoc. Inc. | 121311 | EE20220408072 | 04/11/2022 | 04/11/2022 | 1,052.81 | 9579004 - 117 S Main | 104161270 - Utilities |
| Empire Electric Assoc. Inc. | 121311 | EE20220408072 | 04/11/2022 | 04/11/2022 | 148.22 | 9579027 - 96 W 100 S | 264350270 - Utilities |
| Empire Electric Assoc. Inc. | 121311 | EE20220408072 | 04/11/2022 | 04/11/2022 | 131.68 | 9579029 - 264 S 100 E | 104161270 - Utilities |
| Empire Electric Assoc. Inc. | 121311 | EE20220408072 | 04/11/2022 | 04/11/2022 | 103.62 | 9579032 - 81 E Pinion St | 104161270 - Utilities |
| Empire Electric Assoc. Inc. | 121311 | EE20220408072 | 04/11/2022 | 04/11/2022 | 75.69 | 9579020 - 917 E Center Fairgrounds | 104161270 - Utilities |
| Empire Electric Assoc. Inc. | 121311 | EE20220408072 | 04/11/2022 | 04/11/2022 | 79.25 | 9579019 - Fairgrounds Conces | 104620270 - Utilities |
| Empire Electric Assoc. Inc. | 121311 | EE20220408072 | 04/11/2022 | 04/11/2022 | 43.56 | 9579007 - Fire C | 104225270 - Utilities |
| Empire Electric Assoc. Inc. | 121311 | EE20220408072 | 04/11/2022 | 04/11/2022 | 34.03 | 9579010 - Fire DP - Cedar Point | 104225270 - Utilities |
| Empire Electric Assoc. Inc. | 121311 | EE20220408161 | 04/11/2022 | 04/11/2022 | 72.01 | 9579005 - Hwy 491 Shop | 104225270 - Utilities |
| Empire Electric Assoc. Inc. | 121311 | EE20220408161 | 04/11/2022 | 04/11/2022 | 72.01 | 9579005 - Hwy 491 Shop | 264350270 - Utilities |
| Empire Electric Assoc. Inc. | 121311 | EE20220408161 | 04/11/2022 | 04/11/2022 | 72.02 | 9579005 - Hwy 491 Shop | 104255270 - Utilities |
| Empire Electric Assoc. Inc. | 121311 | EE20220408161 | 04/11/2022 | 04/11/2022 | 164.03 | 9579006 - PO Box 338 | 104225270 - Utilities |
| Empire Electric Assoc. Inc. | 121311 | EE20220408161 | 04/11/2022 | 04/11/2022 | 164.03 | 9579006 - PO Box 338 | 104255270 - Utilities |
| | | | | | \$2,815.76 | | |
| | | | | | \$3,072.40 | | |
| Farmers Telecommunications Inc | 121312 | FT20220408161 | 04/11/2022 | 04/11/2022 | 54.99 | 6921 Cedar Point Volunteer Fire | 104225280 - Telephone |
| | | | | | \$54.99 | | |
| Fastenal Company | 121231 | COBAY69602 | 04/06/2022 | 04/06/2022 | 49.22 | SJC Admin Building | 104166260 - Buildings and Grounds |
| Fastenal Company | 121231 | COBAY69812 | 04/06/2022 | 04/06/2022 | 16.61 | SJC Admin Building | 104166260 - Buildings and Grounds |
| | | | | | \$65.83 | | |
| | | | | | \$65.83 | | |
| Four Corners Welding & Gas | 121313 | GR00165712 | 04/11/2022 | 04/11/2022 | 37.00 | SJC Landfill | 574424610 - Miscellaneous Supplie |
| Four Corners Welding & Gas | 121313 | GR00165713 | 04/11/2022 | 04/11/2022 | 143.00 | SJC Road Dept | 214412250 - Equipment Operation |
| | | | | | \$180.00 | | |
| | | | | | \$180.00 | | |

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|----------------------------|-------------------------|-----------------------|----------------------------|---------------------|--------------------|---------------------------------|-----------------------------------|
| Four States Tire & Service | 121232 | 359072 | 04/06/2022 | 04/06/2022 | 826.26 | SJC Road | 214412250 - Equipment Operation |
| Four States Tire & Service | 121232 | 359248 | 04/06/2022 | 04/06/2022 | 168.20 | SJC Road | 214412250 - Equipment Operation |
| | | | | | <u>\$994.46</u> | | |
| | | | | | \$994.46 | | |
| Frontier | 121233 | FC20220404074 | 04/06/2022 | 04/06/2022 | 213.25 | 435-651-3351-082400-8 | 104225280 - Telephone |
| Frontier | 121233 | FC20220404074 | 04/06/2022 | 04/06/2022 | 164.06 | 435-587-2797-030304-8 | 104225280 - Telephone |
| | | | | | <u>\$377.31</u> | | |
| | | | | | \$377.31 | | |
| Frontier Contracting Inc | 121234 | 38050 | 04/05/2022 | 04/06/2022 | 169.29 | SJC Road | 214412250 - Equipment Operation |
| | | | | | <u>\$169.29</u> | | |
| | | | | | \$169.29 | | |
| Gizler, Elaine | 121235 | EG20220405131 | 04/06/2022 | 04/06/2022 | 204.00 | TRAVEL REIMBURSEMENT | 104193230 - Travel Expense |
| | | | | | <u>\$204.00</u> | | |
| | | | | | \$204.00 | | |
| Goebel Anderson PC | 121236 | 2867 | 04/05/2022 | 04/06/2022 | 5,287.50 | SJC Attorney | 104156310 - Professional and Tech |
| Goebel Anderson PC | 121236 | 2869 | 04/05/2022 | 04/06/2022 | 4,995.00 | SJC Attorney | 104156310 - Professional and Tech |
| | | | | | <u>\$10,282.50</u> | | |
| | | | | | \$10,282.50 | | |
| Grand Junction Peterbilt | 121237 | 208493 | 04/06/2022 | 04/06/2022 | 65.30 | SJC Road Dept | 214412250 - Equipment Operation |
| Grand Junction Peterbilt | 121237 | 209435 | 04/06/2022 | 04/06/2022 | 7,126.24 | SJC Road Dept | 214412250 - Equipment Operation |
| Grand Junction Peterbilt | 121237 | 209544 | 04/06/2022 | 04/06/2022 | 115.80 | SJC Road Dept | 214412250 - Equipment Operation |
| Grand Junction Peterbilt | 121237 | 209576 | 04/06/2022 | 04/06/2022 | 23.75 | SJC Road Dept | 214412250 - Equipment Operation |
| | | | | | <u>\$7,331.09</u> | | |
| | | | | | \$7,331.09 | | |
| Grayson Storage | 121314 | GS040422 | 04/11/2022 | 04/11/2022 | 160.00 | San Juan Public Health | 255310.260 - PHEP Preparedness |
| | | | | | <u>\$160.00</u> | | |
| | | | | | \$160.00 | | |
| Halls, Craig C. | 121238 | 8797 | 04/06/2022 | 04/06/2022 | 891.00 | SJC Attorney | 104126615 - Contracts |
| | | | | | <u>\$891.00</u> | | |
| | | | | | \$891.00 | | |
| HealthEquity Inc. | EFT | 4oxbd1b | 04/11/2022 | 04/11/2022 | 7,016.84 | HSA - Direct Deposit | 102228000 - HSA |
| HealthEquity Inc. | EFT | a8res05 | 04/06/2022 | 04/06/2022 | 145.10 | Monthly Fees | 104965620 - Miscellaneous Service |
| | | | | | <u>\$7,161.94</u> | | |
| | | | | | \$7,161.94 | | |
| Holiday, Carl | 121239 | CH20220405131 | 04/06/2022 | 04/06/2022 | 1,700.00 | Election Liasion | 104173620 - Miscellaneous Service |
| | | | | | <u>\$1,700.00</u> | | |
| | | | | | \$1,700.00 | | |
| Holland & Hart LLP | 121240 | 1958239 | 04/06/2022 | 04/06/2022 | 88.00 | Monticello-Kanab RMP Litigation | 104156310 - Professional and Tech |
| | | | | | <u>\$88.00</u> | | |
| | | | | | \$88.00 | | |
| ImageNet Consulting LLC | 121241 | INV151679 | 04/06/2022 | 04/06/2022 | 297.10 | SJC Sheriff | 104230310 - Professional and Tech |

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|------------------------------------|-------------------------|-----------------------|----------------------------|---------------------|---------------------|----------------------|------------------------------------|
| ImageNet Consulting LLC | 121241 | INV153081 | 04/06/2022 | 04/06/2022 | 35.24 | SJC Non Dept | 104150240 - Office Expense |
| ImageNet Consulting LLC | 121241 | INV153082 | 04/06/2022 | 04/06/2022 | 470.69 | SJC Non Dept | 104150240 - Office Expense |
| ImageNet Consulting LLC | 121241 | INV155511 | 04/06/2022 | 04/06/2022 | 107.42 | SJC Sheriff | 104230310 - Professional and Tech |
| | | | | | <u>\$910.45</u> | | |
| ImageNet Consulting LLC | 121315 | INV158268 | 04/11/2022 | 04/11/2022 | 10.00 | SJC Road Dept | 104256240 - Office Expense |
| ImageNet Consulting LLC | 121315 | INV158268 | 04/11/2022 | 04/11/2022 | 35.19 | SJC Road Dept | 214414240 - Office Expense |
| | | | | | <u>\$45.19</u> | | |
| | | | | | \$955.64 | | |
| Jones & Demille Engineering | 121242 | 0127203 | 04/06/2022 | 04/06/2022 | 6,500.00 | 2109-053.00 | 104193615 - Contracts |
| Jones & Demille Engineering | 121316 | 0127507 | 04/11/2022 | 04/11/2022 | 40,560.00 | 2111-005.00 | 104255615 - Contracts |
| | | | | | <u>\$47,060.00</u> | | |
| JViation | 121243 | 2019.U96.01. AI | 04/05/2022 | 04/06/2022 | 3,338.37 | Cal Black Airport | 105430620 - Miscellaneous Service |
| | | | | | <u>\$3,338.37</u> | | |
| Kenworth Sales Company | 121244 | PRIIN5079519 | 04/06/2022 | 04/06/2022 | 158.66 | SJC Road | 214412250 - Equipment Operation |
| | | | | | <u>\$158.66</u> | | |
| Kilgore Companies LLC | 121245 | J202204051329 | 04/06/2022 | 04/06/2022 | 341,774.58 | CAL BLACK AIRPORT | 105430620 - Miscellaneous Service |
| | | | | | <u>\$341,774.58</u> | | |
| Lansing, Loleta | 121317 | LL20220408161 | 04/11/2022 | 04/11/2022 | 560.00 | Alternatives | 104679615 - Contracts |
| | | | | | <u>\$560.00</u> | | |
| Larceval, Michael | 121318 | ML20220406151 | 04/11/2022 | 04/11/2022 | 115.60 | TRANSPORT | 104672610 - Miscellaneous Supplie |
| | | | | | <u>\$115.60</u> | | |
| Life-Assist Inc. | 121246 | 1191516 | 04/06/2022 | 04/06/2022 | 234.32 | SJC Emergency Svc. | 264350610 - Miscellaneous Supplie |
| | | | | | <u>\$234.32</u> | | |
| Main Street Drug and Boutique | 121247 | 178855 | 04/06/2022 | 04/06/2022 | 46.99 | SJC Sheriff | 104230312 - Medical Expenses |
| Main Street Drug and Boutique | 121247 | 179111 | 04/06/2022 | 04/06/2022 | 6.39 | San Juan County Jail | 104230312 - Medical Expenses |
| Main Street Drug and Boutique | 121247 | 179179 | 04/06/2022 | 04/06/2022 | 59.00 | San Juan County Jail | 104230312 - Medical Expenses |
| | | | | | <u>\$112.38</u> | | |
| | | | | | \$112.38 | | |
| Maxwell Products Inc. | 121248 | 22452 | 04/05/2022 | 04/06/2022 | 21,329.28 | SJC Road Dept | 214414410 - Road Supplies |
| | | | | | <u>\$21,329.28</u> | | |
| McNeely, Jerry | 121249 | RI0401221 | 04/01/2022 | 04/06/2022 | 1,200.00 | | 104112310 - Professional and Techn |
| | | | | | <u>\$1,200.00</u> | | |
| Medical Priority Consultants, Inc. | 121250 | SIN305183 | 04/06/2022 | 04/06/2022 | 65.00 | SJC Sheriff | 104232310 - Professional and Tech |
| | | | | | <u>\$65.00</u> | | |

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| <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> |
|--------------------------------|-------------------------|-----------------------|----------------------------|---------------------|--------------------|---------------------------|-------------------------------------|
| Mexican Hat Special Serv Dist. | 121251 | RI0401222 | 04/01/2022 | 04/06/2022 | 500.00 | Monthly USDA Loan Payment | 104850915 - Transfers to Other Unit |
| | | | | | \$500.00 | | |
| Mims, Brandon Lamar | 121319 | BLM2022040807 | 04/11/2022 | 04/11/2022 | 1,000.00 | ROB | 103511000 - Justice Court Fines |
| | | | | | \$1,000.00 | | |
| Mitchell, Genevieve | 121252 | GM001 | 04/06/2022 | 04/06/2022 | 78.40 | SJC Public Health | 255007.230 - Indirect Admin Travel |
| | | | | | \$78.40 | | |
| Monticello City | 121253 | MC20220401135 | 04/06/2022 | 04/06/2022 | 100.00 | Hideout Rental | 104672270 - Utilities |
| Monticello City | 121253 | MC20220405153 | 04/06/2022 | 04/06/2022 | 76.92 | SJC Ambulance | 264350270 - Utilities |
| | | | | | \$176.92 | | |
| | | | | | \$176.92 | | |
| Monticello Mercantile | 121254 | C238341 | 04/06/2022 | 04/06/2022 | 9.78 | SJC Ambulance | 264350610 - Miscellaneous Supplie |
| Monticello Mercantile | 121254 | C240643 | 04/06/2022 | 04/06/2022 | 22.97 | SJC Public Safety | 104161260 - Buildings and Grounds |
| Monticello Mercantile | 121254 | C240649 | 04/06/2022 | 04/06/2022 | 17.99 | SJC Admin Building | 104161260 - Buildings and Grounds |
| Monticello Mercantile | 121254 | C240650 | 04/06/2022 | 04/06/2022 | 18.24 | SJC Fire | 104225260 - Buildings and Grounds |
| Monticello Mercantile | 121254 | C241080 | 04/06/2022 | 04/06/2022 | 31.47 | SJC Admin Building | 104161260 - Buildings and Grounds |
| Monticello Mercantile | 121254 | C241122 | 04/06/2022 | 04/06/2022 | 13.47 | SJC Road | 214412250 - Equipment Operation |
| Monticello Mercantile | 121254 | C241168 | 04/06/2022 | 04/06/2022 | 31.99 | SJC Road | 214412250 - Equipment Operation |
| | | | | | \$145.91 | | |
| Monticello Mercantile | 121320 | C241776 | 04/11/2022 | 04/11/2022 | 4.98 | SJC Aging | 104676260 - Buildings and Grounds |
| | | | | | \$150.89 | | |
| Mooneyhan, Elizabeth | 121255 | BM20220405131 | 04/06/2022 | 04/06/2022 | 34.00 | Travel Reimbursement | 104230230 - Travel Expense |
| | | | | | \$34.00 | | |
| Morgan, Happy | 121256 | RI0401223 | 04/01/2022 | 04/06/2022 | 10,500.00 | | 104126310 - Professional and Tech |
| | | | | | \$10,500.00 | | |
| Morris, Rose | 121321 | RM20220408161 | 04/11/2022 | 04/11/2022 | 560.00 | Alternatives | 104679615 - Contracts |
| | | | | | \$560.00 | | |
| Motor Parts | 121257 | 807180 | 04/06/2022 | 04/06/2022 | 134.09 | SJC Landfill | 574424250 - Equipment Operation |
| Motor Parts | 121257 | 807775 | 04/06/2022 | 04/06/2022 | 322.68 | SJC Road Dept | 214412250 - Equipment Operation |
| Motor Parts | 121257 | 807804 | 04/06/2022 | 04/06/2022 | 1.33 | SJC Road Dept | 214412250 - Equipment Operation |
| Motor Parts | 121257 | 807837 | 04/06/2022 | 04/06/2022 | 397.59 | SJC Road Dept | 214412250 - Equipment Operation |
| Motor Parts | 121257 | 808022 | 04/06/2022 | 04/06/2022 | 55.88 | SJC Road Dept | 214412250 - Equipment Operation |
| Motor Parts | 121257 | 808074 | 04/06/2022 | 04/06/2022 | 30.59 | SJC Road Dept | 214412250 - Equipment Operation |
| Motor Parts | 121257 | 808085 | 04/06/2022 | 04/06/2022 | 8.04 | SJC Road Dept | 214412250 - Equipment Operation |
| Motor Parts | 121257 | 808168 | 04/06/2022 | 04/06/2022 | 18.03 | SJC Road Dept | 214412250 - Equipment Operation |
| Motor Parts | 121257 | 808228 | 04/06/2022 | 04/06/2022 | -59.45 | SJC Road Dept | 214412250 - Equipment Operation |
| | | | | | \$908.78 | | |
| | | | | | \$908.78 | | |

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|--------------------------------|-------------------------|-----------------------|----------------------------|---------------------|-------------------|--------------------------|------------------------------------|
| Motor Parts of Monticello | 121258 | 530742 | 04/06/2022 | 04/06/2022 | 102.43 | SJC Ambulance | 264350250 - Equipment Operation |
| Motor Parts of Monticello | 121258 | 530913 | 04/06/2022 | 04/06/2022 | 2.18 | SJC Public Safety | 104166260 - Buildings and Grounds |
| | | | | | \$104.61 | | |
| | | | | | \$104.61 | | |
| Mountainland Supply Co | 121259 | S104575366.001 | 04/06/2022 | 04/06/2022 | 21.91 | SJC Fire | 104220615 - Contracts |
| Mountainland Supply Co | 121259 | S104575366.002 | 04/06/2022 | 04/06/2022 | 67.49 | SJC Fire | 104220615 - Contracts |
| Mountainland Supply Co | 121259 | S104580740.001 | 04/06/2022 | 04/06/2022 | 1,205.28 | SJC LANDFILL | 574424260 - Buildings and Grounds |
| | | | | | \$1,294.68 | | |
| | | | | | \$1,294.68 | | |
| NACo | 121322 | 202107477 | 04/11/2022 | 04/11/2022 | 450.00 | COUNTY DUES | 104150210 - Subscriptions and Me |
| | | | | | \$450.00 | | |
| Natural History Museum of Utah | 121260 | 9-01362 | 04/05/2022 | 04/06/2022 | 1,111.00 | SJC Ec Dev | 104193490 - Advertising and Promot |
| | | | | | \$1,111.00 | | |
| Navajo Sanitation | 121261 | 110018 | 04/06/2022 | 04/06/2022 | 192.50 | Bluff Senior Center-2772 | 104672270 - Utilities |
| | | | | | \$192.50 | | |
| Nicholas & Company | 121262 | 7899389 | 04/06/2022 | 04/06/2022 | 440.19 | SJC Aging | 104678328 - Meals - La Sal |
| Nicholas & Company | 121262 | 7899389 | 04/06/2022 | 04/06/2022 | 440.20 | SJC Aging | 104677328 - Meals - La Sal |
| Nicholas & Company | 121262 | 7899393 | 04/06/2022 | 04/06/2022 | 328.07 | SJC Sheriff | 104230480 - Kitchen Food |
| Nicholas & Company | 121262 | 7903099 | 04/06/2022 | 04/06/2022 | 328.07 | SJC Sheriff | 104230480 - Kitchen Food |
| Nicholas & Company | 121262 | 7903102 | 04/06/2022 | 04/06/2022 | 337.75 | SJC Aging | 104677325 - Meals - Blanding |
| Nicholas & Company | 121262 | 7903102 | 04/06/2022 | 04/06/2022 | 337.75 | SJC Aging | 104678325 - Meals - Blanding |
| Nicholas & Company | 121262 | 7903103 | 04/06/2022 | 04/06/2022 | 124.96 | SJC Aging | 104677329 - Meals - Bluff |
| Nicholas & Company | 121262 | 7903103 | 04/06/2022 | 04/06/2022 | 124.96 | SJC Aging | 104678329 - Meals - Bluff |
| Nicholas & Company | 121262 | 7907428 | 04/06/2022 | 04/06/2022 | 938.87 | SJC Sheriff | 104230480 - Kitchen Food |
| Nicholas & Company | 121262 | 7910873 | 04/06/2022 | 04/06/2022 | 2,336.63 | SJC Sheriff | 104230480 - Kitchen Food |
| | | | | | \$5,737.45 | | |
| Nicholas & Company | 121323 | 7903100 | 04/11/2022 | 04/11/2022 | 68.40 | SJC Aging | 104677328 - Meals - La Sal |
| Nicholas & Company | 121323 | 7910879 | 04/11/2022 | 04/11/2022 | 605.68 | SJC Aging | 104677323 - Meals - Monticello |
| Nicholas & Company | 121323 | 7910879 | 04/11/2022 | 04/11/2022 | 605.68 | SJC Aging | 104678323 - Meals - Monticello |
| Nicholas & Company | 121323 | 7910881 | 04/11/2022 | 04/11/2022 | 755.38 | SJC Aging | 104677325 - Meals - Blanding |
| Nicholas & Company | 121323 | 7910881 | 04/11/2022 | 04/11/2022 | 755.38 | SJC Aging | 104678325 - Meals - Blanding |
| Nicholas & Company | 121323 | 7910882 | 04/11/2022 | 04/11/2022 | 152.28 | SJC Aging | 104678329 - Meals - Bluff |
| Nicholas & Company | 121323 | 7910882 | 04/11/2022 | 04/11/2022 | 152.29 | SJC Aging | 104677329 - Meals - Bluff |
| Nicholas & Company | 121323 | 7914909 | 04/11/2022 | 04/11/2022 | 388.19 | SJC Aging | 104677328 - Meals - La Sal |
| Nicholas & Company | 121323 | 7914909 | 04/11/2022 | 04/11/2022 | 388.19 | SJC Aging | 104678328 - Meals - La Sal |
| | | | | | \$3,871.47 | | |
| | | | | | \$9,608.92 | | |
| Office Depot | 121263 | 234868671001 | 04/06/2022 | 04/06/2022 | 83.77 | SJC Sheriff | 104230240 - Office Expense |
| Office Depot | 121263 | 235400301001 | 04/06/2022 | 04/06/2022 | 4.75 | SJC Attorney | 104145240 - Office Expense |
| Office Depot | 121263 | 236495525001 | 04/06/2022 | 04/06/2022 | 87.53 | SJC Economic Dev | 104193240 - Office Expense |
| | | | | | \$176.05 | | |

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|-----------------------|------------------|----------------|---------------------|--------------|-------------------|----------------------|-------------------------------------|
| Office Depot | 121324 | 234381021001 | 04/11/2022 | 04/11/2022 | 28.48 | SJC Attorney | 104145240 - Office Expense |
| Office Depot | 121324 | 234381021001 | 04/11/2022 | 04/11/2022 | 31.10 | SJC Attorney | 104145250 - Equipment Operation |
| Office Depot | 121324 | 235559674001 | 04/11/2022 | 04/11/2022 | 10.42 | SJC Assessor | 104146240 - Office Expense |
| Office Depot | 121324 | 235560697001 | 04/11/2022 | 04/11/2022 | 23.14 | SJC Assessor | 104146240 - Office Expense |
| | | | | | \$93.14 | | |
| | | | | | \$269.19 | | |
| Oliver & Sitterud | 121325 | OS20220408072 | 04/11/2022 | 04/11/2022 | 3,300.00 | Public Defender | 104126615 - Contracts |
| | | | | | \$3,300.00 | | |
| Olsen, Jessica | 121264 | 00002 | 04/05/2022 | 04/06/2022 | 110.00 | Cookies | 104192620 - Miscellaneous Service |
| | | | | | \$110.00 | | |
| Packard Wholesale Co. | 121265 | INV182879 | 04/06/2022 | 04/06/2022 | 305.17 | SJC Sheriff's Office | 104230350 - State Prisoner Expens |
| Packard Wholesale Co. | 121265 | INV182942 | 04/06/2022 | 04/06/2022 | 412.38 | SJC Sheriff's Office | 104230350 - State Prisoner Expens |
| Packard Wholesale Co. | 121265 | INV182947 | 04/06/2022 | 04/06/2022 | 127.72 | SJC Public Health | 255007.260 - Indirect Admin Buildin |
| Packard Wholesale Co. | 121265 | INV182953 | 04/06/2022 | 04/06/2022 | 40.62 | SJC Aging | 104678325 - Meals - Blanding |
| Packard Wholesale Co. | 121265 | INV182976 | 04/06/2022 | 04/06/2022 | 213.87 | SJC Aging | 104677323 - Meals - Monticello |
| Packard Wholesale Co. | 121265 | INV182976 | 04/06/2022 | 04/06/2022 | 213.87 | SJC Aging | 104678323 - Meals - Monticello |
| Packard Wholesale Co. | 121265 | INV18334 | 04/06/2022 | 04/06/2022 | 35.94 | SJC Library | 724168260 - Buildings and Grounds |
| Packard Wholesale Co. | 121265 | INV183395 | 04/06/2022 | 04/06/2022 | 137.69 | SJC Aging | 104677325 - Meals - Blanding |
| Packard Wholesale Co. | 121265 | INV183395 | 04/06/2022 | 04/06/2022 | 137.69 | SJC Aging | 104678325 - Meals - Blanding |
| Packard Wholesale Co. | 121265 | INV183400 | 04/06/2022 | 04/06/2022 | 93.31 | SJC Sheriff's Office | 104230480 - Kitchen Food |
| Packard Wholesale Co. | 121265 | INV183401 | 04/06/2022 | 04/06/2022 | 339.96 | SJC Sheriff's Office | 104230350 - State Prisoner Expens |
| Packard Wholesale Co. | 121265 | RET104123 | 04/06/2022 | 04/06/2022 | -53.40 | SJC Sheriff's Office | 104230350 - State Prisoner Expens |
| | | | | | \$2,004.82 | | |
| Packard Wholesale Co. | 121326 | INV183334 | 04/11/2022 | 04/11/2022 | 35.94 | SJC Library | 724168260 - Buildings and Grounds |
| Packard Wholesale Co. | 121326 | INV183338 | 04/11/2022 | 04/11/2022 | 74.60 | SJC Public Health | 255007.260 - Indirect Admin Buildin |
| Packard Wholesale Co. | 121326 | INV183858 | 04/11/2022 | 04/11/2022 | 97.50 | SJC Admin Building | 104161260 - Buildings and Grounds |
| Packard Wholesale Co. | 121326 | INV183861 | 04/11/2022 | 04/11/2022 | 359.44 | SJC Admin Building | 104677323 - Meals - Monticello |
| Packard Wholesale Co. | 121326 | INV183861 | 04/11/2022 | 04/11/2022 | 359.44 | SJC Admin Building | 104678323 - Meals - Monticello |
| | | | | | \$926.92 | | |
| | | | | | \$2,931.74 | | |
| Peak JCB | 121266 | PSI-073972 | 04/06/2022 | 04/06/2022 | 350.65 | SJC Road | 214412250 - Equipment Operation |
| Peak JCB | 121266 | PSI-078839 | 04/06/2022 | 04/06/2022 | 123.41 | SJC Road | 214412250 - Equipment Operation |
| | | | | | \$474.06 | | |
| | | | | | \$474.06 | | |
| Pepsi-Cola | 121267 | 85650472 | 04/06/2022 | 04/06/2022 | 305.19 | SJC Sheriff Dept | 104230480 - Kitchen Food |
| | | | | | \$305.19 | | |
| Perkins, Decker | 121268 | DP20220404075 | 04/06/2022 | 04/06/2022 | 149.00 | Travel Reimbursement | 574424330 - Employee Education |
| | | | | | \$149.00 | | |
| Petty Cash | 121327 | PC20220408072 | 04/11/2022 | 04/11/2022 | 72.92 | SJC Library | 724581920 - Grant Expenses |
| | | | | | \$72.92 | | |

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|--------------------------------|-------------------------|-----------------------|----------------------------|---------------------|--------------------|--------------------------|------------------------------------|
| Pugh, Delton | 121328 | DP20220408161 | 04/11/2022 | 04/11/2022 | 183.00 | Travel Reimbursement | 104682230 - Travel Expense |
| | | | | | \$183.00 | | |
| Pugh, Teryl | 121269 | 092268 | 04/06/2022 | 04/06/2022 | 570.00 | SJC Landfill | 574424260 - Buildings and Grounds |
| | | | | | \$570.00 | | |
| Quadient Finance USA, Inc. | 121270 | N9343672 | 04/06/2022 | 04/06/2022 | 985.50 | Postage Machine Lease | 104150241 - Postage |
| | | | | | \$985.50 | | |
| Quality HVAC Moab | 121271 | 4878 | 04/05/2022 | 04/06/2022 | 860.83 | SJC Admin | 104166260 - Buildings and Grounds |
| | | | | | \$860.83 | | |
| Redd's Ace Hardware | 121272 | 853017 | 04/06/2022 | 04/06/2022 | 501.67 | SJC Landfill | 574424260 - Buildings and Grounds |
| Redd's Ace Hardware | 121272 | 853546 | 04/06/2022 | 04/06/2022 | 32.62 | SJC Landfill | 574424260 - Buildings and Grounds |
| Redd's Ace Hardware | 121272 | 853641 | 04/06/2022 | 04/06/2022 | 24.98 | SJC Aging | 104676260 - Buildings and Grounds |
| Redd's Ace Hardware | 121272 | 853670 | 04/06/2022 | 04/06/2022 | 17.11 | SJC Public Health | 255740.241 - State LHD Eviron Post |
| Redd's Ace Hardware | 121272 | 853752 | 04/06/2022 | 04/06/2022 | 13.95 | SJC Public Health | 255620.241 - DEQ Water Quality Po |
| | | | | | \$590.33 | | |
| Redd's Ace Hardware | 121329 | 854123 | 04/11/2022 | 04/11/2022 | 129.99 | SJC Admin Building | 104161260 - Buildings and Grounds |
| | | | | | \$720.32 | | |
| Redmond Minerals Inc. | 121273 | 331854 | 04/06/2022 | 04/06/2022 | 529.62 | SJC Road Dept | 214415410 - Road Supplies |
| | | | | | \$529.62 | | |
| RegenceBlueCross BlueShield UT | EFT | 220950000727 | 04/05/2022 | 04/05/2022 | 50,088.12 | Claims Expense | 104965134 - Health Insurance |
| | | | | | \$50,088.12 | | |
| Rentals Plus LLC | 121330 | EV012 | 04/11/2022 | 04/11/2022 | 1,000.00 | BUSINESS FUNDS | 104192620 - Miscellaneous Service |
| | | | | | \$1,000.00 | | |
| Roam Industry LLC | 121331 | EV015 | 04/11/2022 | 04/11/2022 | 1,000.00 | GRANT FUNDING | 104192620 - Miscellaneous Service |
| | | | | | \$1,000.00 | | |
| Rock, Christine | 121332 | CR20220408161 | 04/11/2022 | 04/11/2022 | 1,120.00 | Alternatives | 104679615 - Contracts |
| | | | | | \$1,120.00 | | |
| Rocky Mountain Power | 121333 | RMP202204071 | 04/11/2022 | 04/11/2022 | 394.04 | 59271696-0048 SJC Road | 104225270 - Utilities |
| Rocky Mountain Power | 121333 | RMP202204071 | 04/11/2022 | 04/11/2022 | 19.05 | 59405396-0029 SJC Road | 214414270 - Utilities |
| Rocky Mountain Power | 121333 | RMP202204081 | 04/11/2022 | 04/11/2022 | 33.40 | 59271696-0022 Lasal Fire | 104225270 - Utilities |
| | | | | | \$446.49 | | |
| | | | | | \$446.49 | | |
| Roughrock Aviation LLC | 121274 | RI0401224 | 04/01/2022 | 04/06/2022 | 6,500.00 | | 105430615 - Contracts |
| | | | | | \$6,500.00 | | |
| Rush Truck Centers of Utah Inc | 121275 | 3027092292 | 04/06/2022 | 04/06/2022 | 661.41 | SJC Road Dept | 214412250 - Equipment Operation |
| | | | | | \$661.41 | | |

**San Juan County
Check Register
General Fund Checking - Zions 566101143 - 04/02/2022 to 04/15/2022**

| <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> |
|-----------------------------------|-------------------------|-----------------------|----------------------------|---------------------|-------------------|---|---------------------------------------|
| San Juan Building Supply Inc. | 121276 | 2203-192443 | 04/05/2022 | 04/06/2022 | 10.85 | SJC Road dept | 214414260 - Buildings and Grounds |
| San Juan Building Supply Inc. | 121276 | 2203-192549 | 04/05/2022 | 04/06/2022 | 85.50 | SJC Road dept | 214414260 - Buildings and Grounds |
| | | | | | <u>\$96.35</u> | | |
| | | | | | \$96.35 | | |
| San Juan Clinic | 121277 | 7913005 | 04/06/2022 | 04/06/2022 | 156.00 | SJC Sheriff | 104230312 - Medical Expenses |
| | | | | | <u>\$156.00</u> | | |
| | | | | | \$156.00 | | |
| San Juan Counseling | 121278 | SJCC3282022 | 04/06/2022 | 04/06/2022 | 9,100.00 | SJC Public Health | 255064.615 - E-CIG Grants Contrac |
| | | | | | <u>\$9,100.00</u> | | |
| | | | | | \$9,100.00 | | |
| San Juan Foundation | 121334 | 1664 | 01/05/2021 | 04/11/2022 | 25.00 | SJC Public Health - Inside recycling services | 255007.270 - Indirect Admin Utilities |
| | | | | | <u>\$25.00</u> | | |
| | | | | | \$25.00 | | |
| San Juan Record | 121279 | 160909 | 04/06/2022 | 04/06/2022 | 30.00 | SJC Sheriff | 104210210 - Subscriptions and Me |
| San Juan Record | 121279 | 160948 | 04/06/2022 | 04/06/2022 | 23.10 | SJC Human Resources | 104114220 - Public Notices |
| San Juan Record | 121279 | SJCDIST1221 | 04/06/2022 | 04/06/2022 | 448.50 | SJC Admin | 104111220 - Public Notices |
| San Juan Record | 121279 | SJCMK0322 | 04/06/2022 | 04/06/2022 | 262.20 | SJC Admin | 104111220 - Public Notices |
| | | | | | <u>\$763.80</u> | | |
| | | | | | \$763.80 | | |
| San Juan Record | 121335 | 160890 | 04/11/2022 | 04/11/2022 | 10.50 | SJC Economic Dev | 104192490 - Advertising and Promot |
| San Juan Record | 121335 | SJCECDV0322 | 04/11/2022 | 04/11/2022 | 402.50 | SJC Economic Dev | 104192490 - Advertising and Promot |
| San Juan Record | 121335 | SJCROAD0322 | 04/11/2022 | 04/11/2022 | 126.50 | SJC Road Dept | 214414220 - Public Notices |
| | | | | | <u>\$539.50</u> | | |
| | | | | | \$539.50 | | |
| | | | | | \$1,303.30 | | |
| Shed, Sue | 121280 | SS20220328150 | 04/06/2022 | 04/06/2022 | 90.40 | MEDICAL TRANSPORTATION | 104672615 - Contracts |
| | | | | | <u>\$90.40</u> | | |
| | | | | | \$90.40 | | |
| Silas, Marilyn | 121336 | MS20220408161 | 04/11/2022 | 04/11/2022 | 560.00 | Alternatives | 104679615 - Contracts |
| | | | | | <u>\$560.00</u> | | |
| | | | | | \$560.00 | | |
| SJC Inmate Account | 121337 | 0758_001 | 04/11/2022 | 04/11/2022 | 2,496.51 | Trustee Payroll | 104230352 - Inmate Humanitarian E |
| | | | | | <u>\$2,496.51</u> | | |
| | | | | | \$2,496.51 | | |
| Sorenson Advertising, dba Relic A | 121338 | 207067 | 04/11/2022 | 04/11/2022 | 285.71 | SJC Economic Dev | 104193490 - Advertising and Promot |
| | | | | | <u>\$285.71</u> | | |
| | | | | | \$285.71 | | |
| State of Utah | 121281 | 22H5000743 | 04/05/2022 | 04/06/2022 | 252.47 | SJC PUBLIC HEALTH | 255192.980 - TCM Intergovernment |
| State of Utah | 121282 | SUDCDCC2022 | 04/06/2022 | 04/06/2022 | 10.00 | ADMIN | 104113310 - Professional and Techn |
| | | | | | <u>\$262.47</u> | | |
| | | | | | \$262.47 | | |
| Stocks, Angus | 121283 | AS20220405153 | 04/06/2022 | 04/06/2022 | 20.00 | Meal Reimbursement | 264350230 - Travel Expense |
| | | | | | <u>\$20.00</u> | | |
| | | | | | \$20.00 | | |
| Streakwave Wireless Inc | 121339 | 837349 | 08/18/2020 | 04/11/2022 | 74.55 | SJC Library | 724581740 - Equipment Purchases |
| | | | | | <u>\$74.55</u> | | |
| | | | | | \$74.55 | | |

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| <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> |
|-----------------------------------|-------------------------|-----------------------|----------------------------|---------------------|--------------------|----------------------------|------------------------------------|
| Sunrise Outfitting Inc | 121340 | 60 | 04/11/2022 | 04/11/2022 | 590.00 | SJC Cares Grant | 104193480 - Special Department Su |
| Sunrise Outfitting Inc | 121340 | EV013 | 04/11/2022 | 04/11/2022 | 1,000.00 | GRANT FUNDS | 104192620 - Miscellaneous Service |
| | | | | | \$1,590.00 | | |
| | | | | | \$1,590.00 | | |
| Suttlemyre, Gary | 121284 | GS006 | 04/06/2022 | 04/06/2022 | 24.64 | Board Travel Reimbursement | 255007.230 - Indirect Admin Travel |
| | | | | | \$24.64 | | |
| Symbol Arts | 121285 | 0425654-IN | 04/06/2022 | 04/06/2022 | 220.00 | SJC Sheriff Dept | 104210620 - Miscellaneous Service |
| | | | | | \$220.00 | | |
| Tapaha, Edward | 121341 | ET20220408161 | 04/11/2022 | 04/11/2022 | 66.00 | WAIVER | 104679615 - Contracts |
| Tapaha, Edward | 121341 | ET20220408161 | 04/11/2022 | 04/11/2022 | 1,320.00 | WAIVER | 104682615 - Contracts |
| Tapaha, Edward | 121341 | ET20220408161 | 04/11/2022 | 04/11/2022 | 2,366.92 | WAIVER | 104682615 - Contracts |
| | | | | | \$3,752.92 | | |
| | | | | | \$3,752.92 | | |
| Teleflex | 121286 | 9505239079 | 04/06/2022 | 04/06/2022 | 115.50 | SJC Ambulance | 264350610 - Miscellaneous Supplie |
| | | | | | \$115.50 | | |
| The Appraisers Inc | 121342 | 3200 APRIL | 04/11/2022 | 04/11/2022 | 10,000.00 | SJC ASSESSOR | 104146620 - Miscellaneous Service |
| | | | | | \$10,000.00 | | |
| The Go Travel Sites | 121343 | 14960 | 04/11/2022 | 04/11/2022 | 417.00 | SJC Econ Dev | 104193210 - Subscriptions and Me |
| | | | | | \$417.00 | | |
| The Law Offices of Stephen J Stoc | 121344 | 3784 | 04/11/2022 | 04/11/2022 | 110.00 | SJC Attorney | 104126615 - Contracts |
| The Law Offices of Stephen J Stoc | 121344 | 3785 | 04/11/2022 | 04/11/2022 | 200.00 | SJC Attorney | 104126615 - Contracts |
| The Law Offices of Stephen J Stoc | 121344 | 3788 | 04/11/2022 | 04/11/2022 | 550.00 | SJC Attorney | 104126615 - Contracts |
| The Law Offices of Stephen J Stoc | 121344 | 3791 | 04/11/2022 | 04/11/2022 | 40.00 | SJC Attorney | 104126615 - Contracts |
| The Law Offices of Stephen J Stoc | 121344 | 3793 | 04/11/2022 | 04/11/2022 | 360.00 | SJC Attorney | 104126615 - Contracts |
| | | | | | \$1,260.00 | | |
| | | | | | \$1,260.00 | | |
| Tiefenbach North America LLC | 121287 | 430981 | 04/06/2022 | 04/06/2022 | 53.12 | SJC Road Dept | 214412250 - Equipment Operation |
| | | | | | \$53.12 | | |
| Tomco, Ben | 121345 | BT20220408072 | 04/11/2022 | 04/11/2022 | 35.10 | PURCHASE REIMBURSMENT | 104242230 - Travel Expense |
| | | | | | \$35.10 | | |
| Town of Bluff | 121346 | TOB2022040816 | 04/11/2022 | 04/11/2022 | 1,806.79 | SJC Aging | 104672270 - Utilities |
| | | | | | \$1,806.79 | | |
| Tracy, Kelly | 121347 | KT20220411072 | 04/11/2022 | 04/11/2022 | 296.10 | Travel Reimbursement | 104122230 - Travel Expense |
| | | | | | \$296.10 | | |
| Trevizo, Manuel | 121288 | MT20220404075 | 04/06/2022 | 04/06/2022 | 149.00 | Travel Reimbursement | 574424330 - Employee Education |

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| Payee Name | Reference Number | Invoice Number | Invoice Ledger Date | Payment Date | Amount | Description | Ledger Account |
|------------------------------------|------------------|----------------|---------------------|--------------|--------------------|--------------------------------|-------------------------------------|
| Trevizo, Manuel | 121288 | MT20220404075 | 04/06/2022 | 04/06/2022 | 522.40 | Travel Reimbursement | 574424230 - Travel Expense |
| | | | | | \$671.40 | | |
| | | | | | \$671.40 | | |
| Tsosie, Terry | 121348 | TT20220408161 | 04/11/2022 | 04/11/2022 | 560.00 | Alternatives | 104679615 - Contracts |
| | | | | | \$560.00 | | |
| UCIP | 121289 | 2840 | 04/05/2022 | 04/06/2022 | 4,484.00 | Airport Liability Insurance | 634910510 - Insurance and Bonding |
| | | | | | \$4,484.00 | | |
| Underground Services Inc. | 121290 | 59231 | 04/05/2022 | 04/06/2022 | 1,089.39 | SJC Road | 214412250 - Equipment Operation |
| | | | | | \$1,089.39 | | |
| Utah Association of Local Health D | 121291 | 201 | 04/05/2022 | 04/06/2022 | 576.80 | SJPH | 255007.210 - Indirect Admin Subscri |
| | | | | | \$576.80 | | |
| Utah Navajo Trust Fund | 121292 | RI0401225 | 04/01/2022 | 04/06/2022 | 165.00 | | 724581915 - Transfers to Other Unit |
| | | | | | \$165.00 | | |
| Utah Retirement Systems | EFT | PR040322-3952 | 04/08/2022 | 04/11/2022 | 100.00 | Traditional IRA | 102224000 - Retirement Payable |
| Utah Retirement Systems | EFT | PR040322-3952 | 04/08/2022 | 04/11/2022 | 309.35 | 457 Retirement | 102224000 - Retirement Payable |
| Utah Retirement Systems | EFT | PR040322-3952 | 04/08/2022 | 04/11/2022 | 332.71 | 401k Retirement - Post Retired | 102224000 - Retirement Payable |
| Utah Retirement Systems | EFT | PR040322-3952 | 04/08/2022 | 04/11/2022 | 702.70 | Roth IRA | 102224000 - Retirement Payable |
| Utah Retirement Systems | EFT | PR040322-3952 | 04/08/2022 | 04/11/2022 | 1,255.06 | Retirement Loan Repayment | 102224000 - Retirement Payable |
| Utah Retirement Systems | EFT | PR040322-3952 | 04/08/2022 | 04/11/2022 | 5,916.36 | 401k Retirement | 102224000 - Retirement Payable |
| Utah Retirement Systems | EFT | PR040322-3952 | 04/08/2022 | 04/11/2022 | 51,729.77 | State Retirement | 102224000 - Retirement Payable |
| | | | | | \$60,345.95 | | |
| Utah State Tax Commision | EFT | 2022041207342 | 04/11/2022 | 04/11/2022 | 525.00 | Sales and Use Tax Return | 102136000 - Sales Tax Payable |
| Utah State Tax Commision | EFT | PR010922-576 | 01/14/2022 | 04/11/2022 | 16,599.92 | State Income Tax | 102223000 - StateTax W/H Payable |
| Utah State Tax Commision | EFT | PR012322-576 | 01/28/2022 | 04/11/2022 | 11,904.98 | State Income Tax | 102223000 - StateTax W/H Payable |
| Utah State Tax Commision | EFT | PR020622-576 | 02/11/2022 | 04/11/2022 | 12,225.03 | State Income Tax | 102223000 - StateTax W/H Payable |
| Utah State Tax Commision | EFT | PR022022-576 | 02/25/2022 | 04/11/2022 | 11,770.50 | State Income Tax | 102223000 - StateTax W/H Payable |
| Utah State Tax Commision | EFT | PR030622-576 | 03/11/2022 | 04/11/2022 | 12,215.62 | State Income Tax | 102223000 - StateTax W/H Payable |
| Utah State Tax Commision | EFT | PR032022-576 | 03/25/2022 | 04/11/2022 | 11,792.67 | State Income Tax | 102223000 - StateTax W/H Payable |
| | | | | | \$77,033.72 | | |
| | | | | | \$77,033.72 | | |
| Utah State Treasurer | 121293 | UST2022040513 | 04/06/2022 | 04/06/2022 | 50.00 | Sales & Use Tax | 103222000 - Marriage Licenses |
| Utah State Treasurer | 121293 | UST2022040513 | 04/06/2022 | 04/06/2022 | 18,391.72 | Sales & Use Tax | 103511000 - Justice Court Fines |
| | | | | | \$18,441.72 | | |
| | | | | | \$18,441.72 | | |
| Utah Telehealth Network | 121349 | 36195 | 04/11/2022 | 04/11/2022 | 481.00 | San Juan Public Health | 255007.280 - Indirect Admin Teleph |
| | | | | | \$481.00 | | |
| VelocityNet LLC | 121294 | 82540 | 04/06/2022 | 04/06/2022 | 49.00 | SJC Communications | 104574280 - Telephone |

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| Payee Name | Reference Number | Invoice Number | Invoice Ledger Date | Payment Date | Amount | Description | Ledger Account |
|------------------------------|------------------|----------------|---------------------|--------------|-------------------|----------------------------------|---------------------------------------|
| VelocityNet LLC | 121294 | 82809 | 04/06/2022 | 04/06/2022 | 49.00 | SJC Communications | 104574280 - Telephone |
| | | | | | \$98.00 | | |
| | | | | | \$98.00 | | |
| Veritrace | 121295 | 0041713 | 04/05/2022 | 04/06/2022 | 1,105.60 | SJC Public Health | 255013.480 - Vital Statistics Special |
| | | | | | \$1,105.60 | | |
| Verizon Wireless | 121296 | 9900825400 | 04/06/2022 | 04/06/2022 | 25.12 | 742063425-00001 | 104146280 - Telephone |
| Verizon Wireless | 121296 | 9900825400 | 04/06/2022 | 04/06/2022 | 52.96 | 742063425-00001 | 255008.280 - Indirect Nursing Telep |
| Verizon Wireless | 121296 | 9900825400 | 04/06/2022 | 04/06/2022 | 52.96 | 742063425-00001 | 255010.280 - Indirect Health Insp Te |
| Verizon Wireless | 121296 | 9900825400 | 04/06/2022 | 04/06/2022 | 52.96 | 742063425-00001 | 255193.280 - Home Visiting - PAT T |
| Verizon Wireless | 121296 | 9900825400 | 04/06/2022 | 04/06/2022 | 52.96 | 742063425-00001 | 255281.280 - EED - Epidemiology T |
| Verizon Wireless | 121296 | 9900825400 | 04/06/2022 | 04/06/2022 | 57.11 | 742063425-00001 | 255310.280 - PHEP Preparedness T |
| Verizon Wireless | 121296 | 9901767651 | 04/06/2022 | 04/06/2022 | 213.26 | 265507612-00001 | 264350280 - Telephone |
| Verizon Wireless | 121296 | 9901767652 | 04/06/2022 | 04/06/2022 | 52.96 | 265507612-00002 | 104113280 - Telephone |
| Verizon Wireless | 121296 | 9901767661 | 04/06/2022 | 04/06/2022 | 76.16 | 265508079-00001 | 104255280 - Telephone |
| Verizon Wireless | 121296 | 9901777853 | 04/06/2022 | 04/06/2022 | 100.25 | 365506834-00001 | 104255280 - Telephone |
| Verizon Wireless | 121296 | 9901787900 | 04/06/2022 | 04/06/2022 | 8.15 | 465505932-00001 | 104255280 - Telephone |
| Verizon Wireless | 121296 | 9901808085 | 04/06/2022 | 04/06/2022 | 8.15 | 665505466-00001 | 104255280 - Telephone |
| Verizon Wireless | 121296 | 9901808138 | 04/06/2022 | 04/06/2022 | 965.12 | 665507629-00001 | 104230280 - Telephone |
| Verizon Wireless | 121296 | 9901808140 | 04/06/2022 | 04/06/2022 | 225.95 | 665507629-00004 | 104230280 - Telephone |
| Verizon Wireless | 121296 | 9901808166 | 04/06/2022 | 04/06/2022 | 209.68 | 665509557-00003 | 104610280 - Telephone |
| Verizon Wireless | 121296 | 9901818032 | 04/06/2022 | 04/06/2022 | 53.84 | 765507047-00001 | 104112280 - Telephone |
| Verizon Wireless | 121296 | 9901818032 | 04/06/2022 | 04/06/2022 | 145.93 | 765507047-00001 | 104111280 - Telephone |
| Verizon Wireless | 121296 | 9901818033 | 04/06/2022 | 04/06/2022 | 80.02 | 765507047-00003 | 104147280 - Telephone |
| Verizon Wireless | 121296 | 9901818050 | 04/06/2022 | 04/06/2022 | 52.96 | 765508819-00001 | 104675280 - Telephone |
| Verizon Wireless | 121296 | 9901818050 | 04/06/2022 | 04/06/2022 | 105.92 | 765508819-00001 | 104682280 - Telephone |
| | | | | | \$2,592.42 | | |
| Verizon Wireless | 121350 | 9901777860 | 04/11/2022 | 04/11/2022 | 132.98 | 365507784-00001 | 104574280 - Telephone |
| Verizon Wireless | 121350 | 9901808141 | 04/11/2022 | 04/11/2022 | 62.21 | 665507629-00005 | 104242280 - Telephone |
| Verizon Wireless | 121350 | V202207044380 | 04/11/2022 | 04/11/2022 | 133.02 | 265507612-00003 | 104151280 - Telephone |
| | | | | | \$328.21 | | |
| | | | | | \$2,920.63 | | |
| Vitalevich Kovalenko, David | 121351 | EV20210205010 | 01/29/2021 | 04/11/2022 | 20.00 | OVER PAYMENT | 103511000 - Justice Court Fines |
| | | | | | \$20.00 | | |
| Waste Management of Colorado | 121352 | 0391824-4889-2 | 04/11/2022 | 04/11/2022 | 47.23 | 16-83942-53002 Blanding Library | 724168270 - Utilities |
| Waste Management of Colorado | 121352 | 0391952-4889-1 | 04/11/2022 | 04/11/2022 | 137.84 | 16-83977-33005 SJC Senior Center | 104672270 - Utilities |
| Waste Management of Colorado | 121352 | 0391954-4889-7 | 04/11/2022 | 04/11/2022 | 81.64 | 16-83977-53000 SJC Road Dept | 214414270 - Utilities |
| Waste Management of Colorado | 121352 | 0392068-4889-5 | 04/11/2022 | 04/11/2022 | 153.64 | 19-36095-03000 SJC Public Health | 255007.270 - Indirect Admin Utilities |
| | | | | | \$420.35 | | |
| | | | | | \$420.35 | | |
| Wheeler Machinery Company | 121297 | PS001296682 | 04/06/2022 | 04/06/2022 | 91.57 | SJC Road Dept | 214412250 - Equipment Operation |
| | | | | | \$91.57 | | |

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| Payee Name | Reference Number | Invoice Number | Invoice Ledger Date | Payment Date | Amount | Description | Ledger Account |
|---------------------------------|------------------|----------------|---------------------|--------------|---------------------|--------------------|--------------------------------|
| White Mesa Senior Citizens | 121353 | WMSC20220407 | 04/11/2022 | 04/11/2022 | 750.00 | SJC AGING | 104677327 - Meals - White Mesa |
| White Mesa Senior Citizens | 121353 | WMSC20220407 | 04/11/2022 | 04/11/2022 | 750.00 | SJC AGING | 104678327 - Meals - White Mesa |
| | | | | | \$1,500.00 | | |
| | | | | | \$1,500.00 | | |
| Zion's Way Home Health & Hospic | 121354 | ZWHHH2022040 | 04/11/2022 | 04/11/2022 | 560.00 | SJC AGING | 104679615 - Contracts |
| Zion's Way Home Health & Hospic | 121354 | ZWHHH2022040 | 04/11/2022 | 04/11/2022 | 791.52 | SJC Aging Services | 104679615 - Contracts |
| Zion's Way Home Health & Hospic | 121354 | ZWHHH2022040 | 04/11/2022 | 04/11/2022 | 140.00 | SJC Aging Services | 104679615 - Contracts |
| | | | | | \$1,491.52 | | |
| | | | | | \$1,491.52 | | |
| | | | | | \$872,204.27 | | |



COMMISSION STAFF REPORT

MEETING DATE: April 19, 2022

ITEM TITLE, PRESENTER: Approval for CSS1-H Oil Purchase, TJ Adair, Road Superintendent

RECOMMENDATION: Approve Purchase

SUMMARY

San Juan County Road Department is coming into patching season. CSS1-H is an oil used to seal patches and is purchased each year. Bids were obtained from three different vendors and only one vendor (Peak Asphalt) is able to deliver to San Juan County. The Blanding yard has a tank to store the oil and it needs to be pumped into the tank. The anticipated need for the season is approximately 11,000 gallons but could be up to 18,000 gallons.

HISTORY/PAST ACTION

Purchased up to 18,000 gallons for the season.

FISCAL IMPACT

Up to \$52,000.00 for the year and is in the 2022 approved budget.

BID QUOTATION FORM

Item 2.

| | | | | |
|--|---|---|--------------------------------|--------------------------------|
| #1 NAME OF COMPANY <u>Peak Asphalt</u> | #2 NAME OF COMPANY <u>Mountain States Asphalt</u> | #3 NAME OF COMPANY <u>Suncor</u> | #4 NAME OF COMPANY _____ | #5 NAME OF COMPANY _____ |
| Telephone # <u>801-296-0166</u> | Telephone # _____ | Telephone # _____ | Telephone # _____ | Telephone # _____ |
| Date <u>03-29-22</u> Time <u>8:49am</u> | Date <u>03-29-22</u> Time <u>9:56am</u> | Date <u>04/06/22</u> Time <u>11:03 am</u> | Date _____ Time _____ | Date _____ Time _____ |
| Contact Person _____ | Contact Person _____ | Contact Person _____ | Contact Person _____ | Contact Person _____ |
| <u>Troy Kelsey</u> | <u>James Hulse</u> | <u>James Hazel</u> | _____ | _____ |

| | | | | |
|--|--|---|------------------------|------------------------|
| ITEMS QUOTED: <u>Up to 18,000 gal. CSSI-H</u> <u>FOB Blanding</u> <u>Pumper Truck</u> | ITEMS QUOTED: <u>Up to 18,000 gal CSS-I</u> <u>FOB Blanding</u> <u>Pumper truck</u> | ITEMS QUOTED: <u>Up to 18,000 gal CSSI-H</u> <u>FOB Blanding</u> <u>Pumper truck</u> | ITEMS QUOTED: _____ | ITEMS QUOTED: _____ |
|--|--|---|------------------------|------------------------|

| | | | | |
|---|--|---|------------------|------------------|
| PRICES: <u>CSSI-H: \$585/TON</u> <u>plus \$100/TON Delivery</u> <u>FOB N. Salt Lake</u> <u>Pumper truck: \$125.00</u> <u>*fuel surcharge</u> <u>applies</u> | PRICES: <u>CSS-I: \$625/TON</u> <u>No Delivery to SJC</u> <u>FOB Tooele, Utah</u> | PRICES: <u>CSSI-H: \$710.00/TON</u> <u>No Delivery to SJC</u> <u>FOB: Grand Junction,</u> <u>Colorado</u> | PRICES: _____ | PRICES: _____ |
|---|--|---|------------------|------------------|

BID CHOSEN: Peak Asphalt

PRICES: \$585/TON + \$100/TON Freight
and \$125 pumper truck

DATE OF DELIVERY _____

SIGNED: _____

P.O. # _____

DEPARTMENT: _____



Peak Asphalt, LLC

Asphalts • Emulsions • Road Oils

1710 W. 2600 S., Woods Cross UT 84087

Phone: (801) 296-0166

Fax: (801) 296-9590



Item 2.

TO: San Juan County - UT

ATTN: Monica / Maegan

PO Box 188

Monticello, UT 84535

Phone: (435) 587-3230

Fax: (435) 587-2771

RE: San Juan County 2022

PROJECT NUMBER:

BID DATE: March 29, 2022

| Product | TONS | Price/Ton Tax Excluded | Effective Thru | Freight Per Ton | FOB |
|-----------------------|-------|------------------------|----------------|-----------------|-----------------|
| CSS-1H | 75.00 | \$585.00 | 11/30/2022 | \$100.00 | North Salt Lake |
| DISTRIBUTOR SERVICE | | \$25.00/TON OR | | | |
| \$0.00 Minimum Charge | | \$250.00/HOUR | | | |
| | | (WHICHEVER IS GREATER) | | | |

Contract Special Provisions:

Pricing Fixed for 2022 Season
 \$1,700 Minimum Charge for Distributor, see hourly and per ton charges above

1> All Product Will Conform to UDOT specifications.
 2> **Peak Asphalt, LLC** reserves the right to ship from any supply facility on a freight equalized basis.
 3> This price quotation is made expressly subject to the Terms and Conditions of the **Peak Asphalt, LLC** standard purchase agreement.
 4> Freight will be billed separately by a common carrier.
 5> Freight is subject to a fuel surcharge at time of delivery.
 6> The above prices on the above quantities are valid for 5 (five) days from the date of the quotation and if accepted within the stated period will remain effective thru the **2022** season.

Miscellaneous incidental charges are as follow:
 All prices based on a 24-ton minimum. Full freight charges to destination and 1/2 freight charges will be assessed on returned product. No credit will be given for anti-strip or diluted materials. Unloading time: 2.00 hours free then \$125.00 per hour thereafter. Overnight holdover: \$400.00 per night. Restocking fee for returned product: \$250.00, Equipment charge for job-site pump-off, flat fee per occurrence (no polymer modified asphalts) \$125.00.

Thank you for giving us the opportunity to prepare this bid.

Troy Kelsey
 Peak Asphalt, LLC

Accepted By: _____ Firm: San Juan County - UT Date: _____

| Johnny B. Transport | | | | |
|---|-------|--------|---------------------------------|-------------|
| Rocky Mountain Cost Fuel Surcharge Schedule 2022 | | | | |
| & | | | | |
| e.i.a. Weekly Retail On-Highway Diesel Prices | | | | |
| | | | Rate Schedule Basis (\$/Gallon) | |
| https://www.eia.gov/dnav/pet/pet_pri_gnd_a_epd2d_pte_dpg | | | \$ | 2.95 |
| Rocky Mountain Area | | | Fuel | |
| Week | Rate | | \$/Gallon | Surcharge % |
| 12/27/2021 | 3.704 | 18.06% | \$ 3.00 | 0.86% |
| 1/3/2022 | 3.687 | 17.20% | \$ 3.05 | 1.72% |
| 1/10/2022 | 3.666 | 17.20% | \$ 3.10 | 2.58% |
| 1/17/2022 | 3.678 | 17.20% | \$ 3.15 | 3.44% |
| 1/24/2022 | 3.698 | 17.20% | \$ 3.20 | 4.30% |
| 1/31/2022 | 3.757 | 18.92% | \$ 3.25 | 5.16% |
| 2/7/2022 | 3.861 | 20.64% | \$ 3.30 | 6.02% |
| 2/14/2022 | 3.911 | 21.50% | \$ 3.35 | 6.88% |
| 2/21/2022 | 3.931 | 21.50% | \$ 3.40 | 7.74% |
| 2/28/2022 | 3.976 | 22.36% | \$ 3.45 | 8.60% |
| 3/7/2022 | 4.542 | 31.82% | \$ 3.50 | 9.46% |
| 3/14/2022 | 4.966 | 39.56% | \$ 3.55 | 10.32% |
| 3/21/2022 | 4.887 | 32.68% | \$ 3.60 | 11.18% |
| 3/28/2022 | | | \$ 3.65 | 12.04% |
| 4/4/2022 | | | \$ 3.70 | 12.90% |
| 4/11/2022 | | | \$ 3.75 | 13.76% |
| 4/18/2022 | | | \$ 3.80 | 14.62% |
| 4/25/2022 | | | \$ 3.85 | 15.48% |
| 5/2/2022 | | | \$ 3.90 | 16.34% |
| 5/9/2022 | | | \$ 3.95 | 17.20% |
| 5/16/2022 | | | \$ 4.00 | 18.06% |
| 5/23/2022 | | | \$ 4.05 | 18.92% |
| 5/30/2022 | | | \$ 4.10 | 19.78% |
| 6/6/2022 | | | \$ 4.15 | 20.64% |
| 6/13/2022 | | | \$ 4.20 | 21.50% |
| 6/20/2022 | | | \$ 4.25 | 22.36% |
| 6/27/2022 | | | \$ 4.30 | 23.22% |
| 7/4/2022 | | | \$ 4.35 | 24.08% |
| 7/11/2022 | | | \$ 4.40 | 24.94% |
| 7/18/2022 | | | \$ 4.45 | 25.80% |
| 7/25/2022 | | | \$ 4.50 | 26.66% |
| 8/1/2022 | | | \$ 4.55 | 27.52% |
| 8/8/2022 | | | \$ 4.60 | 28.38% |
| 8/15/2022 | | | \$ 4.65 | 29.24% |
| 8/22/2022 | | | \$ 4.70 | 30.10% |
| 8/29/2022 | | | \$ 4.75 | 30.96% |
| 9/5/2022 | | | \$ 4.80 | 31.82% |
| 9/12/2022 | | | \$ 4.85 | 32.68% |
| 9/19/2022 | | | \$ 4.90 | 33.54% |
| 9/26/2022 | | | \$ 4.95 | 34.40% |
| 10/3/2022 | | | \$ 5.00 | 35.26% |
| 10/10/2022 | | | \$ 5.05 | 36.12% |
| 10/17/2022 | | | \$ 5.10 | 36.98% |
| 10/24/2022 | | | \$ 5.15 | 37.84% |
| 10/31/2022 | | | \$ 5.20 | 38.70% |
| 11/7/2022 | | | \$ 5.25 | 39.56% |
| 11/14/2022 | | | \$ 5.30 | 40.42% |
| 11/21/2022 | | | \$ 5.35 | 41.28% |
| 11/28/2022 | | | \$ 5.40 | 42.14% |
| 12/5/2022 | | | \$ 5.45 | 43.00% |
| 12/12/2022 | | | \$ 5.50 | 43.86% |
| 12/19/2022 | | | \$ 5.55 | 44.72% |
| 12/26/2022 | | | \$ 5.60 | 45.58% |
| 1/2/2023 | | | \$ 5.65 | 46.44% |
| 1/9/2023 | | | \$ 5.70 | 47.30% |
| 1/16/2023 | | | \$ 5.75 | 48.16% |
| 1/23/2023 | | | \$ 5.80 | 49.02% |
| | | | \$ 5.85 | 49.88% |
| | | | \$ 5.90 | 50.74% |
| | | | \$ 5.95 | 51.60% |
| | | | \$ 6.00 | 52.46% |



Alvarado, Monica <malvarado@sanjuancounty.org>

San Juan County 2022

1 message

Troy Kelsey <tkelsey@peakasphalt.com>

Tue, Mar 29, 2022 at 8:49 AM

To: "malvarado@sanjuancounty.org" <malvarado@sanjuancounty.org>

Monica,

Attached, please find our quote for the **San Juan County 2022** project. Included is a fuel surcharge schedule. Please call or e-mail if any questions arise or if anything else is needed.

Thank you,

Troy T. Kelsey, P.E.

Regional Account Manager

O: 801.295.6268 | C: 406.942.0991


[95 West 1100 North](#)

[North Salt Lake, UT 84054](#)

tkelsey@peakasphalt.com



2 attachments

 **W-Bid49315-22-49315-Quote Document 2019-San Juan County - UT-San Juan County 2022.pdf**
279K

 **Weekly Diesel Prices.pdf**
189K



Alvarado, Monica <malvarado@sanjuancounty.org>

RE: Request for Quote - CSS1, SS1 or Equivalent

1 message

James Hulse <jhulse@mountainstatesasphalt.net>
To: "Alvarado, Monica" <malvarado@sanjuancounty.org>
Cc: jhulse@mountainstatesasphalt.net

Tue, Mar 29, 2022 at 9:56 AM

Our price for the CSS-1 Concentrate is \$625/t, FOB Tooele, UT. This price quotation is good for 30 days. Thanks.

From: Alvarado, Monica <malvarado@sanjuancounty.org>
Sent: Tuesday, 29 March 2022 9:44 AM
To: James Hulse <jhulse@mountainstatesasphalt.net>
Subject: Re: Request for Quote - CSS1, SS1 or Equivalent

We would need the product delivered. If we went with you, then we would have to arrange our own delivery right?

Yes, you can send a bid on the CSS1 concentrate and note it is FOB Tooele.

Thank you.

On Tue, Mar 29, 2022 at 8:29 AM James Hulse <jhulse@mountainstatesasphalt.net> wrote:

Not bidding any delivered pricing quotes. We only sell FOB our rack in Tooele. Do you want a rack price for the CSS-1? Also if you do is the CSS-1 concentrate or 2:1 dilute?

From: Alvarado, Monica <malvarado@sanjuancounty.org>
Sent: Monday, 28 March 2022 4:09 PM
To: Monica Alvarado <malvarado@sanjuancounty.org>
Subject: Request for Quote - CSS1, SS1 or Equivalent

Good Afternoon,

I would like to get a quote for up to 18,000 gallons of CSS1, SS1 or the equivalent oil used with cold mix asphalt patching.

All prices will be FOB:

San Juan County Road Department

1049 South Main
Blanding, Utah 84511

Please quote the cost of a pumper truck if available for delivery as a separate line item.

Full specifications are required with each type of oil offered. Our tank holds approximately 6,000 gallons. Every effort will be made to order as close to 6,000 gallons per load but is not guaranteed.

Thank you,

--

Monica Alvarado

San Juan County Road Dept.

Office: (435)587-3230

Fax: (435)587-2771

--

Monica Alvarado

San Juan County Road Dept.

Office: (435)587-3230

Fax: (435)587-2771



Suncor Energy Monthly Emulsions Rack Prices - April 2022

1 message

Samuel Beuke <sbeuke@suncor.com>

Wed, Mar 30, 2022 at 1:46 PM

Emulsions

| Product | Price per Ton | Shipping Point |
|------------------------------|---------------|---------------------------|
| CSS-1H | \$ 650.00 | FOB Commerce City, Pueblo |
| CSS-1H, 50:50 Dilute | \$ 355.00 | FOB Commerce City, Pueblo |
| CSS-1H, 60:40 Dilute | \$ 425.00 | FOB Commerce City, Pueblo |
| CSS-1H, 70:30 Dilute | \$ 490.00 | FOB Commerce City, Pueblo |
| CRS-2P | \$ 770.00 | FOB Commerce City, Pueblo |
| SS-1H | \$ 710.00 | FOB Grand Junction |
| SS-1H, 50:50 Dilute | \$ 390.00 | FOB Grand Junction |
| HFMS-2 | \$ 690.00 | FOB Grand Junction |
| HFMS-2, with antistrip | \$ 715.00 | FOB Grand Junction |
| HFMS-2, 50:50 Dilute | \$ 380.00 | FOB Grand Junction |
| HFMS-2P | \$ 785.00 | FOB Grand Junction |
| HFMS-2P, with antistrip | \$ 810.00 | FOB Grand Junction |
| HFMS-2P, 50:50 Dilute | \$ 435.00 | FOB Grand Junction |
| Asphalt Emulsion Prime (AEP) | \$ 845.00 | FOB Grand Junction |

Applicable sales tax will be charged. Title transfer and delivery (if any) as set forth in the Confirmation of Purchase/Sale Agreement

Standard Emulsion loading hours are 7:00AM – 5:00PM, Monday – Friday

In order to ensure product availability, please call the plant in advance. Pueblo: (719)-543-8238, Grand Junction: (970)-241-1135, Commerce City: (303)-227-6200.

If you are not the proper contact for this information, please notify us.

Thank you for your business.

Sam Beuke

Manager Marketing Asphalt and Residual Oils

SUNCOR ENERGY (U.S.A.) INC.

5455 Brighton Blvd

Commerce City, CO 80020

Wk. 303-286-5770

Mobile. 303-241-5280

sbeuke@suncor.com

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[150 – 6th Avenue S.W., Calgary, Alberta, Canada, T2P 3E3](#) (siège social) / www.suncor.com



Alvarado, Monica <malvarado@sanjuancounty.org>

Request for Quote - CSS1, SS1 or Equivalent

1 message

Alvarado, Monica <malvarado@sanjuancounty.org>

Mon, Mar 28, 2022 at 4:08 PM

To: Monica Alvarado <malvarado@sanjuancounty.org>

Bcc: tkelsey@peakasphalt.com, "Hazell, James" <jhazell@suncor.com>, James Hulse <jhulse@mountainstatesasphalt.net>, Todd Adair <tadair@sanjuancounty.org>, Clark Hawkins <Chawkins@sanjuancounty.org>, Todd Hurst <thurst@sanjuancounty.org>, Jackie Palmer <jackiep@sanjuancounty.org>

Good Afternoon,

I would like to get a quote for up to 18,000 gallons of CSS1, SS1 or the equivalent oil used with cold mix asphalt patching.

All prices will be FOB:

San Juan County Road Department
1049 South Main
Blanding, Utah 84511

Please quote the cost of a pumper truck if available for delivery as a separate line item.

Full specifications are required with each type of oil offered. Our tank holds approximately 6,000 gallons. Every effort will be made to order as close to 6,000 gallons per load but is not guaranteed.

Thank you,

--

Monica Alvarado**San Juan County Road Dept.****Office: (435)587-3230****Fax: (435)587-2771**

04/06/22 11:03 am

Jim Hazell - (303)793-8009 - Suncor

Supply is tight and trucking is limited so no delivery to San Juan County.

Use Rack Rates sent out on email for price w/ FOB Grand Junction.

\$710/TON FOB Grand Junction



ROAD DEPARTMENT

P.O. Box 188 | 885 East Center St | Monticello, Utah 84535
(435) 587-3230 | Fax: (435) 587-2771

April 12, 2022

RE: Sole Source Justification – Cold Mix and Hot Mix Asphalt

To Whom It May Concern,

San Juan County Road Department would like to purchase asphalt for pothole patching from Kilgore dba LeGrand Johnson.

LeGrand Johnson is the only source available in close proximity that offers the asphalt San Juan County uses for road maintenance. LeGrand Johnson operates out of San Juan County and employs local residents.

San Juan County Road Department has been pleased with the quality of asphalt produced by LeGrand Johnson and are a well-known, trustworthy company.

Thank you for your consideration in approving this purchase.

Sincerely,

Todd Adair
San Juan County
Road Superintendent

**LeGRAND JOHNSON CONSTRUCTION CO.
SOUTHERN PAVING DIVISION**



4910 Old Airport Rd. • MOAB, UT 84532 • (435) 259-5809 FAX (435) 259-5675

March 30, 2022

San Juan County Road Dept.

RE: 2022 Asphalt Pricing

Dear Monica,

Effective March 1, 2022 the price of cold mix is \$98/ton and hot mix is \$84/ton at this time. Due to the current instability of oil pricing this price may and could increase throughout the year at any time. Our suppliers cannot offer price protection beyond this date so please plan accordingly.

Sincerely,

Danielle Hansen
Estimator/Project Manager



COMMISSION STAFF REPORT

MEETING DATE: April 19, 2022

ITEM TITLE, PRESENTER: Consideration and Approval for Asphalt Purchases 2022, TJ Adair, Road Superintendent

RECOMMENDATION: Approve Purchase

SUMMARY

San Juan County Road Department is coming into patching season and will need to purchase asphalt for road maintenance. Kilgore dba LeGrand Johnson Construction Company is the only source we have locally for asphalt material.

HISTORY/PAST ACTION

The Road Department has historically purchased asphalt from LeGrand Johnson.

FISCAL IMPACT

\$98/Ton for cold mix and \$84/Ton for hot mix. Price increases are possible with the volatility of oil prices. Funds are in the 2022 budget for material.

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



Purchase From
Vendor Name *Largo Tank* State Contracted
Street Address
City, State, Zip
Phone:
Attention To :

Deliver To
Deliver To Name
Street Address
City, State, Zip
Phone:
Attention To :

Purchase Order
P. O. No#
Date
Your Ref#
Our Ref#
Credit Terms Cash

| Product ID | Description | Quantity | Unit Price | Amount |
|------------|--------------------------|----------|------------|----------|
| 968670 | Vacuum pump water trucks | 2 | 2786.00 | 5,572.00 |

Approved:

Department Head: *[Signature]*

County Admin: *[Signature]*

| | |
|---------------|----------|
| Sub Total | 5,572.00 |
| Tax | Exempt |
| Freight | unknown |
| Invoice Total | |
| Amount Paid | |
| Balance Due | |

Terms and Conditions:



Largo Tank and Equipment Inc.

5720 U.S. Highway 64
 Farmington, NM-34 87401
 Phone: (505) 327-6281
 Fax: (505) 327-6465

| | |
|----------------|-------------|
| Order # | Date |
| SO37738 | 04/12/2022 |



Bill To:
 SAN JUAN COUNTY UT
 881 E. CENTER STREET
 MONTICELLO, UT 84535

Ship To:
 SAN JUAN COUNTY UT
 881 E. CENTER STREET
 MONTICELLO, UT 84535

Customer: SAN JUAN COUNTY UT

Contact: SAN JUAN COUNTY UT
 PO Number: 54397

| | | | | | |
|------------------|----------------------|------------------|----------------|---------------------|-----------------------|
| Sales Rep | Payment Terms | FOB Point | Carrier | Ship Service | Date Scheduled |
| admin | NET 30 | Origin | Will Call | | 04/12/2022 |

| Item | | | | | Qty | |
|------|------|--------|-----------------------------|------------|---------|-------------|
| # | Type | Number | Description | Unit Price | Ordered | Total Price |
| 1 | Sale | 968670 | PUMP HXL75WV VAC H2O COOLED | \$2,786.00 | 2 ea | \$ 5,572.00 |

Subtotal: \$5,572.00
Sales Tax: \$0.00
Total: \$5,572.00

Signature _____ Date: _____

Print _____ Unit # _____

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



Purchase From
 Vendor Name *Wilbur Ellis* State Contracted
 Street Address
 City, State, Zip
 Phone:
 Attention To :

Deliver To
 Deliver To Name
 Street Address
 City, State, Zip
 Phone:
 Attention To :

Purchase Order
 P. O. No#
 Date
 Your Ref#
 Our Ref#
 Credit Terms Cash

| Product ID | Description | Quantity | Unit Price | Amount |
|-------------------|-----------------------|-----------|------------------|-----------------|
| <i>Milestone</i> | <i>2.5 gallon Jug</i> | <i>20</i> | <i>270/gal</i> | <i>13,500</i> |
| <i>Open sight</i> | <i>20 oz Jar</i> | <i>40</i> | <i>86/15</i> | <i>4,300</i> |
| <i>Tordon 22K</i> | <i>2.5 gallon Jug</i> | <i>20</i> | <i>50/gal</i> | <i>2,500</i> |
| <i>Glyphosate</i> | <i>2.5 gallon Jug</i> | <i>20</i> | <i>36/gal</i> | <i>1,800</i> |
| <i>Blue Dye</i> | <i>2.5 gallon Jug</i> | <i>20</i> | <i>36.81/gal</i> | <i>1,840.50</i> |

Approved:

Department Head: *Todd Adair*
 County Admin: *Mark McDonald*

| | |
|---------------|---------------|
| Sub Total | <i>23,940</i> |
| Tax | Exempt |
| Freight | |
| Invoice Total | |
| Amount Paid | |
| Balance Due | |

Terms and Conditions:



COMMISSION STAFF REPORT

MEETING DATE: 4/19/22

ITEM TITLE, PRESENTER: Review the changes with the San Juan County Economic Development and Tourism Forever Mighty program supported by SJC and the Utah Office of Tourism grant by Elaine Gizler, Economic Development and Visitor Services Director.

RECOMMENDATION: Presentation

SUMMARY: Review the San Juan County Forever Mighty 2022 program and the adjustments being made. The original grant application was approved in 2021 to support the Forever Mighty program. The changes being made are removing the swag items-wag bags, poop shovels, reduced creative campaign, and design and removal of Traditional Expedia. The funds will be converted to create sustainable messaging on the website, supporting more trail content with sustainable messaging and detailed information about each trail approved by the Land Agencies. An additional video will be made by working with the Land Agencies to identify critical areas they feel we need to focus on.

HISTORY/PAST ACTION. Forever Mighty Grant Funding was approved by The Utah Office of Tourism for \$46,916.67

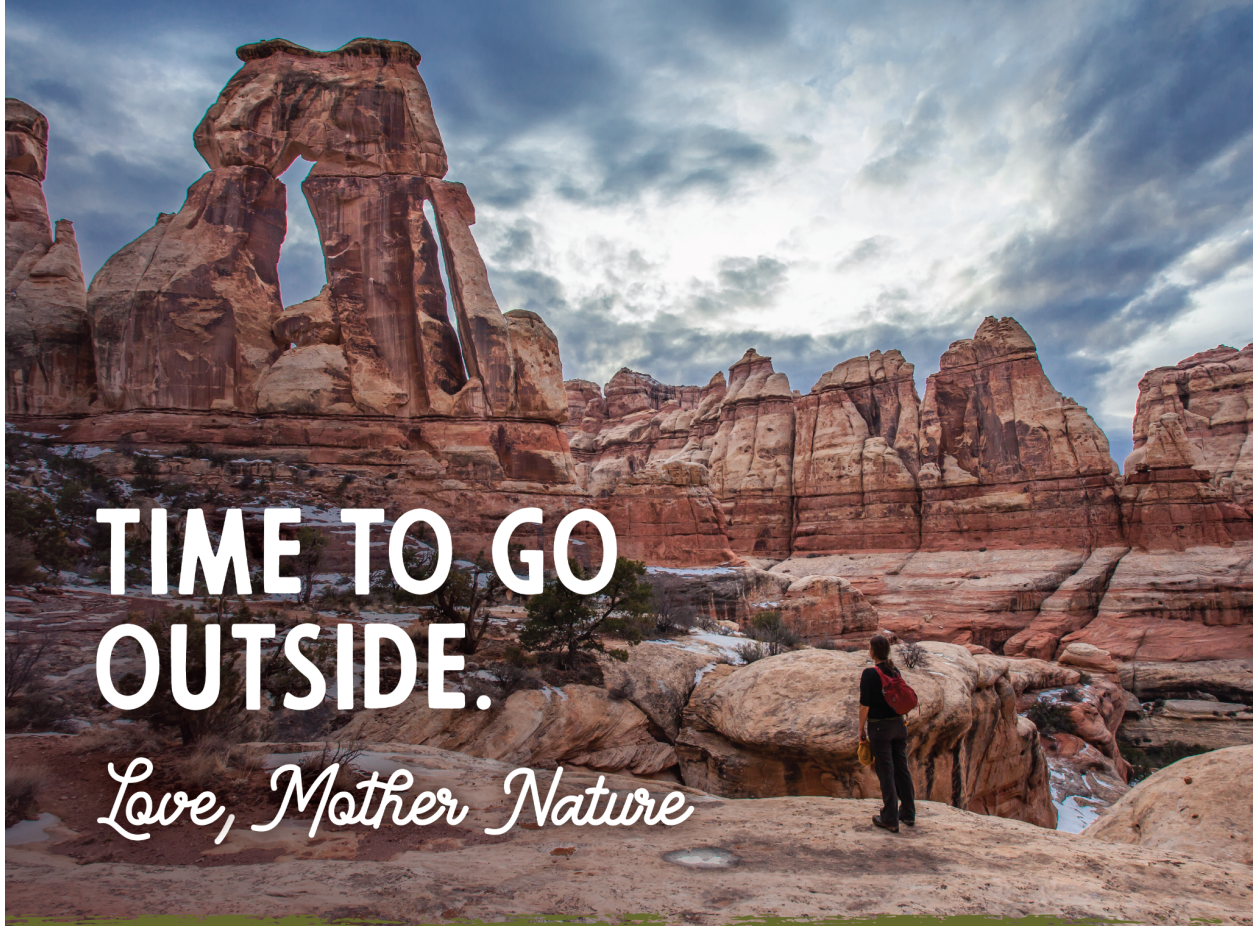
FISCAL IMPACT Included in the 2022 ED Budget \$22,958

TURN OFF THE LIGHTS.

*Love,
Mother Nature*

Do what your mother says.
Visit Utah's Canyon Country.
Learn more at UtahsCanyonCountry.com





TIME TO GO OUTSIDE.

Love, Mother Nature

Do what your mother says.
Visit Utah's Canyon Country.
Learn more at UtahsCanyonCountry.com





STAFF REPORT

MEETING DATE: April 18, 2022

ITEM TITLE, PRESENTER: Consideration and Approval of an Application to Attach Spanish Valley Overnight Accommodations Overlay, Curtis Wells

RECOMMENDATION: Consideration and Approval

SUMMARY

Curtis Wells is seeking to attach the Spanish Valley Overnight Accommodations Overlay to his project as outlined in the attached documents.

This is the second step in a three step approval process. The developer has provided specific information regarding the general layout of the structures, number of units, and proposed primary uses.

The site plan has been reviewed by staff, and concerns have been met by the developer. Mr. Wells has also provided a summary outlining how this development helps accomplish the objects set forth in the Spanish Valley General Plan. See attached documents for further information.

The Planning Commission will make a recommendation to the Board of County Commissioners for this legislative action.

HISTORY/PAST ACTION

Curtis Wells' 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: 95
- 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

Spanish Valley OAO Residential Community San Juan County, Utah

Curtis Wells-Applicant
Moab, UT

To whom this may concern:

This document is intended to address the Spanish Valley Overnight Accommodations Overlay District Requirements and as specifically requested by SJC Staff, "Section 5) Site Master Plan Required." In addition to the Site Plan, the following comments shall serve as rationale and justification for final OAO approval and vesting the project with overnight accommodations as a permitted use.

Location & Product:

As referenced in the San Juan County Spanish Valley Area Plan, the subject site serves as the southern gateway to Spanish Valley. A well designed, ecologically conscious, and visually appealing residential community accomplishes the stated goal of protecting the quality and appearance of uses along the highway. (SV Area Plan, 2018, pg. 38) The unit type and height that's incorporated into the Site Plan is an approved residential product as outlined in the Spanish Valley Area Plan (SV Area Plan, 2018, pg. 31) The subject site location is harmonious with existing surrounding businesses and uses. The subject site borders an existing, approved OAO lodging business titled St. Danes Cabins, and single family residential overnight accommodations to the east. As referenced in the San Juan County General Plan, and specifically in this case, permitted overnight accommodations will not disrupt or negatively harm adjacent properties but will rather result in an increase to neighboring property values. (SJC General Plan, 2018, pg. 63) The townhome product utilized in the Site Plan while still relatively low-density (<10 units/acre), can be considered clustered in the overall picture and does not disrupt the rural character of Spanish Valley while allowing the community to harness the economic value of overnight accommodations. (SJC General Plan, pg. 63)

Economics:

"According to 2.0 EXISTING CONDITIONS & ANALYSIS 22 an analysis by Lewis, Young, Robertson & Buningham (LYRB) in October 2017, Spanish Valley's remote location, limited interstate access and rural population will make it challenging to attract larger distribution and business centers." (SV Area Plan, pg. 22) As quoted in the Economic Development Section of the San Juan County General Plan, "The County has many natural assets that can provide a strong economic foundation. There is an unparalleled concentration of national and state parks, monuments, recreation areas and abundant natural resources. The County also provides an attractive quality of life for those looking for open space, low levels of crime, and a strong community atmosphere. The primary competitive advantages are natural beauty that provides tourism, recreation and lifestyle opportunities, a climate that allows for extended outdoor activity during shoulder season..." (SJC General Plan, 2018, pg. 22)

A conservative estimate for annual County Transient Room Tax Revenue (TRT) generated by this project is approximately between \$250,000-\$300,000 annually. This estimate **does not** include property taxes or future sales taxes.

As stated in the Economic Considerations section of the San Juan County General Plan, *“Tourism can become one of the county’s primary industries because it imports dollars, and the County’s natural amenities can be tourism assets if managed properly.”* (SJC General Plan, 2018 pg. 64) Also, the county has recognized that *“recreation and tourism are viable and sustainable components of the county’s economy and lifestyle”* (SJC General Plan, 2018, pg. 139) As cited in the ECONOMIC CONSIDERATIONS section of the General Plan, *“The level of success of a local or regional economy touches every person, family, business, and government organization. Strong economies create jobs and payrolls and generate tax revenues to provide infrastructure and services. All natural resources and public services described in this plan or otherwise are related to the local economy. “Many residents see tourism as the most promising economic resource. Much of the growth in government jobs has been attributed to education and social service programs addressing the poverty and education gap in the region. Economic development is a priority of all county residents.”* (San Juan Conservation District 2011) (SJC General Plan, 2018, pg. 140)

During the OAO Step 1, approval, the San Juan County Commission Chairman stated on the record that they didn’t want to see a “Corporate Hotel or Motel.” The subject site plan was developed within this framework as a project that complies with the ordinances and that fits the desired project description by the San Juan County Commission Chairman. The applicant is a 6th generation southeastern Utah resident, and this project will create economic value and opportunity for the current landowners, adjacent property owners, and for San Juan County. The project will stimulate local economic sectors from construction phase through completion and operation.

Ecological Concerns & Regulations:

The subject site does not host any sensitive lands. For issues related to energy, dark skies, and water conservation, the development shall incorporate the following:

Energy

The project will utilize as much on-site renewable energy sources (such as solar) as is feasible, and the balance of electric use provided via RECs or renewable power purchase agreements. The project will utilize high performance exterior envelope methods. The thermal envelope will meet or exceed federally approved energy modeling software standards. Electric motor vehicle charging stations will be made available. The project will employ daylighting for common areas and public spaces.

Dark Skies

Exterior lighting shall follow the San Juan County Dark Skies requirements. Interior lighting located in rooms with windows visible from any property line boundary shall have their fixtures directed to the interior of the room as to minimize light pollution.

Water Conservation

The project will install a rainwater catchment system and use the water for beneficial on-site uses, such as reducing the use of culinary water for landscaping irrigation. The project will have a maximum of 10% of their landscaped area covered in turf grass. The project will utilize water-wise and xeriscape landscaping design standards. The project will utilize bio-retention and bio-infiltration systems to manage storm water runoff. The project will utilize dual flush toilets to reduce water usage.

Sources

Highlighted Sections in **BOLD**

Spanish Valley Area Plan 2018

PAGE 22

Commercial Market Potential A primary objective of this plan is to determine the appropriate amount of commercial land in the Spanish Valley area necessary to support local and regional needs, as well as to generate jobs and provide a level of economic independence. **According to 2.0 EXISTING CONDITIONS & ANALYSIS 22 an analysis by Lewis, Young, Robertson & Buningham (LYRB) in October 20174, Spanish Valley's remote location, limited interstate access and rural population will make it challenging to attract larger distribution and business centers.**

PAGE 31

Examples of appropriate residential types include the following: • Single Family and two-family homes; • Mother-in-law units and accessory residential units on larger lots; • multi-family limited by height (3 – 4 stories max) and density (15 units/acre); • Townhomes **and row houses (3 stories maximum)**; • Ranchettes and large lot estates (20-acre minimum), carefully-sited on topographically-challenged and sensitive sites; • Residential resorts, sited in topographically-challenged sites. Additional residential uses and types should be considered, depending on specific needs and opportunities that arise.

PAGE 38 & 39

KEY PRINCIPLES TO BE CONSIDERED WHEN DEVELOPING GUIDELINES AND ORDINANCES FOR THE SPANISH VALLEY

6. Guidelines should be developed to improve the appearance of uses along the highway, particularly at major intersections, which will become the main gateways into Spanish Valley.

San Juan County General Plan 2018

Economic Development PAGE 22

The County has many natural assets that can provide a strong economic foundation. There is an unparalleled concentration of national and state parks, monuments, recreation areas and abundant natural resources. The County also provides an attractive quality of life for those looking for open space, low levels of crime, and a strong community atmosphere. The primary competitive advantages are: • natural beauty that provides tourism, recreation, and lifestyle opportunities, • a climate that allows for extended outdoor activity during shoulder season...

Travel & Tourism PAGE 62

Introduction San Juan County has a variety of housing and amenities to offer visitors and tourists. Travel and tourism are constantly changing as an industry, and thus, constantly changing the land use and economic impacts on the County. Recreation is presented in the Resource Management section of the general plan and will not be covered in this element. This section will focus on the regulatory impacts of travel and tourism, as well as how the County plans to handle these impacts. Resident Survey As part of the County survey, respondents were asked which important issues and priorities the County faced. When specifically asked what issues needed attention, 25% of respondents felt that parks the County maintains for residents and recreation were an important issue. These will not be as likely to impact tourism but more the quality of life for residents. ***When asked which industries should be focused on to diversify the economy, 21% of respondents answered travel and tourism, which was the second highest response following manufacturing at 23%. Travel and tourism are more dependent on land which is not under the County's jurisdiction but is under the jurisdiction of other agencies such as, the Bureau of Land Management or National Park Service. Yet, the industry itself is dependent upon local municipalities and the County to provide services to these areas that tourists depend on. Overall, residents understand that travel and tourism are not decreasing and that there is a potential to harness the industry and use it to improve the quality of life for residents. An area of importance to many residents in the free-response section of the survey, is maintaining the beauty of the area and preserving the rural atmosphere. To accomplish this, it would be wise to ensure any efforts used to develop travel and tourism be clustered to maintain open space and agricultural lands.***

PAGE 63 Vacation Rentals

Vacation Rentals One of the main issues that was brought up in stakeholder interviews regarding tourism was the issue of nightly rentals and vacation rentals. There are various ways to list and operate a vacation home for rent to tourists. A common way in today's climate is an online service. Any residential home can be listed on these sites. This causes fear in residents because they believe it will be a nuisance and cause problems for them like parking and noise complaints. This is not necessarily true and is more likely perceived danger than actual danger. ***If regulated correctly nightly/vacation rentals can improve property values and revenue for the county.*** The State has made efforts to clarify what authority counties and local municipalities must regulate these rentals in UCA (17-50-338). It states that a county or municipality cannot stop someone from posting their residence on a rental website and may not make them illegal or pose a fine for using a residence as a rental. This may seem to limit the County's ability to regulate nightly/vacation rentals but is more like guidance on what the county should do. If nightly/vacation rentals are going to locate in the county and it is illegal for the county to outlaw them, the county should then try to harness and regulate them. Following is an example: The County would permit nightly/vacation rentals and require a business license for operation as well as an inspection for which the County would not charge. Having this requirement would allow the County to fine any rental properties not in compliance. This would also discourage any new rentals from being opened due to a higher startup cost. The County could require permitted rentals to pay a transient room tax to help alleviate their impact. Thus, further discouraging rentals while helping the County gain funds to regulate them. This way any rental that is not permitted can be fined and stopped and any permitted rental will be up to the county's standards because people with less money to invest in the process will have been weeded out. Overall, any leftover rental will generate funds and be nice enough to raise property taxes. For example, Airbnb, a website for short-term rentals, listed approximately 253 rentals on unincorporated County land. If a business license was charged at a similar rate to other counties, approximately \$100 dollars per year, it would amount to \$25,000. If a transient room tax of 10.77% was added and the average nightly room cost is assumed at \$100, with an average 100 stays annually, the gross revenue could be \$297,481 a year.

Economic Considerations PAGE 64

***Economic Considerations • Tourism can become one of the county’s primary industries because it imports dollars.
• The County’s natural amenities can be tourism assets if managed properly.***

Tourism Policies & Goals PAGE 64

Tourism Goals + Policies San Juan County will seek to encourage the growth of the travel and tourism industry by: • Developing licensing regulations for vacation rentals, specific call for those listed online, as explained in this element. • Reviewing the current marketing efforts and allocating funds, in addition to what is already being used, to market lesser-known destinations within the county. • Protect as much multiple use designated land as possible. • Identifying current access roads to popular tourist destinations and setting aside money in future budgets for improvements and maintenance. • Identify and construct new roads that improve access to popular tourist destinations in accordance with the policies and goals in the Transportation Element. • Work with the National Park Service, the Bureau of Land Management, and other applicable agencies to jointly fund access maintenance and improvement projects. • Research incentives for tourism-related uses along with uses that will encourage a nightlife in the county. • ***Review current ordinances and seek to permit more tourism-related uses.***

Recreation & Tourism PAGE 139

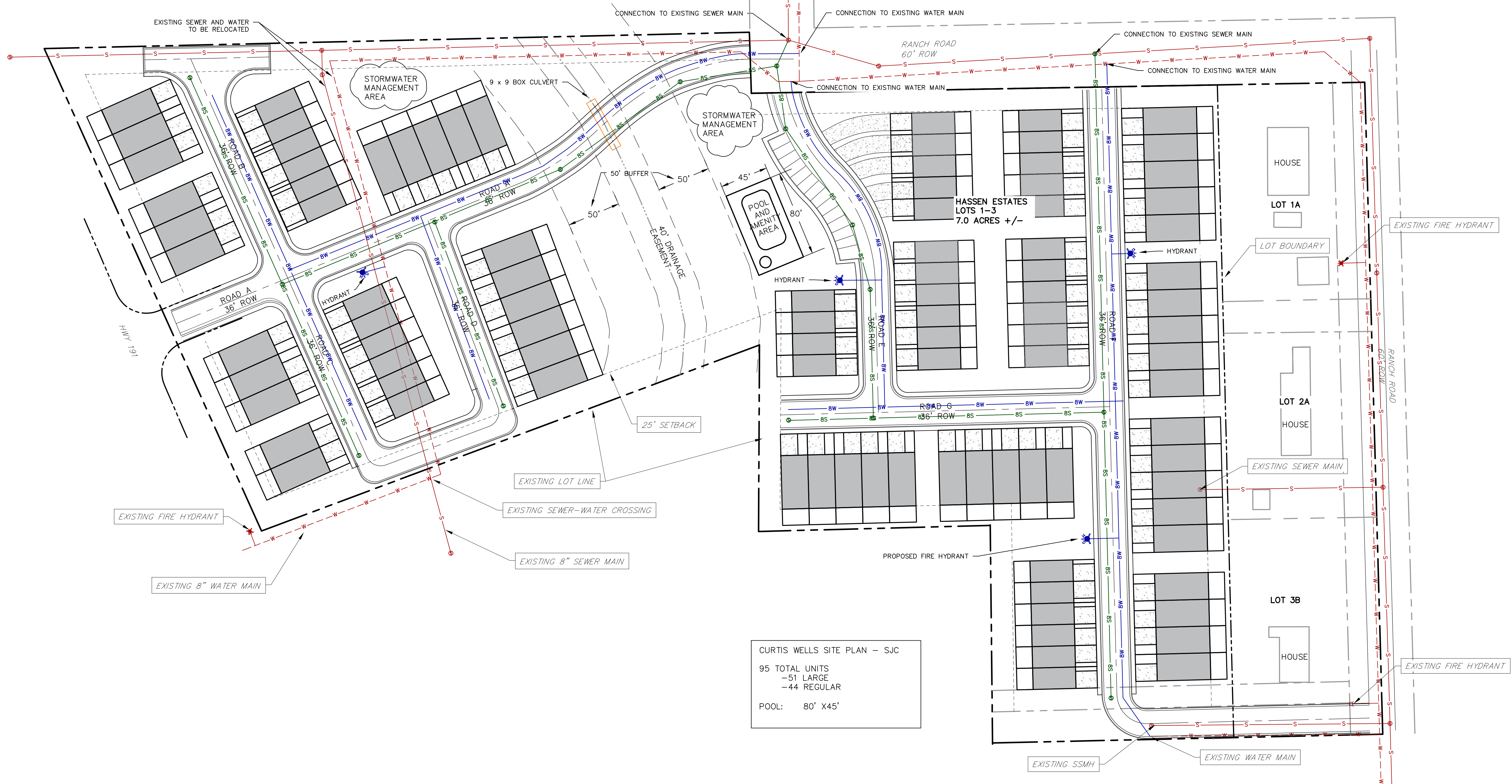
Objectives

a. ***Recreation and tourism are viable and sustainable components of the county’s economy and lifestyle.***

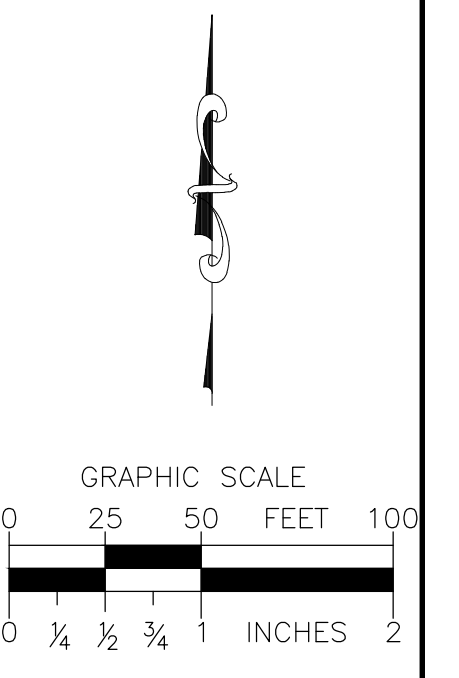
Economic Considerations PAGE 140

The level of success of a local or regional economy touches every person, family, business, and government organization. Strong economies create jobs and payrolls, and generate tax revenues to provide infrastructure and services. All natural resources and public services described in this plan or otherwise, are related to the local economy.

***“Many residents see tourism as the most promising economic resource. Much of the growth in government jobs has been attributed to education and social service programs addressing the poverty and education gap in the region. Economic development is a priority of all county residents.”
(San Juan Conservation District 2011)***

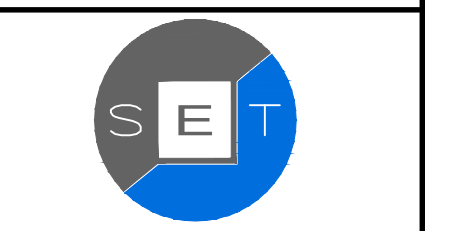


CURTIS WELLS SITE PLAN - SJC
 95 TOTAL UNITS
 - 51 LARGE
 - 44 REGULAR
 POOL: 80' X 45'



| Revisions: | DESCRIPTION |
|------------|-------------|
| # | DATE |
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**CURTIS WELLS SUBDIVISION
 CONCEPTUAL SITE PLAN
 SAN JUAN COUNTY, UT**



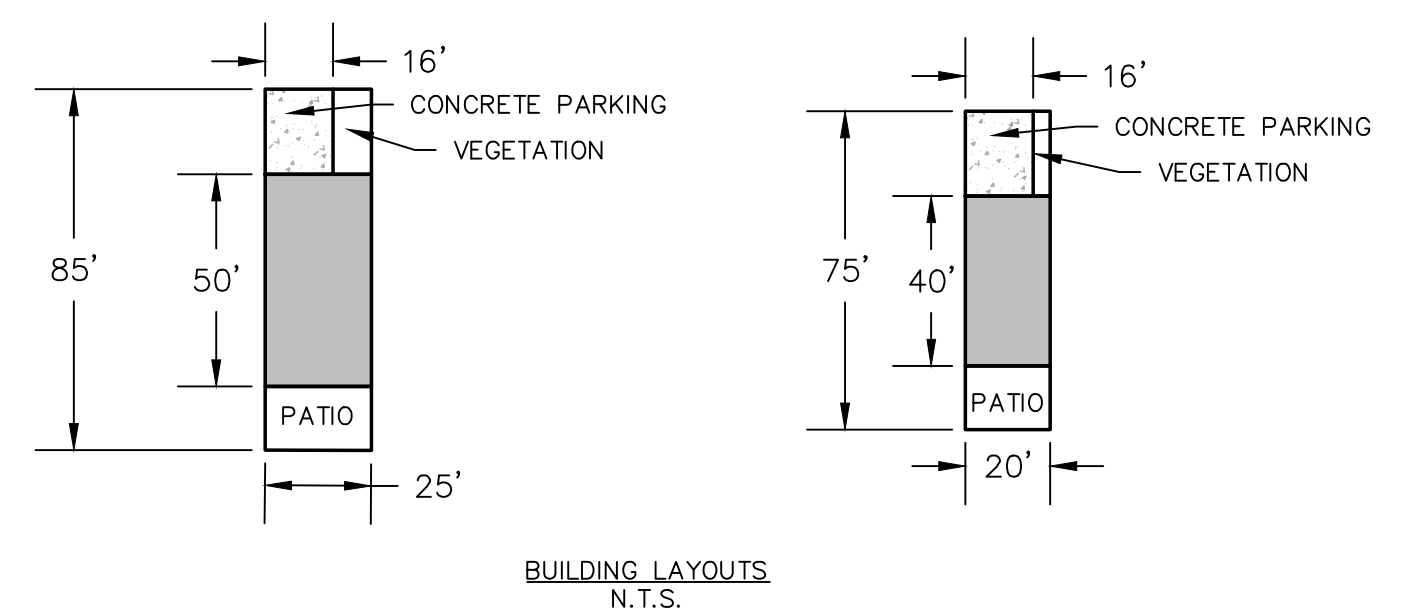
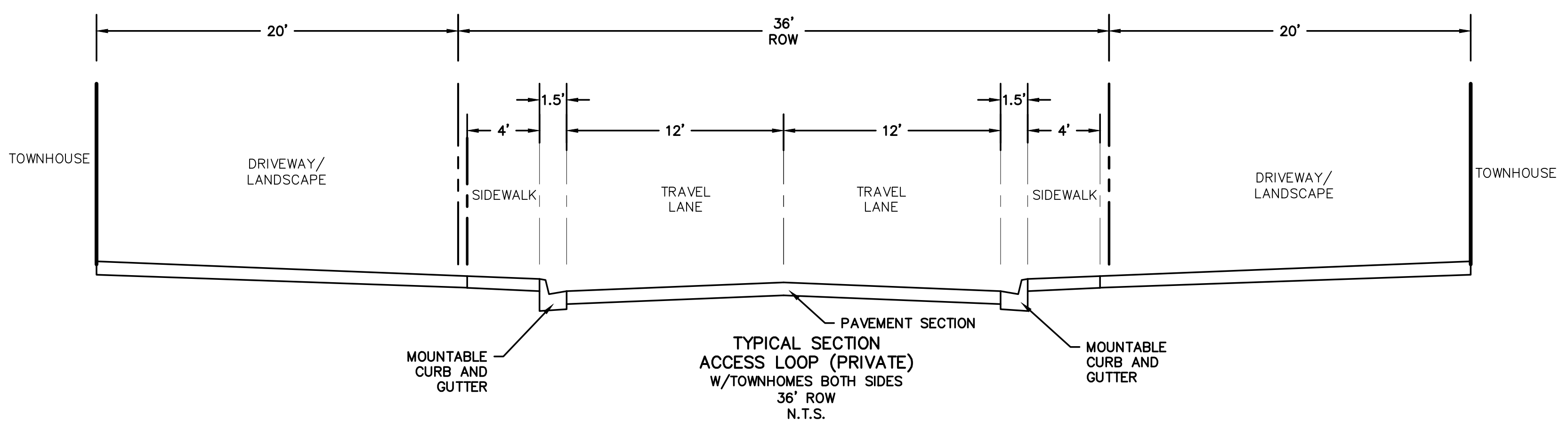
ENGINEERING LLC
 1309 E. 3rd Ave., #206
 Durango, CO 81301
 970-403-5088

PLAN NO.

Sheet --- of ---
 Project: CURTIS WELLS SUB.
 Date: 3/3/2022
 Drawn By: NY
 Checked By: JG

**FOR REVIEW ONLY
 NOT FOR
 CONSTRUCTION**

- NOTES:**
1. INFORMATION SHOWN ON THIS PLAN IS CONCEPTUAL AND DEVELOPED FROM GIS MAPPING AND OTHER SOURCES
 2. EXISTING CONDITIONS SURVEY IS REQUIRED FOR FINAL ENGINEERING DESIGN
 3. SITE IS ZONE HC AND SVR
- SITE CALCULATIONS**
 TOTAL PROJECT AREA: +/- 10.19 ACRES
 NUMBER OF UNITS: 98
 UNITS PER ACRE: 9.62



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COMMISSION STAFF REPORT

MEETING DATE: April 19, 2022

ITEM TITLE, PRESENTER: Consideration and Approval of a Notice of Award and Intent to Negotiate a Contract (San Juan County Building Resilient Infrastructure and Communities Mitigation Plan) with Integrated Solutions Consulting for \$29,711.60, Mack McDonald, Chief Administrative Officer

RECOMMENDATION: Make a Motion Approving the Notice of Award and Intent to Negotiate

SUMMARY

In March, we released an RFP seeking a firm who can assist the County in developing and renewing the Building Resilient Infrastructure and Communities Mitigation Plan. This plan will explore existing hazards throughout the County and establish a mitigation plan and propose solutions to mitigate the hazards. The County had two companies submit their proposals, one by Integrated Solutions Consulting and the other by Rural Community Consultants/Jones & DeMille Engineering. A Selection Committee was formed to evaluate the proposals; Integrated Solutions Consulting was ranked as the most responsive proposal.

HISTORY/PAST ACTION

N/A

FISCAL IMPACT

\$27,711.60 of Grant funds.



SAN JUAN COUNTY COMMISSION

Item 7.

Willie Grayeyes Chairman
Bruce Adams Vice-Chair
Kenneth Maryboy Commissioner
Mack McDonald Administrator

Via United States Mail

April 19, 2022

Integrated Solutions Consulting
220 South Buchanan Street
Edwardsville, Illinois 62025

Re: Notice of Award and Intent to Negotiate a Contract (San Juan County Building Resilient Infrastructure and Communities Mitigation Plan)

You are hereby notified that the Board of San Juan County Commissioners has found that your response to the Request for Proposal, issued on March 3, 2022, for the contracted services who will assist San Juan County in developing the San Juan County Building Resilient Infrastructure and Communities Mitigation Plan. Working in conjunction with the Utah Division of Emergency Management (DEM) Liaison, the San Juan County Emergency Manager, and the Local Emergency Planning Committee (LEPC); you will be responsible for assisting in the development and completion of the scope of work and Mitigation Plan in accordance with the rules and regulations of the State of Utah and FEMA including their approval of the plan and mitigation strategies.

Based on the response to the Request for Proposal, Integrated Solutions Consulting, 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 for a contract amount of Twenty-Nine Thousand Seven Hundred Eleven and 60/100 Dollars (\$29,711.60).

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

ATTEST:

Willie Grayeyes, Chair
San Juan County Commission

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 March 3, 2022, is hereby accepted and acknowledged.

Integrated Solutions Consulting
Contractor

By: _____

Title: _____

Date: _____



INTEGRATED SOLUTIONS
CONSULTING

Item 7.

SAN JUAN COUNTY

Building Resilient Infrastructure and
Communities Mitigation Plan

Request for Proposals

314.474.1499 | www.i-s-consulting.com

BUILDING A MORE RESILIENT FUTURE

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San Juan County Form

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Attachment A**San Juan County RFP Form**

Respondent Information: Provide the following information about yourself and your company.

Respondent Name: Integrated Solutions Consulting

(Note: give exact legal name as it will appear on the contract, if awarded)

Address: 220 S Buchanan St.

City: Edwardsville State: IL Zip: 62025

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: Integrated Solutions Consulting

Telephone Number: 618.531.1097

E-Mail: Bid.Opportunities@i-s-consulting.com

Final Bid/Pricing Structure:

\$29,711.60

Please see proposal for detailed information on pricing.

By submitting this proposal, Integrated Solutions Consulting hereby certifies our willingness to enter into a contract with San Juan County, if selected.

Signature 

Date March 28, 2022

Introduction

March 28, 2022

San Juan County
Attn: Purchasing Agent
117 South Main Street
PO Box 9
Monticello, UT 84535

Greetings,

Thank you for providing **Integrated Solutions Consulting (ISC)** with the opportunity to respond to the San Juan County's (the County) *Request for Proposals (RFP), Building Resilient Infrastructure and Communities Mitigation Plan*. As a leading provider of hazard mitigation planning services, the ISC Team is specifically qualified to perform the entire range of activities, as described in the RFP Scope of Work.

We believe the proposed ISC Team offers a unique, unmatched, and valuable team of committed and experienced individuals that will provide a structured, proven, and integrated approach to the Hazard Mitigation Plan (HMP) that encompasses the County, its three municipalities and 11 non-incorporated communities, that is supported by local knowledge and recognized emergency management expertise. We believe that our team embodies all the elements critical to the success of this project, and offer consulting services, which include:

- ✓ **Hazard Mitigation Planning as a core competency.** For the past 15 years, ISC has been a single-source provider for hazard mitigation planning. During this tenure, *ISC has a perfect track record of success with over 50+ HMP Clients nationwide, with plans that were approved by both the state and FEMA, and complied with all Federal, State, and local requirements.*
- ✓ **Knowledgeable and Experienced Staff:** Our proposed staff for this solicitation includes both full-time consulting staff, and Subject Matter Experts (SMEs) in conducting Hazard Mitigation Plans.
- ✓ **Highly rated emergency management and homeland security consulting services.** ISC is a Dun & Bradstreet Top Supplier, with a *97.1% score for reliability, cost, timeliness, quality, personnel, customer support, and responsiveness.*



With our extensive knowledge and experience developing HMPs, we are confident that the ISC Team will deliver an updated HMP ahead of schedule, and within the allocated budget. I can confirm that ISC understands the scope of the project, and will comply with all terms and conditions, as indicated in the RFP.

We appreciate the opportunity to submit this proposal and look forward to the potential of being of service to the County.



Daniel Martin, Ph.D., CEM, CFM, Integrated Solutions Consulting, Inc.
220 S. Buchanan St.
Edwardsville, IL 62025
dan.martin@i-s-consulting.com, 847-477-6542

Executive Summary

The County’s goals are ISC’s goals. Based on our prior experience developing HMPs, we have learned that success means more than gaining FEMA and state approval and municipal adoptions: The County defines success. Accordingly, ISC believes it is essential to establish a clear understanding of goals and objectives upon contract execution.

As such, our proposal provides not only an approach and methodology to meet the required services, as per the Scope of Work, as defined in the RFP, but also summarizes background information on our range of experience developing Multi-Jurisdiction Hazard Mitigation Plans, introduces our proposed key staff, and their qualifications, provides professional references, and detailed pricing.

ISC’s approach to developing the Hazard Mitigation Plan is a five-task method, consistent with the Scope of Work (SOW), compliant with industry best practices, federal and state requirements, and lessons learned from our past engagements. The five tasks are:

- Task 1: Project Management**
- Task 2: Mitigation Action Planning and Organization of Resources**
- Task 3: Community Capabilities & Risk Assessment**
- Task 4: Hazard Mitigation Strategy**
- Task 5: Plan Submission, Adoption, and Maintenance**

Details, including specific sub-tasks, for each of the five tasks above can be found in the Proposal Pricing section, per the requirements in the RFP.

It is important to note that while the narrative in this proposal summarizes our recommended approach, our methodology is flexible to meet the needs of the County. ISC anticipates that changes will be made during the interview and scope development process, however the project approach below will provide the County with a baseline understanding of ISC’s San Juan County Hazard Mitigation Plan development methodology.

Benefits of this Proposal to the County

As a leading provider of emergency management-professional services, ISC is specifically qualified to perform the entire range of activities, as described in the Scope of Work. We are confident that no other firm can match our team’s extensive experience, and locally focused approach to this project.

To best encapsulate the benefits, we believe ISC brings to the County for this endeavor, we have provided the table below which highlights ISC’s experience, expertise, and capacity to deliver an update to the County’s Hazard Mitigation Plan.

| INTEGRATED SOLUTIONS CONSULTING - OVERALL BENEFITS TO THE COUNTY | |
|--|---|
| Our Experience | <ul style="list-style-type: none"> ✓ ISC has <i>completed over 50+ Hazard Mitigation Plans</i>, of similar size and scope, for government entities nationwide. |

| INTEGRATED SOLUTIONS CONSULTING - OVERALL BENEFITS TO THE COUNTY | |
|--|--|
| Performance and Capacity to Perform | <ul style="list-style-type: none"> ✓ Our intent is to provide the County with an HMP that is aligned with the State of Utah, while meeting <ul style="list-style-type: none"> ▪ <i>National Flood Insurance Program (NFIP)</i>, ▪ <i>Community Rating System (CRS)</i> ▪ <i>Floodplain Management Planning requirements (Activity 510)</i> ▪ <i>Code of Federal Regulations for Local Mitigation Plans (44 CFR 201.6)</i> ✓ ISC’s has a superior record of developing mitigation plans that are not only <i>accepted upon the initial submission to the state/FEMA</i>, but also <i>positioned communities to secure funding for implementing hazard mitigation projects</i>. |
| References and Recommendations | <ul style="list-style-type: none"> ✓ <i>Repeat business is the best compliment for a consulting firm. We encourage you to contact our references, who are all repeat customers, to ensure the county can receive a comprehensive picture of our team’s experience and solutions.</i> |
| Qualifications of Staff | <ul style="list-style-type: none"> ✓ <i>ISC maintains a cadre of 250+ emergency management professionals with experience completing services similar in size and scope to the San Juan County Hazard Mitigation Plan.</i> ✓ <i>ISC’s proposed team is available immediately upon award of the project.</i> |

Project Team

The ISC Team maintains a cadre of **250+ emergency management professionals** with experience completing services similar in size and scope to the San Juan County Hazard Mitigation Plan.

ISC has drawn from this extensive pool of highly experienced and qualified resources, and specifically identified key personnel for this project. **The ISC Team offers Certified Floodplain Managers, Community and Mitigation Planning Subject Matter Experts, and Certified HAZUS Practitioners.** All our proposed key personnel have consistent records of successful leadership, innovation, client-service, and technical expertise.

The table below summarizes the organization of our proposed team, as well as their roles, qualifications, and relevant experience, relative to the details requested in the RFP. Resumes can be found included in Appendix A.

| Key Staff | | |
|---|---|---|
| Staff & Role | Qualifications | Relevant Experience |
| Daiko Abe <i>Principal-in-Charge</i> Colorado Springs, Colorado | <ul style="list-style-type: none"> • MS, Emergency Management • Certified Floodplain Manager • Project Manager for over 20 FEMA-approved hazard mitigation plans across the nation, in addition to providing subject matter and planning | <ul style="list-style-type: none"> • Salt Lake County, UT, MJHMP • Cook County, IL MJHMP • Hamilton County, OH HMP • Extensive local knowledge and familiarity with the San Luis Valley and extended family residing in Alamosa, La Jara, Manassa, and Sanford. |

| Key Staff | | |
|---|---|--|
| Staff & Role | Qualifications | Relevant Experience |
| | support to multiple other mitigation plans. | |
| Matt Stanley <i>Project Manager</i> | <ul style="list-style-type: none"> Program Manager for multiple MJHMPs nation-wide | <ul style="list-style-type: none"> City of Detroit HMP LENOWISCO Tri-County Planning District, VA MJHMP Mississippi State Community Colleges, HMP San Miguel County, NM MJHMP |
| Jake Halley <i>Lead Planner</i> | <ul style="list-style-type: none"> Lead planner for multiple MJHMPs nation-wide HAZUS-MH Professional | <ul style="list-style-type: none"> City of Detroit HMP City of Galveston, TX HMP St Charles Parish, LA MJHMP San Miguel County, NM MJHMP UTMB Galveston.404 and 406 mitigation activities |
| Isaac Magdaleno <i>Planner</i> | <ul style="list-style-type: none"> MA, Emergency & Disaster Management | <ul style="list-style-type: none"> Umatilla Tribal MJHMP LENOWISCO Tri-County Planning District, VA MJHMP |
| Cassandra L. Wolff <i>GIS Planner</i> | <ul style="list-style-type: none"> MS, Executive Leadership HAZUS-MH Professional | <ul style="list-style-type: none"> Salt Lake County, UT, MJHMP LENOWISCO Tri-County Planning District, VA MJHMP Portage County, WI, MJHMP |

The ISC Team understands that availability of key staff for task assignments is critical to moving programs and projects forward. The ISC Team’s proposed staff is available immediately, upon award of the project. Moreover, we are prepared to commit our proposed key staff for the duration of the project and will not replace any key staff without prior consultation with, and approval of the County.

For those circumstances beyond our control, the ISC Team will submit the replacement key staff’s qualifications to the County for review. If any additional resources are required the ISC Team will provide additional staff, as necessary, with the approval of the County.

Executive Staff and Subject Matter Specialists

With every project engagement, ISC’s executive staff will be intimately involved to help guide the engagement and ensure that our consulting services comply with applicable professional standards, consistent with our standards of excellence, and conform with the firm’s mission, vision, and values. ISC’s executive staff not only possess an unmatched track record of success on over 2,000 client engagements, but also deliver high-level of expertise and experience in emergency management.

| Executive Staff | | |
|---|---|--|
| Name & Role | Qualification | Relevant Experience |
| Daniel Martin, CEM, PhD <i>President</i> | <ul style="list-style-type: none"> • PhD, Emergency Management • BS, Environmental Engineering • Certified Emergency Manager | <ul style="list-style-type: none"> • Managed over 200 emergency management consulting engagements • Supported over 30 post-disaster community recovery operations • Multiple Presidential awards and recognition |
| Lauren Martin <i>Director of Controls</i> | <ul style="list-style-type: none"> • Master of Public Administration • Public Health Graduate Studies | <ul style="list-style-type: none"> • Budget and performance management on over 100 ISC engagements • Subject Matter Specialist in the Implementation of Post-Disaster Mitigation • Responded to Over 15 Disaster Operations |

References

Repeat business is the best compliment for a consulting firm. We encourage you to contact our references as they can attest to our superior level of technical knowledge and expertise, high-quality deliverables, adherence to schedule and budget, and our unwavering commitment to customer service.

| Hazard Mitigation Plan Oakland County, MI | |
|---|---|
| LOCATION | Oakland County, MI |
| REFERENCE | Thomas Hardesty, Manager 1200 Telegraph Rd. Pontiac, MI 48341 hardestyt@oakgov.com 248.452.9578 |
| PROJECT SUMMARY | |
| <p>The Oakland County HMP was completed with the assistance of the Oakland County Homeland Security Division, members of the Oakland County Local Emergency Planning Committee (LEPC), members of the community, representatives, and leaders from each of the 62 communities and many of the 28 school districts in the County, the Michigan State Police Emergency Management and Homeland Security Division Mitigation Recovery Section. Over 150 individuals were involved in the preparation, evaluation, and community outreach components of this Plan.</p> <p>The HMP evaluated over 50 hazards during the 2017 Oakland County HMP Update. Plan participants assessed over 300 hazard mitigation strategies. A hazard mitigation and preparedness questionnaire was developed to gauge household preparedness for all hazards and the level of knowledge of tools and techniques that assist in reducing risk and loss. The 30-question survey reached 1,150 residents and resulted in 854 completed responses. On average, it took respondents 16 minutes to complete the survey. Multiple Webinars were conducted between August 29, 2017, and September 8, 2017. In total, seven webinars were offered to municipal and school district representatives. Webinars lasted about one hour. Four workshops were held strategically throughout the County for the identification and prioritization of hazards, hazard mitigation strategies and action plans. The workshops were specifically geared for municipal and school district stakeholders. The Plan received State and FEMA approval.</p> | |

Multi-Jurisdictional Hazard Mitigation Plan

Hamilton County, OH

| | |
|------------------|---|
| LOCATION | Hamilton County, OH |
| REFERENCE | Thomas Hardesty, Manager 1200 Telegraph Rd. Pontiac, MI 48341 hardestyt@oakgov.com 248.452.9578 |

PROJECT SUMMARY

The Hamilton County Emergency Management Agency (EMHSA) requested ISC to develop the MJ-HMP. The ISC Team facilitated nine webinars over two weeks to introduce the mitigation planning process to local officials, engaging 47 of the County’s 48 jurisdictions to participate in at least one webinar. Next, ISC planned and facilitated seven hazard mitigation planning workshops throughout the County to identify hazards and update and consider new mitigation strategies, gaining full participation from each of the County’s 48 jurisdictions. Our Team then designed and distributed a comprehensive public survey that reached 1,825 residents and resulted in 1,328 completed responses.

ISC leveraged survey data to inform the hazard risk prioritization process, ensuring the MJ-HMP addressed the public's concerns and priorities. ISC also planned, advertised for, and executed two public forums sharing the MJ-HMP draft with County residents, providing all members of the community with an opportunity to provide input for review and comment. MJ-HMP participants assessed over 300 hazard mitigation strategies/actions, resulting in a prioritized list of 111 new strategies/actions, in addition to 180 ongoing/updated mitigation strategies/actions from the 2013 Plan, and 47 completed strategies/actions. The County’s MJ-HMP received Ohio Emergency Management Agency (EMA) and FEMA approval.

Multi-Jurisdictional Hazard Mitigation Plan Update

Cook County Department of Emergency Management and Regional Security (EMRS)

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|------------------|---|
| LOCATION | Cook County, IL |
| REFERENCE | Gene Ryan, Chief Planner Cook County DEMRS 69 W. Washington St., Suite 2600 Chicago, IL 60602 gene.ryan@cookcountyl.gov 312-603-8180 |

PROJECT SUMMARY

The ISC Team recently completed the nation’s largest HMP Update within five months. ISC was recently engaged by the Cook County Department of Emergency Management and Regional Security (DEMRS) to conduct its 2019 MJ-HMP Update, covering a total of 136 jurisdictions. The ISC Team worked closely with Cook County DEMRS, Illinois Emergency Management Agency (IEMA), and personnel to accomplish significant improvements in their 2014 MJ-HMP. Our Team increased participation in public outreach activities by over 230% and gained participation by previously non-participating counties. Recently, IEMA and FEMA formally approved this Plan.

Projects Performed

The projects below provide a representative list of projects, of a scale and complexity similar to the County’s needs. In each case identified, ISC’s support, services, expertise, and integrated approach resulted in developing Hazard Mitigation Plans that were accepted by the state and FEMA, but also successfully positioned these communities to secure funding for implementing hazard mitigation projects.

| Summary of ISC HMP Projects | | | | |
|-------------------------------------|-----------|------------------|-----------------|--|
| Client | Date | Type of Contract | Project Manager | Description |
| Detroit, MI | 2021 | HMP | Matt Stanley | City Hazard Mitigation Plan Update |
| Dawson Co. MT | 2021 | HMP | Daiko Abe | 4-county Hazard Mitigation Plan Update |
| Lenowisco Planning District, VA | 2020-2021 | HMP | Matt Stanley | Regional Hazard Mitigation Plan Update |
| Campbell Co. TN Dept. of Finance | 2019-2020 | HMP | Ed Wolff | County Hazard Mitigation Plan Update |
| Cook Co. IL DHSEM | 2020 | HMP | Daiko Abe | County Hazard Mitigation Plan Update 136 participating jurisdictions Plan initiated, approved, and adopted within a 5-month timeframe. |
| Milwaukee Co. WI OEM | 2017 | HMP | John Rogan | County Hazard Mitigation Plan Update |
| Kootenai Co. ID OEM | 2020 | HMP | Daiko Abe | County Hazard Mitigation Plan Update and Wildfire Mitigation Plan |
| Salt Lake United Fire Authority, UT | 2019-2020 | HMP | Daiko Abe | County Hazard Mitigation Plan Update Level 3 HAZUS |
| Portage Co. WI | 2019-2020 | HMP | Ed Wolff | County Hazard Mitigation Plan Update |
| Madison Co. ID | 2018-2019 | HMP | Daiko Abe | County Hazard Mitigation Plan Update |
| Franklin Co. OH EM & HS | 2017-2018 | HMP | Daiko Abe | County Hazard Mitigation Plan Update |
| Hamilton Co. OH OEM & HS | 2017-2018 | HMP | Daiko Abe | County Hazard Mitigation Plan Update |
| Royal Oak, MI | 2017-2018 | HMP | Daiko Abe | City Hazard Mitigation Plan Update |
| Oakland Co. MI | 2017-2019 | HMP | Daiko Abe | County Hazard Mitigation Plan Update |
| Carter Co. TN | 2016-2018 | HMP | Daiko Abe | County Hazard Mitigation Plan Update |
| Hardin Co. IA EM | 2016-2018 | HMP | Daiko Abe | County Hazard Mitigation Plan Update |
| City of Beverly Hills, CA | 2018-2019 | HMP | Daiko Abe | City Hazard Mitigation Plan Update |
| City of Santa Monica, CA | 2016-2018 | HMP | Daiko Abe | City Hazard Mitigation Plan Update |

Vendor Qualifications and Experience

Firm’s Qualifications

ISC is a professional services firm specializing in homeland security, emergency management, public safety, hazard mitigation, and disaster recovery consulting services. ISC has a proven track record of successfully evaluating, developing, and integrating complex disaster/emergency management planning doctrine that follow relevant federal, state, and local programmatic directives and requirements. We are staffed with highly experienced emergency management, law enforcement, public health, disaster recovery, and related public safety professionals.



Throughout our 15+ years of service, ISC has had the privilege of supporting diverse communities nationwide as a single-source provider of emergency planning services. Unlike our competitors, we are **exclusively** focused on providing emergency management and homeland security consulting services to the private and public sector. Our focus in these services provide our staff a wealth of experience and lessons learned, granting Team ISC the ability to not just meet our clients’ needs, but deliver services that go above and beyond.

Company Mission

Our mission is to **provide consulting solutions from a professional emergency management perspective for public and private entities.** This mission is carried out by our extensive experience in the operational fields of emergency management, homeland security, law enforcement, healthcare systems, environmental, and critical infrastructure engineering; and is supported by our reputation of providing exceptional professional service. We accomplish our mission from our regional offices, located throughout the nation.



Emergency Management Services

ISC has a proven track record of successfully evaluating, developing, and integrating complex emergency management planning doctrine that follows relevant federal, state, and local emergency management programmatic directives and requirements. Our plans have been highlighted as industry best-practices and have received significant client recognition.

Our emergency management services include:

- **Comprehensive Emergency Management Planning**
- **Hazard Mitigation Planning**
- **Community Disaster Recovery Planning**
- **Emergency Action Planning**
- **Strategic Planning**
 - Operational Planning
 - Continuity of Operations Planning
 - Evacuation Planning
 - Debris Management
 - Environmental Response Planning
- **Emergency Preparedness Training & Exercises**
 - Natural Disaster
 - Active Shooter
 - Terrorism
 - Public Health Emergencies
 - Special Events
- **Comprehensive Disaster Recovery Services**
 - FEMA Public Assistance
 - Local Recovery Planning
 - Project Closeout

Hazard Mitigation Planning Experience

At ISC our success in hazard mitigation planning is more than a function of experience and expertise. Our success is driven by our dedication and passion for creating disaster-resilient communities that hold strong against adversity.

Since 2005, ISC has prepared, updated, and delivered HMPs, per the requirements of the Disaster Mitigation Act of 2000 (DMA 2000), Section 322 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), and Title 44 Code of Federal Regulations (CFR) §201.6.1, for communities, agencies, and jurisdictions of all sizes, scopes, and types, throughout the United States. Additionally, ISC has assisted counties and participating Community Rating System (CRS)



communities in identifying repetitive loss structures and developing and integrating mitigation actions that will reduce future impacts from flooding or other natural disasters. Consistent with federal guidance, ISC incorporates the information into the community’s National Flood Insurance Program (NFIP) application.

Following a disaster, ISC works with county and jurisdictional clients to implement their HMP per Section 404 and Section 406 of the Stafford Act. Our comprehensive HMP capabilities and proven subject matter expertise result in HMPs that are consistently accepted upon initial submission to the state and FEMA, successfully positioning our clients to secure funding for implementing future hazard mitigation projects.

Our unprecedented success in hazard mitigation planning is more than a function of experience and expertise; dedication and passion for creating more disaster-resilient communities drives our success. In each case identified below, ISC’s support, services, expertise, and integrated approach resulted in developing hazard mitigation plans that were accepted by the state and FEMA, but also successfully positioned these communities to secure funding for implementing hazard mitigation projects.

Qualifications

The direct delivery of customized hazard mitigation plans is our team’s core competency.

Since 2006, ISC has been a single-source provider of single and multi-jurisdiction hazard mitigation plans, for jurisdictions across the U.S. Over our fifteen-year history, ISC has conceptualized, designed, developed, planned, prepared, and delivered 50+ local and multi-jurisdiction hazard mitigation plans, similar in size, scope, and complexity to that requested in the RFP.

Provided below are some notable examples of hazard mitigation plans (along with reference information) that ISC has previously delivered to other agencies and jurisdictions, of similar size and scope. We are happy to provide additional information, on any of the examples below, upon the county’s request.

Some notable examples of our team’s extensive experience successfully completing HMPs, at the County-level, are provided below.

Hazard Mitigation Plan Update Salt Lake County, UT

In 2019, ISC was engaged by Salt Lake County Office of Emergency Management (SLCo EM) to update its 2015 Salt Lake County Multi-Jurisdictional Multi-Hazard Mitigation Plan, set to expire March 2020. Our Team worked closely with SCLo EM staff and the wider Salt Lake County Mitigation Planning Team (comprised of stakeholders from most jurisdictions, including Cottonwood Heights and West Valley) to review and revise significant changes the County has undergone over the past five years.

In addition to leveraging the previous HMP, ISC reviewed other Countywide and relevant municipal plans to inform their approach to the update. ISC’s HMP Update was recently approved by the Utah Division of Emergency Management (DEM) and received APA by FEMA Region VIII.

Hazard Mitigation Plan Update Kootenai County, ID

Recently, the Kootenai County Board of Commissioners selected ISC to update the County’s Multi-Jurisdictional All-Hazard Mitigation Plan. Our Team worked closely with County representatives to update community profiles and hazard analyses, review and amend mitigation initiatives, and review, modify and improve preexisting mitigation actions. To ensure adequate public participation and stakeholder input in the plan update, hazard mitigation, and preparedness questionnaire was developed to gauge household and business preparedness and mitigation priorities within the County. The questionnaire helped guide the Team in prioritizing hazards/risk and in selecting goals, objectives, and mitigation strategies that best reflected the needs of the County.

ISC leveraged our Odysseus Enterprise System and specifically, the Knowledge Management System (KMS) and Computer-based Training (CBT) components, which ensured all stakeholders had real-time access to the Plan and maintained a shared understanding of the goals and objectives of the project. Utilization of the KMS resulted in real-time comments and feedback from County and municipal representatives. ISC’s novel approach to updating the County’s Multi-Jurisdictional All-Hazard Mitigation Plan resulted in approval by Idaho Office of Emergency Management (IOEM) and FEMA.

Proposal

The County’s goals are ISC’s goals. Based on our prior experience developing HMPs, we have learned that success means more than gaining FEMA and Utah Division of Emergency Services (DEM) approval and municipal adoptions: *the county defines success*. Accordingly, ISC believes it is essential to establish a clear understanding of goals and objectives upon contract execution.

ISC’s approach to developing the HMP is a five-task method consistent with the Scope of Work (SOW), and compliant with industry best practices, federal and state requirements, and lessons learned from across the homeland security enterprise. Our approach for preparing, and subsequent adoption of, the County’s HMP is detailed in the following pages. ISC is happy to provide additional information, upon the County’s request.

Task 1: Project Management

Subtask 1.1 Project Initiation

Upon notification of contract award, the ISC Team Program Manager will immediately contact the designated County Program Manager to set up a Program Initiation Meeting. *The ISC Team will be prepared to schedule and conduct this meeting within seven days of contract award.* Additionally, the ISC Program Manager will request contact information for additional participants, and confirm with the designated County Program Manager the desired format or location for this meeting (i.e., in-person, remote, preferred platform, etc.). Once these elements are confirmed, the ISC Team will schedule participants to the Project Initiation Meeting via MS Outlook Calendar Invitations.

Best Practice #1
ISC offers a customized interactive mitigation planning participation module that allows committee members and stakeholders to learn about the mitigation process and provide real-time feedback and input in the plan development. Data analytics track and document your team’s participation in the planning process

During the initial meeting, we will introduce the proposed ISC Team, present the Project Work Plan (PWP), identify initial data requests, and establish processes for collecting data, the designation of control, points of contact, and quantity of and schedule for project deliverables. Additionally, we will discuss and define administrative requirements for the project, including correspondence, invoicing, and other related project issues. This project kick-off meeting will outline expectations and responsibilities.

Subtask 1.2 Project Work Plan Development & Internal Controls

Central to ISC’s project management approach is the development of the Project Work Plan.

Simply put, the PWP is a formal, approved document used to guide both project execution and project control borne out of consultant and client collaboration.

The ISC Project Manager will utilize the PWP to guide the execution of all project tasks and to manage the quality of the overall project engagement. The PWP will guide the execution of the project, measure progress, and depict the proposed team structure with assigned functions, duties, and responsibilities that will meet the project needs.



Engage stakeholders



Define expectations



Establish objectives




Modify schedule




Revise PWP

Subtask 1.3 Project Reporting & Meeting Planning


From our experience completing similar projects, ISC believes that, given the importance of project reporting, all associated activities must be clearly defined, precisely completed, and evaluated, and agreed upon by both our Team and the Client. Key project reporting tasks are included below.

- 


Scope Management

1. Scope Management identifies the project description, goals, and objectives; evaluates the project structure, scope management, and controls; supports quality assurance procedures; and manages project risks and mitigation.
- 


Resource Management

2. ISC has selected our most qualified staff for this project. In the unfortunate event these key personnel become unavailable, ISC has alternate staff available. These changes would be implemented only with the approval of the County.
- 


Communications & Information

3. ISC and its team have invested in advanced technologies to facilitate communication and information sharing between our key personnel and staff. These include video conferencing, cloud-based file repositories, and desktop sharing capabilities
- 


Potential Risks & Mitigation Strategy

4. Our methodology includes identifying project risks as early as possible, to minimize, or eliminate, the impacts to the project. Preventive and corrective treatment will be implemented to reduce the severity and probability of the occurrence of these risks.
- 

Quality Assurance & Control

5. ISC’s Quality Assurance Plan: 1) Identifies processes that will be applied to assure quality; 2) Defines roles and responsibilities to ensure a successful, timely project; 3) Provides the indicators to allow appropriate decisions and tracks/reports progress; 4) Describes software management practices: procedures, rules, and applicable methods; and 5) Outlines documentation management/delivery.
- 

Project Status Reports

6. The ISC Project Manager will provide a “Project Status Report” to the designated the County representative(s) at the agreed-upon interval (at least biweekly or monthly). The Report will include a summary of accomplishments by task, project progress assessment, major deliverables for the reporting period, a summary of the tasks due during the next reporting period, any foreseeable project risks and solutions, and financial status for individual tasks as well as the overall project budget.
- 

Invoices & Quarterly Grant Reporting

7. The ISC Project Manager will provide invoices to the designated County representative(s), which will be done monthly per the RFP. To ensure the County meets all compliance and reporting requirements, the ISC Team will maintain detailed records of work and expenditures and submit financial and contract performance reports following the grant reporting schedule.

Task 2: Organizing Resources

As earlier noted, by defining the County’s vision of success and expectations at the onset of the project, our Team will readily collaborate with the County to ensure the complete realization of all objectives.

Subtask 2.1 Formation of the County Planning Team & Initial Meetings

At a minimum, there should ideally be at least one representative for each relevant County department and each municipality. However, given departmental overlap, a single representative with authority to represent multiple departments can be accommodated for each participating jurisdiction.

Best Practice #2
ISC provides analytical reports of each committee member's time in the system reviewing the plan, collaborating with committee members, and participating in the mitigation planning tools. This participation is shared and reported in a format that is consistent with FEMA's quarterly reporting requirement.

ISC will record the name of every person invited, their email, the date of the invitation, the method of the invitation, whether the person agreed to participate, and whether the person provided feedback on the HMP. The plan will also include copies of all meeting invitations, a list of everyone invited to each meeting (along with their positions, the departments they represent, and if they attended), and meeting sign-in sheets (and minutes, if desired).

Subtask 2.2 Documentation of the Planning Process

As part of the overall planning process, ISC will coordinate, schedule, facilitate, and support all meetings and conferences with the County Planning Team (both formal planning meetings, program or project status meetings, and any ad hoc meetings or briefings). ISC will:

- ✓ Coordinate the scheduling of meeting rooms with the designated the County Project Lead and any designated facility representatives, and send/manage invitations, reminders, and registration (via MS Outlook Calendar appointments)
- ✓ Reserve, establish and ensure functionality of any conference lines and/or any web-based meeting platforms (i.e., webinars, GoToMeeting, RingCentral, Microsoft Teams, WebEx, etc.)
- ✓ Disseminate conference line and/or web-based meeting access information, such as call-in numbers, URLs, etc., and access instructions to remotely participating individuals
- ✓ Develop for each meeting an agenda, presentation slide deck, and appropriate read ahead or draft HMP content or materials
- ✓ Distribute, electronically, all written planning meeting materials to the Planning Team, including read ahead, meeting handouts, and/or draft materials, no later than seven days prior to the meeting
- ✓ Provide hard copies of all written planning meeting materials, in sufficient quantity, for each planning meeting
- ✓ Provide and affix all signage, as well as provide, set up, test for functionality, and operate any audio/visual equipment (i.e., projectors, public address, etc.), as needed or requested
- ✓ Facilitate all meetings, conferences, orientations, and/or briefings
- ✓ Record and publish meeting minutes to the participants and designated POCs, no later than one week following the meeting

Subtask 2.3 Public & Stakeholder Outreach Strategy

A hallmark of ISC's HMP process is robust public involvement, including advertisements in local newspapers, preparation of public service announcements, online surveys, distribution of brochures, newsletters, and fliers and posting information and announcements on local government websites and social media platforms.

For the County's HMP planning, ISC will facilitate two public outreach workshops in addition to developing and distributing a HMP Survey. ISC will work with local stakeholders to increase public awareness and encourage public participation, especially in the review process.

In addition to the two public meetings, ISC will facilitate HMP workshops for representatives from relevant County departments and local jurisdictions.

During these workshops, we will review the risk assessment report and composite maps. The emphasis of the workshop is

ISC will work directly with the County stakeholders to ensure the identified mitigation actions are effective, efficient, scalable, and pragmatic.

knowledge and understanding of the causes of the hazards and better preparation for determining mitigation actions.

Ultimately, ISC recommends conducting eight meetings throughout the hazard mitigation planning process. These meetings will occur as part of a documented project schedule presented to the Planning Team. Our Team will take all the necessary steps to engage participants, educating them on the importance of the HMP, and including interactive activities throughout the meetings.

Though this is inexhaustive, the meetings will address the following key points:

- ✓ Address FEMA’s requirements for mitigation plans, as identified in the DMA 2000, CFR Part 201.6, the American Planning Association’s Hazard Mitigation: Integrating Best Practices into Planning, and the most current FEMA “how-to” planning guidance.
- ✓ Address DEM requirements for mitigation plans
- ✓ Identify members’ contribution to the planning process.
- ✓ Address preliminary goals and objectives.
- ✓ Identify (and debrief) meetings with key community stakeholders and any other bodies that may seem appropriate.
- ✓ Distribute questionnaires that will assist in identifying resources that will be needed for successful completion of the project.
- ✓ Highlight the progress-to-date and the schedule for the remainder of the planning process
- ✓ Solicit input from members throughout the planning process

Task 3: Hazard Identification and Risk Assessment

A community’s hazard risk assessment is a critical document that defines a community’s strategic common operational picture to mitigate, as well as prepare, protect, respond, and recover to emergencies and disasters.



Our team’s proven methodology ensures:

- ✓ Ensures uniformity among hazard categories
- ✓ Utilizes empirical values applicable to all communities, facilities, and systems
- ✓ Employs complex GIS modeling and analysis of probable scenarios to provide planning considerations of social, political, and physical impacts
- ✓ Grants the flexibility needed to integrate the vulnerability assessments of critical assets accurately and systematically
- ✓ Provides consistency between the State’s approach while addressing the unique characteristics and attributes of the County.

As part of the community’s overall risk assessment, the ISC Team will provide an analysis of the natural, technological, and political hazard categories by elaborating upon and defining the specific types of hazards; identifying recent events that have occurred locally and/or regionally; updating the hazard profiles, parameters, and characteristics; assessing possible vulnerabilities not addressed in the previous version; determining probable scenarios, and modeling select hazards.

Subtask 3.1 Hazard Identification and Profiles

The ISC Team will help the Planning Team identify and review all the hazards that might affect the community and will narrow the list to the hazards that most likely will impact the community. Our team will obtain this information through various avenues, including, but not limited to:

- (1) **Research of historical documents and data:** By accessing newspapers, historical societies, database searches, etc., the ISC Team will gather records that may contain dates, the magnitude of the events, damage, and further evidence of the past natural disasters in the community.

- (2) **Review of existing plans and reports:** To ensure the County is covering all the possible hazards, our team will collect and review plans and documents that may have information on hazard planning. These documents will be reviewed to identify a list of

disasters and potential issues that have occurred in the past. Also, local comprehensive plans, land use plans, capital improvement plans, as well as building codes, land development regulations, and flood ordinances will be reviewed to identify hazard provisions that indicate the presence of local hazards.

- (3) **Inventory Assets:** Using GIS data management and analysis, an inventory of the County’s assets will be developed based on the categories defined in the DHS/FEMA protocol. This inventory of assets will assist in identifying areas that are subject to the various natural hazards in the subject area. These categories are:

- ✓ Transportation Systems
- ✓ Lifeline Utility Systems
- ✓ High Potential Loss Facilities (financial institutions, government buildings, etc.)
- ✓ Hazardous Waste/Materials Facilities

- (4) **Profile Hazards:** Per FEMA, each hazard profile will include a description of the hazard, previous occurrences, locations, and extents, and the probability of future occurrences.

In close coordination with the Planning Team, the ISC Team will reach out to local, state, and federal governments to obtain hazard information, development trends, known vulnerabilities, and past experiences mitigating, responding, and recovering from disasters. These efforts may include (as appropriate):

- ✓ Interviewing pre-identified local officials and FEMA officials; and,
- ✓ Contacting other resources such as Natural Hazards Center, Hazard Disaster Center, National Weather Service, Association of State Floodplain Managers, International Association of Emergency Managers, etc.

Many sections (at a minimum, flooding, drought, and extreme temperatures) will also consider how climate change may exacerbate the hazard, notably how it may impact vulnerability, frequency, or severity.

Subtasks 3.2 and 3.3 Hazard Mapping & Vulnerability Assessment

Led by our GIS/HAZUS Analyst, our Team will work directly with the Planning Team to conduct a GIS-HAZUS Analysis, modeling varying hazard scenarios depicted by the client.

Best Practice #3
ISC documents the planning process, provide a method of on-going committee collaboration, offer an archival repository of planning meeting minutes and information, and ensure the active participation of committee members and key stakeholders throughout the life cycle of the Hazard Mitigation planning process.

For these tasks, an initial inventory of the County assets will use the baseline data contained in HAZUS-MH and supplemented by GIS data provided by the County. The effort includes developing and mapping a general inventory of assets in the applicable planning area. Using a base map, the ISC Team will identify the assets inside areas for each identified hazard that has a defined physical geographic boundary.

Selected sections of the Hazard Profile (at a minimum, flooding, wildfire, drought, and extreme temperatures) will also consider how climate change may exacerbate the hazard, notably how it may impact vulnerability, frequency, or severity

Our team will review the inventory to ensure that all facilities, infrastructures, and sectors critical to the continuity of government, operations, and services provided by the County are included in the mitigation planning process. Additionally, our team will conduct GIS-HAZUS Analysis Models of varying hazard scenarios.

The loss estimation process will utilize HAZUS-MH modeling (or other modeling program), GIS analysis, historical disaster data and information, and quantitative analysis to estimate the losses to natural and human-induced hazard events in a defined area. The analysis will include the following:

- Estimation of the losses to structures.
- Estimation of the losses to contents.
- Estimation of the losses to structure use and function.
- Projection of human losses; and,
- Estimation of the primary direct and indirect loss.

Best Practice #4
ISC's proprietary CVR2 Model is a prioritized indication of planning risk considerations and dashboard analytics that can be incorporated into the community's preparedness efforts, that will increase programmatic efficiency, operational effectiveness, and a unified common operational picture.

Our team will use HAZUS-MH (or other modeling programs) and GIS analysis to determine which individual assets could sustain the largest potential losses, by adding the structure loss, content loss, and function loss for each asset to determine the total loss. This process will produce the following:

- Calculation of the losses to each asset.
- Calculation of the estimated damages for each hazard event; and,
- Creation of a map that shows a composite of the areas of highest loss.

To ensure the GIS mapping effort is as comprehensive as possible, an inventory of critical facilities will be developed, and may include the following:

- Key end users (Special population centers, such as daycare facilities, nursing homes/elderly housing, medical, and prisons)
- Water and wastewater treatment plants and associate pumping stations.
- Power generation, transmission, and delivery facilities.
- Hazardous material facilities.
- Repetitive loss properties.
- Population density; and,

- Structures delineated by use (residential, commercial, industrial, institutional, and others as appropriate).

As part of the vulnerability assessment, our team will look at future development trends and special considerations (i.e., historical property, environmentally sensitive areas, etc.) that can have a significant impact on a community’s risk of hazards. The impact of these trends and special considerations on the community’s risk is directly proportional to the size of the community, community values, and the significance of the development trend or special consideration.

With input from the Planning Team, our team will analyze the effect of any significant future development trends and special considerations identified by the County to determine their positive or negative impacts on hazard profiles, inventoried assets, or projected losses.

Best Practice #5
Unlike our competitors, ISC offers FAA-licensed operators to conduct drone flights per 14 CFR part 107. Incorporating aerial analysis gives a new perspective on existing hazard risks & hazard mitigation actions. Aerial imagery analysis and modeling of high hazard areas, recovering communities, and vital infrastructure assets can be incorporated into your MJHMP.

Subtask 3.4 Capabilities Assessment

ISC will conduct an in-depth and comprehensive review of the mitigation capabilities and tools currently available to the County to implement the mitigation strategy. The assessment will include an inventory of existing plans, policies, and procedures that the County has in place to mitigate the effect of hazards. Our team will also look at fiscal, staffing, and organizational capabilities.

Task 4: Developing a Mitigation Strategy

Identifying and prioritizing mitigation actions are the fundamental components of an HMP. In the previous tasks, ISC redefined hazards, reassessed vulnerabilities, and the losses were estimated. Our Team will craft a prioritized list of mitigation actions that will reduce future risks and losses. This task will allow ISC to identify goals and objectives; identify and reevaluate mitigation actions, and develop the capabilities assessment, and identify mitigation strategies.

This effort will also include a progress update on the mitigation actions taken during the last five years, regardless of inclusion in the previous HMP or funding source. This progress update will provide context and ideas for new projects.

Subtask 4.1 Develop Hazard Mitigation Goals

Based upon the hazard profiles, hazard loss, vulnerability, and risk assessment, the Planning Team will identify mitigation goals that articulate the County’s desire to protect people and structures, reduce the cost of disaster response and recovery, and minimize disruption to the community following a disaster.

ISC will prepare a memorandum stating the identified Mitigation Goals and Objectives, as identified by the Planning Team and schedule and conduct a meeting to review draft mitigation goals and objectives with the Planning Team and the public. ISC will solicit feedback to gain buy-in and consensus.

Information revealed in the hazard profiles, and loss estimation will be used to develop clear mitigation goals. ISC will host the planning meeting and review the hazard profiles with details on the causes of hazards, the likelihood of occurrence, the potential severity, and the extent of areas affected. ISC will review the loss estimation dollar amount of damages for hazard events, as well as related economic information like business interruptions and revenue losses.

Subtask 4.2 Develop, Evaluate, and Prioritize Mitigation Actions

ISC will reevaluate mitigation actions consistent with the goals and objectives that were previously defined, and will evaluate the mitigation actions to determine the action’s effectiveness and efficiency for preventing, protecting, and reducing damages to the community’s assets from natural hazards. Input will be considered from relevant state and federal agencies, as well.

ISC will work directly with the County stakeholders to ensure the identified mitigation actions are effective, efficient, scalable, and pragmatic.

Evaluation of these mitigation actions will be based on, but not limited to, the following criteria:

- Technical feasibility
- Economic benefits
- Environmental impacts
- Community acceptance
- Staffing and funding (Administrative)
- Maintenance needs
- Political support
- Legal authority
- Historic projects of similar scope and magnitude

All mitigation actions, regardless of their criterion, will be assessed and discussed.

Each mitigation action will include the following:

- ✓ Project Name and Number
- ✓ Goal and/or Objective being met
- ✓ Hazard to be mitigated
- ✓ Description of the Problem
- ✓ Project Description
- ✓ Estimated Timeline
- ✓ Whether or not the project is related to a Critical Facility (and if so, assurance that the facility will be protected to the 500-year event or greatest damage scenario).
- ✓ Lead Agency responsible for implementation
- ✓ Estimated Costs
- ✓ Estimated Benefits
- ✓ Potential Funding Sources

Subtask 4.3 Mitigation Actions Implementation Plan

The implementation strategy identifies how the County proposes to achieve its mitigation goals and objectives. The mitigation action implementation strategy will redefine, identify, and confirm mitigation actions, partners, resources, and schedules.

This implementation strategy will also cover potential funding sources. The sources will be described and include a website link for further information.

ISC will prepare a draft Mitigation Implementation Strategy for review by the Planning Team. Once reviewed, ISC will incorporate changes to the newly created Mitigation Implementation Strategy.

The strategies proposed by ISC will ensure compliance with DMA 2000 and will delineate between pre-disaster (FEMA’s BRIC program) and post-disaster (HMGP 404 and 406) actions. The ISC Team will provide technical support to the six-hazard mitigation and preparedness categories, as defined by FEMA: prevention, property protection, public education and awareness, natural resources protection, emergency services, and structural projects.

Task 5: Assisting in Plan Adoption, Monitoring, and Evaluation

The ISC Team will write a complete final draft of the HMP for the County. The plan will include a risk assessment and mitigation strategy as well as a process for maintaining the plan so that it continues to be a useful document for the rapidly growing and urbanizing communities.

ISC will deliver final drafts to the County officials and relevant stakeholders. These deliverables will integrate with the business flow at the County and be compliant with federal, state, and local regulations.

Subtask 5.1 Maintenance Strategy

The Plan Maintenance section, included in the final plan, will ensure that the document continues to be viable and is compliant with both state and federal directives, and that the plan moves toward implementation over the next 5 years.

The maintenance strategy will detail how the County will monitor, evaluate, implement, and update the Plan. Updates or changes to the plan will be made periodically to accommodate evolving needs and to respond to actual disasters. ISC has developed multiple year-by-year implementation strategies, which ensures the plan remains viable and relevant.

Subtask 5.2 Incorporation into Existing Planning Mechanisms

ISC will work in concert with the Planning Team to incorporate the HMP into existing planning mechanisms. We will consider community development plans, local capital improvement budgets, floodplain management plans, emergency management doctrine, and other planning mechanisms that are relevant to each community's hazard mitigation strategy.

Subtask 5.3 Implementation Schedule

Each mitigation project will include an implementation schedule per the "Implementation Plan."

Subtask 5.4 Continued Public Involvement

In past engagements, we have developed robust and detailed public involvement campaigns and schedules to ensure continued public feedback. We also have the capability to encourage real-time and continuous feedback through virtual tools (i.e., surveys, social media, web sites, etc.)

Subtask 5.5 Draft Plan

The project team will prepare a draft of the County's HMP that will document the mitigation planning process and address the elements required by 44 CFR 201.6(d)(3) and CPG 101.

ISC will assemble information, comments, and reports from the previous tasks. Informational databases, graphics, and maps will also be included in the final plan to visualize the geographic, functional, or systematic relationship between the loss estimation and the mitigation activity chosen.

To meet DMA 2000 requirements, the document will include a description of the planning process; a definition of the planning area identifying who was involved in the process, how they were involved, and

methods of public participation that were employed; and a detailed description of the decision-making and prioritization process.

ISC will distribute the copies to the Planning Team for review. A public review draft will be also released for public comment before the HMP is finalized.

The Planning Team will meet to review the HMP draft. ISC will incorporate all the Committee's final revisions and will submit the plan to the County officials within two weeks after the receipt of final review comments (we can provide printed, electronic, or both formats).

Best Practice #6
ISC leverages our library of compliance metric tools to allow clients to validate their plans against federal, state, and industry requirements, include DMA 2000. Our data-driven assessment gives emergency management professionals the opportunity to evaluate compliance systematically & comprehensively.

Subtask 5.6 Final Plan & Submission to DEM & FEMA

ISC will complete the final draft of the plan, and will develop the appropriate Plan Review Tool.

ISC will submit copies of the final draft to DEM for approval. Upon State approval, ISC will submit the County's HMP to FEMA. When approved by FEMA, the County Project Lead will present the plan before the County leadership for formal adoption.

After FEMA indicates the County's HMP is approvable pending adoption (APA), ISC will assist in preparing the plan to be adopted by the County, with copies of the adoption resolutions provided to the State and FEMA by the County and ISC.

Closeout

Upon completion of this project and finalization of the proposed deliverable, the ISC Project Manager will provide a "Project Close-Out" report. This report will incorporate the final "Monthly Status of Accomplishments and Costs" report information, summarize this project effort, and recommend improved methodologies for future initiatives of a similar nature.

The "Project Close-Out" report will be submitted as draft copies to the County Project Lead within 45 days of completion of the County's HMP.

Project Timeline

The project timeline is executable immediately upon the notice-to-proceed. The timeline does not account for any unforeseen, uncontrollable delays to the project. ISC has developed this project timeline with the intention to foster full collaboration with the project’s key stakeholders and principals. This schedule will ensure the State and FEMA have adequate time to formally review and approve the plan. This nine-month schedule ensures timely completion.

Our team is capable to initiate the project upon notice of contract award, but will be prepared to begin immediately.

| Month | April | May | June | July | Aug. | Sept. | Oct. | Nov. | Dec. |
|---|-------|-----|------|------|------|-------|------|------|------|
| <u>Task 1: Project Management</u> | | | | | | | | | |
| 1.1 Project Initiation | X | | | | | | | | |
| 1.2 PWP & Internal Controls | X | | | | | | | | |
| 1.3 Project Reporting | X | X | X | X | X | X | X | X | X |
| <u>Task 2: Plan Update & Outreach Activities</u> | | | | | | | | | |
| 2.1 Planning Team & Meetings | | X | | | X | | | X | |
| 2.2 Documentation of Process | | X | | | X | | X | X | |
| 2.3 Public Outreach | | X | | | X | | | X | |
| <u>Task 3: Hazard Identification and Risk Assessment</u> | | | | | | | | | |
| 3.1 Hazard Identification & Profiles | | X | X | X | | | | | |
| 3.2 Hazard Mapping | | | X | X | | | | | |
| 3.3 Vulnerability Assessment | | | | X | X | | | | |
| 3.4 Capabilities Assessment | | | | | X | | | | |
| <u>Task 4: Hazard Mitigation Strategy</u> | | | | | | | | | |
| 4.1 Develop Mitigation Goals | | | | | X | | | | |
| 4.2 Prioritize Mitigation Actions | | | | | X | X | X | | |
| 4.3 Implementation Plan | | | | | | | X | | |
| <u>Task 5: Plan Review, Evaluation, and Implementation</u> | | | | | | | | | |
| 5.1 Maintenance Strategy | | | | | | | X | X | |
| 5.2 Incorporation into Existing Planning | | | | | | | | X | |
| 5.3 Implementation Schedule | | | | | | | | X | |
| 5.4 Continued Public Involvement | | | | | | | | X | |
| 5.5 Draft Plan | | | | | | | X | X | |
| 5.6 Final Plan | | | | | | | | X | X |
| 5.7 Submission to State and FEMA | | | | | | | | X | X |
| Project Closeout | | | | | | | | | X |

A. Fee Proposal

As a recognized small business, ISC works diligently to keep costs as competitive as possible, while maximizing the return on investment for our clients. With our extensive knowledge and experience developing HMPs, we are confident that we can deliver an HMP ahead of schedule, and under budget, as described in this proposal.

Fee Schedule

Based on the scope of work, the estimated cost for this project will be \$29,711.60 This is a firm fixed price, inclusive of all labor, materials, travel expenses, and all other costs, direct and indirect, necessary for each task identified in the Scope of Work. ISC will bill monthly or by deliverable, as directed by the client.

| Task | Price: |
|--|--------------------|
| Task 1: Project Management | \$3,362.88 |
| Task 2: Draft Annex | \$5,643.24 |
| Task 3: Revise Annex | \$5,752.76 |
| Task 4: Finalize Annex and Submit | \$6,943.16 |
| Task 5: Project Closeout | \$8,009.56 |
| Total NTE Price | \$29,711.60 |

Appendix A: Resumes

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PROFILE

As an experienced consultant and Director of Operations for Integrated Solutions Consulting (ISC), Mr. Abe has excelled in providing comprehensive all-hazard services in all phases of emergency management. As a thought leader and innovator, Mr. Abe brings expertise in the following areas: program management, technological/innovative solutions, organizational leadership, risk and vulnerability analysis, emergency planning, and public health preparedness. His disaster experience includes supporting COVID-19 response operations for the second largest county in the U.S.; supporting major flooding incidents in FEMA Regions VIII and V; recovery support for Hurricane Sandy (New York City); recovery support for Hurricane Maria (Puerto Rico); various tornadoes across the Midwest; and H1N1 response operations. Additionally, Mr. Abe personally and professionally experienced first-hand the devastating impacts of the 2011 earthquake and tsunami in Japan.

Mr. Abe is a leader in emergency management with a successful track record of supporting clients to prevent, protect against, mitigate, respond to, and recover from the multiple threats and hazards facing our nation. Mr. Abe has managed and supported over 100 consulting engagements, and currently oversees operations for all preparedness and recovery engagements for ISC. Clients have continuously recognized Mr. Abe for his professionalism, dedication, and work ethic. His aptitude and expertise have resulted in developing regional disaster response, recovery and administrative strategies; hazard mitigation plans; evacuation strategies; and a wide variety of other emergency management projects that have been recognized by the client, respective states, FEMA region and FEMA HQ. Mr. Abe received a master's degree in Emergency Management.

WORK EXPERIENCE

- Lead Planner Hamilton County, OH COVID-19 Reopening Strategy; Lead Planner and Project Manager; Ohio; 2020
- Cook County, IL COVID-19 Response Operations; Mass Fatality Team; Illinois; 2020
- Salt Lake County, UT Hazard Mitigation Plan; Project Manager; 2020
- Cook County, IL Hazard Mitigation Plan; Project Manager; Illinois; 2019
- Phoenix Region, AZ Phoenix UASI Strategic Plan; Project Manager and Planner; Arizona; 2018
- Franklin County, OH Hazard Mitigation Plan; Lead Planner and Project Manager; Ohio; 2017-2018
- Hamilton County, OH Hazard Mitigation Plan; Lead Planner and Project Manager; Ohio; 2017-2018
- FEMA HQ Catastrophic Emergent Behavior Planning; Planner; Washington, D.C.; 2016-2017
- Oakland County, MI Hazard Mitigation Plan; Lead Planner; Michigan; 2017

CONTACT

- ✉ Daiko.Abe@i-s-consulting.com
- in [LinkedIn.com](https://www.linkedin.com/in/daikoabe/)

EDUCATION

- Emergency Management (MS)
- Communications (BA)

AREAS OF EXPERTISE

- Certified Floodplain Manager
- Comprehensive Emergency Management Planning
- Hazard Mitigation Planning
- Hazard Risk & Vulnerability Assessments
- Emergency Management Research Methods
- Computer-Based Training
- Long-term Recovery
- Stakeholder Engagement



WORK EXPERIENCE

- Kansas City Region Community Service Provider/Functional & Access Needs Technical Assistance; Planner/SME; Kansas City Region; 2016
- Coolidge Dam BIA Emergency Action Plan; Lead Planner; Arizona; 2015
- Active Shooter/Assailant Interactive Course and Storyboard Development; Developer/Planner; Oakland County, MI; 2015
- Threat and Hazard Identification & Risk Assessment Update; Planner; Miami-Dade County, FL; 2014-2015
- Regional Emergency Support Function (ESF 8) and Regional Healthcare Coordination Plan; Project Manager; Kansas City Region; 2014
- Statewide Hospital Hazard Vulnerability Analysis; Planner; Illinois; 2014
- Miami-Dade County Emergency Preparedness Study; Project Manager; Miami, FL; 2014
- Navajo Nation – Charley Day Dam BIA Emergency Action Plan; Lead Planner; Arizona; 2013-2014
- Santa Monica All Hazard Mitigation Plan; Project Manager; Santa Monica, CA; 2013
- Kansas City Regional Coordination Plan; Project Manager; Kansas City Region; 2013
- Kansas City Regional Recovery Strategy; Planner; Kansas City Region; 2013
- Tribal Hazard Response Plan; Project Manager; NW United States; 2012-2013
- Kansas City Regional Evacuation Plan; Senior Consultant and Project Manager; Kansas City Region; 2012
- Minnesota Region Hazard Identification & Risk Assessment and CIKR Assessment; Planner; South Florida; 2012
- South Florida Threat and Hazard Identification & Risk Assessment and CIKR Assessment; Planner; South Florida; 2012
- THIRA; Senior Consultant and Lead Planner; Miami-Dade County, FL; 2011-2012
- Bonneville County Emergency Operations Plan (EOP) Update; Project Manager; Bonneville County, ID; 2012
- NE Idaho EOC Go-Kit Development; Project Manager; Eight (8) counties in NE Idaho; 2011
- Kansas City Emergency Pet Services Plan; Lead Planner; Kansas City, MO; 2011
- NE Idaho Regional Coordination Plan - Evacuation & Mass Care Annexes; Project Manager; 2010
- MN Region 2 Critical Infrastructure & Key Resources; Senior Consultant; Minnesota; 2009-2010

MAJOR RESEARCH INITIATIVES & PUBLICATIONS

- **Vulnerability Analyses:** Mr. Abe has undertaken multiple research initiatives to identify the social, physical, political, and environmental factors contributing to community and organizational vulnerability in times of disaster.
- **Capability Analyses:** Mr. Abe has participated in multiple research initiatives to understand why mitigation, preparedness, and disaster recovery strategies and program policies are oftentimes met with great resistance by local and State governments and jurisdictions. These studies provide an in-depth analysis of the social, economic, and political factors, as it relates specifically to capacity/capability, that influence the adoption and implementation of disaster policies and practices. The purpose of these studies is to identify practical solutions and explanations that can further improve buy-in to federal disaster policies, programs, and standards throughout all phases of emergency management.
- Martin, D., Abe, D., & Kemp, M. (2013). Integrated THIRA & Regional CIKR Assessment. White Paper.
- Yoon, D. K., Youngs, G. A., & Abe, D. N. (2012). Examining Factors Contributing to the Development of FEMA-Approved Hazard



PROFILE

Mr. Halley has approximately 17 years of experience in emergency management/disaster response and recovery assisting in the development and execution of all-hazards community mitigation, preparation, response and recovery programs with a specialized emphasis in GIS mapping analyses. He has extensive experience in developing homeland security exercise programs for public and private sector entities and has also been involved in leadership roles in community team building, project development and technology integration.

WORK EXPERIENCE

Witt O'Briens – Washington D.C (2012-2017) Resumed employment January 2018- April 2021

- Disaster Recovery Specialist in the Hazard Recovery Division Hazard Mitigation Section as a Geographic Information Systems (GIS) Specialist with expertise in the FEMA HAZUS-MH software program. Project related work consists of providing technical assistance to the Louisiana Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) Hazard Mitigation Planning Section (2011-2013), University of Texas Medical Branch (UTMB) and City of Galveston, TX HMPs (2016) Auburn University HMP (2015), University of Minnesota HMP/THIRA (2015), Mountrail County, ND HMPU (2015), Jefferson County, AR HMPU (2015), Niagara County NY Hazard Mitigation Plan Update, State of MN, USDA Avian Influenza, Emergency Operations Center Management (2015), Cities of Tallahassee, FL Savannah GA and Brunswick GA Debris Monitoring Field Supervisor and GIS Specialist (2016), San Miguel County NM Hazard Mitigation Plan Update as well as provided planning support to the State of North Dakota following the 2011 floods. November, 2009 – June 2014, State of VA HMP Update (2017) GIS/HAZUS MH Specialist, State of MS Hazard Mitigation plan update (2018), MS Regions 4 and 8 and St Charles Parish Hazard Mitigation Plan updates (2019). Fulltime 40 hrs per week. Worked most recently with clients in TX and Florida utilizing 404 and 406 mitigation along with latest CDBG Mit funding opportunities for UTMB Galveston.FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)

DCMC Partners – Virginia (September 2017-December 2017)

- Project Specialist for Public Assistance with emphasis in Geographic Information Systems (GIS). Provided support to Puerto Rico Office of Emergency Management (PREMA) following hurricanes Irma and Maria. Assisted state agencies throughout the Commonwealth procure FEMA funding opportunities for response and recovery efforts. 70-80hrs per week.

Halley GIS Solutions LLC– Farmerville, LA

- Owner/Operator of upstart company providing digital mapping and consulting services for local government, private nonprofit and for-profit organizations. Completed FAA Part 107 certification in September 2018, in order to provide drone mapping services. Completed project for D'Arbonne water system in Union Parish consists of mapping infrastructure and teaching client to use Arc GIS software. Contracted through Witt Associates of Washington D.C from November 2009-January 2012.

CONTACT

✉ Jacob.Halley@i-s-consulting.com

in [LinkedIn.com](https://www.linkedin.com/in/jacobhalley/)

EDUCATION & TRAINING

- Louisiana Tech University
Geographic Information Science (GISc) Major
- Federal Aviation Administration:
Small Unmanned Aircraft (SUAS)
Part 107 Certified
- Federal Emergency Management Agency:
(HSEEP) Train the Trainer
Certified
NIMS/ICS 100, 200,
300,400, 700 and 800
- National Weather Service
Training
- University of Louisiana Monroe
Active Shooter Train the Trainer
Certified
- GPS (Mapping)
- Hardware:
Trimble Geo XT and Trimble Juno
ST
Garmin 4 and 12
- Software
ArcGIS Desktop and Online,
TerraSync and ESRI ArcPad
FEMA HAZUS-MH



W O R K E X P E R I E N C E C O N T .

Ouachita Parish Office of Homeland security and Emergency Preparedness– West Monroe, LA

- Served the citizens of Ouachita Parish as Administrative Assistant/Assistant Director for OPOHSEP. Duties consisted of assisting local entities apply for public assistance, individual assistance application development following Hurricanes Gustav and Ike, Emergency Operations Center management, administrative duties, and reviewing local emergency plans. May 2007 - October 2009. Full time 40 hrs per week.

Hatch Mott MacDonald – Monroe, LA

- Served as project technician for all emergency planning and recovery projects in Louisiana. In addition to providing specified planning products, provided GIS mapping support and assisted multiple local parish clients with disaster recovery services ranging from developing public assistance project worksheets to assisting in initial damage assessments following Hurricanes Katrina and Rita. October 2004 – October 2006 Full time 40 hrs per week.

Federal Emergency Management Agency- Atlanta, GA

- Community Relations Officer 2004 Hurricanes

MATT STANLEY

MANAGING DIRECTOR

Item 7.



PROFILE

A professional leader with 20+ years of experience in emergency and crisis management, Mr. Stanley's expertise includes crisis and risk communication, threat and risk assessments, emergency, continuity, and mitigation planning, and more. Mr. Stanley developed standardized national disaster management programs in the Middle East and assisted the state of North Dakota in improving resiliency to seasonal flooding and crude oil transportation risks.

WORK EXPERIENCE

Witt O'Brien's, Senior Director, Preparedness Programs

2012-2020

Manages and develops resilience-focused emergency and crisis management preparedness projects in the United States, Caribbean Islands, and Middle East. Ensures projects are completed on-time and on-budget. Business lines include national, state, and local government, healthcare, higher education, utilities, and transportation. Develops business opportunities and maintains relationships with multi-million dollar accounts. Leads proposal development for preparedness projects, manages project staff, provides marketing and program development counsel to executive leadership.

Cumulus Lividus, Emergency Management Consultant

2006-2012

Provided consulting services related to crisis communication, public education, inter-agency relations, administration, and emergency management. Clients included Witt Associates, FEMA Region IV - Hurricane Liaison Team, Emergency Management Institute, National Information Officers Association, Natural Hazard Mitigation Association, the Carl Vinson Institute of Government/ University of Georgia, and the United States Army.

Chatham Emergency Management Agency, Emergency Management Specialist-Chief Planner

2008-2010

Managed the Planning Section for the agency and provided technical support to municipalities. Coordinated ESF-5, ESF-11, and ESF-14 functions, hazard mitigation, continuity of operations, training and exercise, and overall agency plan maintenance. Maintained Duty Officer responsibilities and directed EOC activations for special events.

Savannah Fire and Emergency Services, Public Information Officer – Command Staff Captain

2004-2008

Coordinated all public affairs for the fire department. Additional responsibilities included management of public fire and life safety education programs. Provided Command Staff support for Task Force Five of the Georgia Search and Rescue Team. Supported and augmented fire inspection and investigation staff as needed. Trained and managed assistant Public Information Officers and Fire Safety Educators.

CONTACT

✉ matt.stanley@i-s-consulting.com

in [LinkedIn.com](https://www.linkedin.com/in/mattstanley/)

EDUCATION

- Bachelor's Degree,
Communications Arts

SKILLS

- Crisis and Risk Communication
- Threat and Risk Assessments
- Emergency, Continuity, and Mitigation Planning
- Capability Studies
- Program Assessments
- After-Action Reviews
- Training and Exercise

MATT STANLEY

MANAGING DIRECTOR

Item 7.



WORK EXPERIENCE

Georgia Public Safety Training Center, Public Safety Training Instructor III 2001-2004

Provided instruction and coordination of state and national certification courses, developed courses for national certification, researched and developed new practices for the fire service. Course programs included live fire training, fire investigation, fire inspection, life safety and ADA code enforcement, public education and outreach, public information/media relations, fire command, and technical rescue.

White Co. Fire Department, Training Coordinator 1997-2001

Created, conducted, and coordinated fire and emergency management training programs for the department. Maintained training records as required by the State of Georgia and the Insurance Services Office (ISO). Conducted fire, rescue, and emergency management response operations. Responsibilities also included staff supervision, budget preparation, purchasing, and grant writing.



PROFILE

Ms. Cureno is an experienced emergency management consultant with with experience in Higher Education emergency management, nonprofits, and state agencies. She holds her Master of Public Health in Community Health Sciences with a specialization in disasters and preparedness and has works with the California Office of Emergency Services, the American Red Cross, the Homeland Security Advisory Council, and more.

WORK EXPERIENCE

Homeland Security Advisory Council, Los Angeles

Crisis Management Intern (Paid) March 2020 – July 2020

- Performed crisis management research to develop and design reports related to the COVID-19 pandemic
- Transferred evidence-based research into effective and accessible pre, trans, and post-crisis solutions
- Supported the annual Crisis Leadership and Emergency Management Workshop that allows public safety professionals, crisis managers, business leaders, and others to share best practices

Office of Emergency Management, UCLA

Intern (Paid) July 2019 – January 2020

- Developed a Defend-In-Place wildfire response plan to supplement campus emergency protocols
- Presented preparedness trainings to more than 150 staff to promote campus readiness and tracked their attendance
- Participated in training exercises for campus departments to practice their response and recovery procedures
- Ensured campus departments met state disaster preparedness standards, and complied state regulations by having training exercises to practice their response and recovery procedures
- Evaluated departmental Emergency Operations Plans rubrics for proper use of facilities, personnel and equipment
- Attended tabletop exercises that utilize emergency personnel and resources for response purposes
- Learned the mechanics of the campus' mass notification system: Everbridge

American Red Cross, Los Angeles

California Safe Corps Member (Paid) August 2016 – July 2018

- Deployed internationally to Puerto Rico to assist with Hurricane Maria recovery efforts through supply distribution
- Responded to over 50 local disaster incidents such as house fires, floods, wildfires, and addressed recovery concerns
- Opened shelters for people affected by local disasters and allocated supplies to the affected communities
- Managed the Sound the Alarm Campaign which donated over 5,000 smoke alarms to households
- Taught monthly affordable CPR / First Aid classes to low income families and have certified over 500 individuals
- Facilitated community outreach efforts to the public, religious groups, leadership groups, and other agencies

CONTACT

✉ Jazmine.cureno@i-s-consulting.com

in [LinkedIn.com](https://www.linkedin.com/in/jazminecureno/)

EDUCATION

- *Master of Public Health*, Fielding School of Public Health, UCLA – Community Health Sciences, Specialization in Disasters and Preparedness
- *Bachelor of Arts*, California State University Channel Islands, Anthropology

- License: HAM armature radio
- Languages: Spanish - Professional Proficiency (Reading, Writing, Speaking, Presenting) Homeland Security Exercise & Evaluation Program (HSEEP) completed
- Federal Emergency Management (FEMA) Independent Study Program courses: ICS 100, IS-200.B, IS-700.A, IS-800.B Computer: Microsoft Office Word, Microsoft Office, PowerPoint, Adobe, Social Media (Facebook, Twitter, Instagram) Instructor: Community Emergency Response Training (CERT)
- Certified: CPR / AED

JAZMINE CURENO

Item 7.



WORK EXPERIENCE

Governor's Office of Emergency Services (Cal OES), Los Alamitos, CA Intern

July 2017 - April 2018

- Provided maintenance and organization of administrative data files for research projects
- Outreached to local governments and agencies to promote the annual Great California Shake Out press event
- Implemented business continuity by maintaining associate contact information updated
- Participated in Regional Emergency Operations Center (REOC) activations for wildfire incidents

CASSANDRA WOLFF

CONSULTANT AND GIS ANALYST

Item 7.



PROFILE

Ms. Cassandra L. Wolff is a graduate of the University of Tennessee, Knoxville where she received a Bachelor of Arts degree in Geography and Cartography with an emphasis in emergency management. She earned her Master of Science degree in Executive Leadership at Champlain College and is now pursuing her PhD in Emergency Management from Capella University. Her career in emergency management started as a geospatial intelligence analyst and intern for an all hazards resiliency team supporting the Department of Defense out of the Pentagon. It was during this time that Cassandra decided to broaden the focus of her career from GIS and Cartography to include emergency and crisis management. Cassandra is a fifth-generation public safety and emergency management professional so to her this is not a job, it is a passion, and her lifelong career. Cassandra has developed Hazard Mitigation Plans (HMPs), Continuity of Operations (COOP) Plans, Emergency Operations Plans (EOPs) and Business Continuity Plans (BCPs) for government and private sector agencies and organizations across the United States.

Cassandra has completed FEMA HAZUS training and certification at the professional and practitioner levels, and she is slated to officially be recognized this March as one of approximately 100 FEMA certified HAZUS Practitioners in the world. Cassandra has completed Floodplain Management training and will soon complete the Floodplain Manager certification exam. As part of her skillset in emergency and crisis management and planning Cassandra facilitates workshops and exercises across the spectrum of emergency management disciplines using the Homeland Security Exercise and Evaluation Program (HSEEP) guidelines. Cassandra uses her passion for emergency management, her outgoing personality, and her knowledge of emergency management when working on-site with clients and when supporting them remotely to ensure that all ISC's clients walk away with an HMP, COOP, EOP and/or a BCP plan that are real world and functional in design.

WORK EXPERIENCE

Exercise & Training

- Ms. Wolff has written and conducted tabletop and functional exercises at the County and State level. She has written and delivered course curriculum for Higher Edu. Preparedness and planning.

Planning & Coordination

- Ms. Wolff has a myriad of all hazards, comprehensive emergency planning experience for local, county, tribal, state, and private industry clients.

Emergency Response

- Ms. Wolff has experience as a first responder at the local level and has supported major sporting events as a medical care giver and planner.

Hazard Mitigation

- Ms. Wolff was the project manager for numerous rural, tribal, urban and state-level hazard mitigation planning efforts where she uses her extensive GIS skill set to maximize the real-world abilities of a plan.

HAZUS-MH

- Ms. Wolff is a FEMA certified HAZUS-MH analyst and ESRI GIS analyst who will soon be one of approx. 100 FEMA certified HAZUS Practitioners in the world.

CONTACT

✉ cassandra.wolff@i-s-consulting.com
in [LinkedIn.com](https://www.linkedin.com/in/cassandra-wolff/)

EDUCATION

- Ph.D., Emergency Management, Capella University (in progress)
- MS, Executive Leadership, Champlain College
- BA, Geography and Cartography, University of Tennessee
- Homeland Security Exercise Evaluation Program (HSEEP)-certified
- Certified Business Continuity Professional (CBCP)

SKILLS

- Geospatial Intelligence Analysis
- HAZUS Certified
- ESRI Certified
- Hazard Mitigation Planning
- Hazard Vulnerability Assessments
- Government and Business Continuity Planning

DANIEL MARTIN

PRINCIPAL

Item 7.



PROFILE

Daniel Martin is the world's first to hold a PhD in Emergency Management and recognized internationally for bridging the disciplines of emergency management and environmental sciences (climate change). He is a seasoned emergency manager whose experience covers all fundamental areas of the discipline to include response, recovery, mitigation, and preparedness to include planning, training, and exercises. Dr. Martin is a seasoned program manager and consultant, managing over 300 consulting engagements and managing several large FEMA and other U.S. Federal emergency management contracts totaling over \$2.5 billion. His project experience ranges from development of hazard mitigation plans for some of our Nation's largest communities to conducting tabletop and functional exercise on a wide variety of hazard topics and special events such as the Super Bowl. He has developed community disaster recovery plans, community preparedness surveys, hurricane preparedness commercial video to the creation of a community vulnerability and hazard risk analysis tool with over 4,500 scientifically based measurements. His experience in emergency management is extensive and maintains a high standard of performance for every client he serves.

In addition to his planning and preparedness experience, over the course of his career, Dr. Martin has responded to over 50 U.S. Nationally declared disasters and has been instrumental in many of FEMA's programmatic initiatives to improve the United States emergency management system since 9/11. His disaster experience includes all the major United States disasters to include 9/11, Hurricanes Katrina (New Orleans), Sandy (New York City), Harvey (Houston), and Maria (Puerto Rico) where he served in various leadership roles during disaster recovery operations. He has prepared, provided oversight, and/or managed the development, reconciliation, final closeout, and appeals of over \$5 billion in disaster recovery and mitigation grants under the FEMA Public Assistance, FEMA Hazard Mitigation Grant, and HUD CDBG-DR programs. In 2018, Dr. Martin served as the lead Subject Matter Expert to investigate the Puerto Rico Recovery Operation following Hurricane Maria, help resolve operational and programmatic issues. Dr. Martin's efforts resulted in putting Puerto Rico on the correct path for disaster recovery.

Dr. Martin's contributions to the emergency management industry has been recognized by two former Presidents of the United States and has received commendation from FEMA Headquarters, senior client officials, and emergency management scholars for his extensive knowledge of the field of emergency management as well as the federal programs, regulations, policies, and disaster operational practices.

WORK EXPERIENCE

- National Response & Recovery Directorate Planning & Coordination Program; DHS - Federal Emergency Management Agency (FEMA); Program Director; 2010 to Present.
- National Catastrophic Planning Technical Assistance Program; DHS - Federal Emergency Management Agency (FEMA); Managing Principal; 2015 to Present.
- Nationwide Infrastructure Response & Recovery - Public Assistance TAC Support; DHS - Federal Emergency Management Agency (FEMA); Managing Principal; 1998 to Present.

CONTACT

✉ dan.martin@i-s-consulting.com

in [LinkedIn.com](https://www.linkedin.com/in/danmartin/)

EDUCATION

- Emergency Management (M.A. & Ph.D.)
- Environmental Engineering (B.S.)
- Public Health & Sociology (Graduate Studies)
- Critical Infrastructure Engineering (Minor)
- Completed and developed course curriculum for EMI as well as graduate and doctorate level courses on various topics

SKILLS

- Comprehensive Emergency Management Planning
- Disaster Ops & Assistance Programs
- Community Disaster Recovery
- Hazard Vulnerability, Risk & Resiliency
- Critical Infrastructure Engineer
- Emergency Management Research Methods
- Certified Emergency Manager
- Certified Homeland Security Professional

DANIEL MARTIN

PRINCIPAL

Item 7.



WORK EXPERIENCE

- Department of Interior: Bureau of Indian Affairs Emergency Management Services; Managing Principal; 2014 - Present.
- Miami-Dade Emergency Management & Homeland Security Consulting Services; Managing Principal; 2009-Present.
- San Diego As-Needed Emergency Planning Services; Managing Principal; 2015-Present.
- Houston-Galveston Area Council All Hazards Preparedness, Planning Consulting, and Recovery Services; Managing Principal; 2012-Present.

SPECIAL APPOINTMENTS

- International Association of Emergency Managers; Certified Emergency Manager Commission; Chair, 2006 – 2011
- American Society of Civil Engineers; Infrastructure Champion Program; National Infrastructure Champion Lead Chair.
- Guest Lecturer for the Academy for International Disaster Preparedness at Florida International University
- Professor for Emergency Management Graduate Studies at Capella University
- Guest Professor for Emergency Management Program at Western Illinois University

PROFESSIONAL CONTRIBUTIONS

- "Conceptualizing Effective Community Disaster Recovery: A Case Study of the National Response Framework's Emergency Support Function #14. Fargo, ND: North Dakota State University, Department of Emergency Management. [Publication]
- "The shifting paradigms of a profession: Calming conflicts between homeland security and emergency management". Journal of Emergency Management, Vol. 9 (5). [Paper]
- "10 Years Later: A National Survey of Public Safety Professionals". The Emergency Management Summit; New York, New York, September 2011 [Panel Discussion]
- "Developing the Emergency Managers of the Future", 13th Annual FEMA Higher Education Conference; Emmitsburg, MD, June 2010 [Presentation]
- "Trends in Emergency Planning: An Exploratory Research into the Constraints, Limitations, and Challenges of Comprehensive Emergency Planning", FEMA Higher Education Conference; Emmitsburg, MD, June 2008 [Presentation]

PROFESSIONAL ORGANIZATIONAL INVOLVEMENT

- International Association of Emergency Managers; Certified Emergency Manager Commission; Chair, 2006 – 2011
- American Society of Civil Engineers; Infrastructure Champion Program; National Infrastructure Champion Lead Chair.
- Guest Lecturer for the Academy for International Disaster Preparedness at Florida International University
- Professor for Emergency Management Graduate Studies at Capella University
- Guest Professor for Emergency Management Program at Western Illinois University
- American Society of Civil Engineers; Rebuilding the New Orleans Region: Infrastructure Systems and Technology Innovation Forum; Guest Lecturer

CERTIFICATIONS

- Certified Emergency Manager
- Institution Review Board Certified
- American Society of Civil Engineers; Rebuilding the New Orleans Region: Infrastructure Systems and Technology Innovation Forum; Guest Lecturer

RECOGNITIONS

- President Barack Obama Letter of Recognition
- President George Bush Letter of Appreciation
- 2003 President's Award

DANIEL MARTIN

PRINCIPAL

Item 7.



PROFILE

Daniel Martin is the world's first to hold a PhD in Emergency Management and recognized internationally for bridging the disciplines of emergency management and environmental sciences (climate change). He is a seasoned emergency manager whose experience covers all fundamental areas of the discipline to include response, recovery, mitigation, and preparedness to include planning, training, and exercises. Dr. Martin is a seasoned program manager and consultant, managing over 300 consulting engagements and managing several large FEMA and other U.S. Federal emergency management contracts totaling over \$2.5 billion. His project experience ranges from development of hazard mitigation plans for some of our Nation's largest communities to conducting tabletop and functional exercise on a wide variety of hazard topics and special events such as the Super Bowl. He has developed community disaster recovery plans, community preparedness surveys, hurricane preparedness commercial video to the creation of a community vulnerability and hazard risk analysis tool with over 4,500 scientifically based measurements. His experience in emergency management is extensive and maintains a high standard of performance for every client he serves.

In addition to his planning and preparedness experience, over the course of his career, Dr. Martin has responded to over 50 U.S. Nationally declared disasters and has been instrumental in many of FEMA's programmatic initiatives to improve the United States emergency management system since 9/11. His disaster experience includes all the major United States disasters to include 9/11, Hurricanes Katrina (New Orleans), Sandy (New York City), Harvey (Houston), and Maria (Puerto Rico) where he served in various leadership roles during disaster recovery operations. He has prepared, provided oversight, and/or managed the development, reconciliation, final closeout, and appeals of over \$5 billion in disaster recovery and mitigation grants under the FEMA Public Assistance, FEMA Hazard Mitigation Grant, and HUD CDBG-DR programs. In 2018, Dr. Martin served as the lead Subject Matter Expert to investigate the Puerto Rico Recovery Operation following Hurricane Maria, help resolve operational and programmatic issues. Dr. Martin's efforts resulted in putting Puerto Rico on the correct path for disaster recovery.

Dr. Martin's contributions to the emergency management industry has been recognized by two former Presidents of the United States and has received commendation from FEMA Headquarters, senior client officials, and emergency management scholars for his extensive knowledge of the field of emergency management as well as the federal programs, regulations, policies, and disaster operational practices.

WORK EXPERIENCE

- National Response & Recovery Directorate Planning & Coordination Program; DHS - Federal Emergency Management Agency (FEMA); Program Director; 2010 to Present.
- National Catastrophic Planning Technical Assistance Program; DHS - Federal Emergency Management Agency (FEMA); Managing Principal; 2015 to Present.
- Nationwide Infrastructure Response & Recovery - Public Assistance TAC Support; DHS - Federal Emergency Management Agency (FEMA); Managing Principal; 1998 to Present.

CONTACT

✉ dan.martin@i-s-consulting.com

in [LinkedIn.com](https://www.linkedin.com)

EDUCATION

- Emergency Management (M.A. & Ph.D.)
- Environmental Engineering (B.S.)
- Public Health & Sociology (Graduate Studies)
- Critical Infrastructure Engineering (Minor)
- Completed and developed course curriculum for EMI as well as graduate and doctorate level courses on various topics

SKILLS

- Comprehensive Emergency Management Planning
- Disaster Ops & Assistance Programs
- Community Disaster Recovery
- Hazard Vulnerability, Risk & Resiliency
- Critical Infrastructure Engineer
- Emergency Management Research Methods
- Certified Emergency Manager
- Certified Homeland Security Professional

DANIEL MARTIN

PRINCIPAL

Item 7.



WORK EXPERIENCE

- Department of Interior: Bureau of Indian Affairs Emergency Management Services; Managing Principal; 2014 - Present.
- Miami-Dade Emergency Management & Homeland Security Consulting Services; Managing Principal; 2009-Present.
- San Diego As-Needed Emergency Planning Services; Managing Principal; 2015-Present.
- Houston-Galveston Area Council All Hazards Preparedness, Planning Consulting, and Recovery Services; Managing Principal; 2012-Present.

SPECIAL APPOINTMENTS

- International Association of Emergency Managers; Certified Emergency Manager Commission; Chair, 2006 – 2011
- American Society of Civil Engineers; Infrastructure Champion Program; National Infrastructure Champion Lead Chair.
- Guest Lecturer for the Academy for International Disaster Preparedness at Florida International University
- Professor for Emergency Management Graduate Studies at Capella University
- Guest Professor for Emergency Management Program at Western Illinois University

PROFESSIONAL CONTRIBUTIONS

- "Conceptualizing Effective Community Disaster Recovery: A Case Study of the National Response Framework's Emergency Support Function #14. Fargo, ND: North Dakota State University, Department of Emergency Management. [Publication]
- "The shifting paradigms of a profession: Calming conflicts between homeland security and emergency management". Journal of Emergency Management, Vol. 9 (5). [Paper]
- "10 Years Later: A National Survey of Public Safety Professionals". The Emergency Management Summit; New York, New York, September 2011 [Panel Discussion]
- "Developing the Emergency Managers of the Future", 13th Annual FEMA Higher Education Conference; Emmitsburg, MD, June 2010 [Presentation]
- "Trends in Emergency Planning: An Exploratory Research into the Constraints, Limitations, and Challenges of Comprehensive Emergency Planning", FEMA Higher Education Conference; Emmitsburg, MD, June 2008 [Presentation]

PROFESSIONAL ORGANIZATIONAL INVOLVEMENT

- International Association of Emergency Managers; Certified Emergency Manager Commission; Chair, 2006 – 2011
- American Society of Civil Engineers; Infrastructure Champion Program; National Infrastructure Champion Lead Chair.
- Guest Lecturer for the Academy for International Disaster Preparedness at Florida International University
- Professor for Emergency Management Graduate Studies at Capella University
- Guest Professor for Emergency Management Program at Western Illinois University
- American Society of Civil Engineers; Rebuilding the New Orleans Region: Infrastructure Systems and Technology Innovation Forum; Guest Lecturer

CERTIFICATIONS

- Certified Emergency Manager
- Institution Review Board Certified
- American Society of Civil Engineers; Rebuilding the New Orleans Region: Infrastructure Systems and Technology Innovation Forum; Guest Lecturer

RECOGNITIONS

- President Barack Obama Letter of Recognition
- President George Bush Letter of Appreciation
- 2003 President's Award



INTEGRATED SOLUTIONS CONSULTING

Integrated Solutions Consulting, inc. (ISC) is a professional services firm focused on developing and implementing comprehensive crisis and consequence management solutions. We are recognized as innovative problem solvers, dedicated to the profession of emergency management and proficient in the disciplines that support it. As recipients of the Dun & Bradstreet top supplier performance rating for reliability, cost, order accuracy, timeliness, quality, business relations, personnel, customer support, and responsiveness, ISC proudly offers your community over 775+ years of experience, technical expertise, and unparalleled performance.

**SAN JUAN COUNTY, UTAH
RESOLUTION NO. 2022 - _____**

**FILLING THE VACANCY OF THE SAN JUAN COUNTY ATTORNEY IN A COUNTY
WITH FEWER THAN 15 ATTORNEYS**

WHEREAS, San Juan County appreciates and acknowledges the significance and importance of the Office of County Attorney.

WHEREAS, Kendall Laws, the San Juan County Attorney resigned effective March 28, 2022.

WHEREAS, the San Juan County Clerk, pursuant to UCA 20A-1-509.2(1) and (2), sent a letter to each licensed, active member in good standing with the Utah State Bar residing in San Juan County informing them of the vacancy and inviting them to submit applications to be considered for appointment as County Attorney.

WHEREAS, the Clerk received four expressions of interest for the vacancy but did not receive more than three actual applications.

WHEREAS, the Clerk sent a letter to the San Juan County Democratic Party (hereafter "Party") with the four names of the attorneys who had sent an expression of interest pursuant to UCA 20A-1-509.2(3), but did not forward more than three actual applications.

WHEREAS, upon request by the Party, the Clerk forwarded the four attorneys' expressions of interest to the Party.

WHEREAS, the Party, immediately contacted each of the four attorneys who had expressed an interest in the vacancy requesting that they submit actual applications by close of business Monday, April 4, 2022, including a letter of interest explaining why they were qualified for, and why they wanted to be appointed to fill, the County Attorney vacancy, as well as a current curriculum vitae or resume.

WHEREAS, the Party received letters of interest and associated curricula vitae from two of the attorneys, and a 2019 application for a judge position at the Grand County Justice Court from a third attorney.

WHEREAS, pursuant to UCA 20A-1-509.2(3) and (4), the Party notified the County Commission on April 7, 2022, that due to not receiving the statutory number of applications required by UCA 20A-1-509.2(3) ("more than three"), the Party has no authority to act, and therefore the Commission is required to move forward pursuant to the options set forth in UCA 20A-1-509.2(4); the Party has forwarded to the Commission the applications the Party received from the attorneys.

WHEREAS, the Commission has reviewed the letters and applications forwarded by the Party to the Commission.

WHEREAS, pursuant to UCA 20A-1-509.2(4)(b)(i) "[i]f three or fewer attorneys who are licensed members in good standing of the Utah State Bar and are registered voters in the county or district submit applications, the county legislative body may publicly solicit and accept additional applications from licensed, active members in good standing of the Utah State Bar who are not residents of the county or prosecution district."

WHEREAS, it is in the best interests of the residents of San Juan County to solicit additional applications for the County Attorney vacancy.

WHEREAS, due to the importance of the position of County Attorney and the statutory deadline imposed by UCA 20A-1-509.2, time is of the essence in filling the County Attorney vacancy with the most qualified applicant.

NOW, THEREFORE, BE IT RESOLVED:

Section 1: The Board of San Juan County Commissioners finds that three or fewer licensed, active members in good standing with the Utah State Bar submitted applications for the San Juan County Attorney vacancy, and as such, finds it in the best interest of all San Juan County residents to exercise its option pursuant to UCA 20A-1-509.2(4)(b)(i) to solicit and accept additional applications for consideration along with the applications received from the three attorneys who are residents of San Juan County.

Section 2: The Board of San Juan County Commissioners hereby directs the County Administrator to immediately notify the licensed, active members in good standing with the Utah State Bar of the vacancy in the office of San Juan County Attorney by no later than Friday, April 15, 2022.

Section 4: The San Juan County Commission directs the County Administrator to request that full applications by any attorney who is interested in applying be submitted by not later than Monday, April 25, 2022.

Section 5: The San Juan County Commission directs the County Administrator to provide a copy of the letter sent to the active licensed members in good standing with the Utah Bar Association and all applications received therefrom, to the Commission by Tuesday, April 26, 2022.

PASSED, ADOPTED AND APPROVED by the Board of San Juan County Commissioners this ____ day of _____ 2022.

Those voting aye:

Those voting nay:

Those abstaining:

Absent:

Commissioners

Board of San Juan County

Willie Grayeyes, Chairman

ATTEST:

Lyman Duncan, County Clerk/Auditor

Effective 5/14/2019**20A-1-509.2 Procedure for filling vacancy in county or district with fewer than 15 attorneys.**

- (1) When a vacancy occurs in the office of county or district attorney, including a vacancy created by the failure of a person to file as a candidate for the office of county or district attorney in an election, in a county or district having fewer than 15 attorneys who are licensed, active members in good standing with the Utah State Bar and registered voters, the vacancy shall be filled as provided in this section.
- (2) The county clerk shall send a letter to each attorney residing in the county or district who is a licensed, active member in good standing with the Utah State Bar and a registered voter that:
 - (a) informs the attorney of the vacancy;
 - (b) invites the attorney to apply for the vacancy; and
 - (c) informs the attorney that if the attorney has not responded before 5 p.m. within 10 calendar days after the day on which the county clerk sends the letter, the attorney's candidacy to fill the vacancy will not be considered.
- (3)
 - (a)
 - (i) If, before the deadline described in Subsection (2)(c), more than three attorneys who are licensed, active members in good standing with the Utah State Bar and registered voters in the county or district have applied for the vacancy, the county clerk shall, except as provided in Subsection (3)(a)(ii), submit the applications to the county central committee of the same political party of the prior officeholder.
 - (ii) In multicounty prosecution districts, the clerk shall submit the applications to the county central committee of each county within the prosecution district.
 - (b) The central committee shall nominate three of the applicants and forward the applicants' names to the county legislative body before 5 p.m. within 20 days after the day on which the county clerk submits the applicants' names under Subsection (3)(a).
 - (c) The county legislative body shall appoint one of the nominees to fill the vacant position.
 - (d) If the central committee of the political party fails to submit at least three names to the county legislative body before the deadline described in Subsection (3)(b), the county legislative body shall appoint one of the applicants to fill the vacant position.
 - (e) If the county legislative body fails to appoint a person to fill the vacancy within 120 days after the day on which the vacancy occurs, the county clerk shall mail to the governor:
 - (i) a letter informing the governor that the county legislative body has failed to appoint a person to fill the vacancy; and
 - (ii)
 - (A) the list of nominees, if any, submitted by the central committee of the political party; or
 - (B) if the party central committee has not submitted a list of at least three nominees within the required time, the names of the persons who submitted applications for the vacant position to the county clerk.
 - (f) The governor shall appoint, within 30 days after the day on which the governor receives the letter, a person from the list to fill the vacancy.
- (4)
 - (a) If, before the deadline described in Subsection (2)(c), three or fewer attorneys who are licensed, active members in good standing with the Utah State Bar and registered voters in the county or district have applied for the vacancy, the county legislative body may:
 - (i) appoint one of them to be county or district attorney; or
 - (ii) solicit additional applicants and appoint a county or district attorney as provided in Subsection (4)(b).

- (b)
- (i) If three or fewer attorneys who are licensed members in good standing of the Utah State Bar and registered voters in the county or district submit applications, the county legislative body may publicly solicit and accept additional applications for the position from licensed, active members in good standing of the Utah State Bar who are not residents of the county or prosecution district.
 - (ii) The county legislative body shall consider the applications submitted by the attorneys who are residents of and registered voters in the county or prosecution district and the applications submitted by the attorneys who are not residents of the county or prosecution district and shall appoint one of the applicants to be county attorney or district attorney.
- (c) If the legislative body fails to appoint a person to fill the vacancy within 120 days after the day on which the vacancy occurs, the county clerk shall:
- (i) notify the governor that the legislative body has failed to fill the vacancy within the required time period; and
 - (ii) provide the governor with a list of all the applicants.
- (d) The governor shall appoint a person to fill the vacancy within 30 days after the day on which the governor receives the notification.
- (5) The person appointed to fill the vacancy shall serve for the unexpired term of the person who created the vacancy.

Amended by Chapter 255, 2019 General Session



Clerk/Auditor
Lyman W. Duncan
lduncan@sanjuancounty.org

March 17, 2022

Craig C. Halls
1557 N Blue Mountain Rd
Blanding, Utah 84511-2036

Dear Craig C. Halls,

San Juan County Attorney Kendall Laws is resigning his position effective March 28, 2022. As a registered voter and licensed, active attorney in good standing who resides in San Juan County, you are invited to apply for his vacancy. You have 10 calendar days from the date of this letter to submit your declaration of candidacy. You must respond before 5 p.m. on the 10th day, March 26, 2022, to be considered. Please contact me at the information below with any questions.

Thank you,

A handwritten signature in black ink that reads "Lyman W. Duncan". The signature is written in a cursive style.

Lyman W. Duncan
County Clerk/Audit



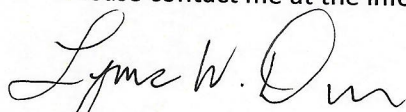
Clerk/Auditor
Lyman W. Duncan
lduncan@sanjuancounty.org

March 17, 2022

Daniel Anderson
49 N 200 W
Monticello, Utah 84535

Dear Mr. Daniel Anderson,

San Juan County Attorney Kendall Laws is resigning his position effective March 28, 2022. As a registered voter and licensed, active attorney in good standing who resides in San Juan County, you are invited to apply for his vacancy. You have 10 calendar days from the date of this letter to submit your declaration of candidacy. You must respond before 5 p.m. on the 10th day, March 26, 2022, to be considered. Please contact me at the information below with any questions.


Thank you.

Lyman W. Duncan
County Clerk/Auditor
435-587-3223



Clerk/Auditor
Lyman W. Duncan
lduncan@sanjuancounty.org

March 17, 2022

Alex Goble
416 Latigo Loop
Monticello, UT 84535

Dear Mr. Alex Goble,

San Juan County Attorney Kendall Laws is resigning his position effective March 28, 2022. As a registered voter and licensed, active attorney in good standing who resides in San Juan County, you are invited to apply for his vacancy. You have 10 calendar days from the date of this letter to submit your declaration of candidacy. You must respond before 5 p.m. on the 10th day, March 26, 2022, to be considered. Please contact me at the information below with any questions.

Thank you.

A handwritten signature in black ink that reads "Lyman W. Duncan". The signature is written in a cursive style.

Lyman W. Duncan
County Clerk/Auditor



Clerk/Auditor
Lyman W. Duncan
lduncan@sanjuancounty.org

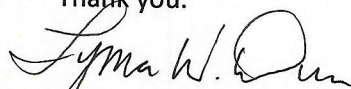
March 17, 2022

Brittney Ivins
466 W 800 S
Blanding, Utah 84511-3901

Dear Brittney Ivins,

San Juan County Attorney Kendall Laws is resigning his position effective March 28, 2022. As a registered voter and licensed, active attorney in good standing who resides in San Juan County, you are invited to apply for his vacancy. You have 10 calendar days from the date of this letter to submit your declaration of candidacy. You must respond before 5 p.m. on the 10th day, March 26, 2022, to be considered. Please contact me at the information below with any questions.

Thank you.


Lyman W. Duncan
County Clerk/Auditor
435.587.3223



Clerk/Auditor
Lyman W. Duncan
lduncan@sanjuancounty.org

March 17, 2022

L. Robert Anderson
17 S Blue Mountain Dr.
Monticello, UT 84535

Dear L. Robert Anderson,

San Juan County Attorney Kendall Laws is resigning his position effective March 28, 2022. As a registered voter and licensed, active attorney in good standing who resides in San Juan County, you are invited to apply for his vacancy. You have 10 calendar days from the date of this letter to submit your declaration of candidacy. You must respond before 5 p.m. on the 10th day, March 26, 2022, to be considered. Please contact me at the information below with any questions.

Thank you.

A handwritten signature in black ink that reads "Lyman W. Duncan".

Lyman W. Duncan
County Clerk/Auditor
435-587-3223

March 24, 2022

Lyman Duncun
San Juan County
117 South Main
Monticello, UT 84535

Dear Lyman Duncun:

I would like to submit my name to be considered for the position of San Juan County Attorney.

Thank you.

/s/ Brittny M. Ivins
Brittny M. Ivins, Esq.

LETTER OF INTENT

March 21, 2022

Lyman Duncan
Clerk/Auditor San Juan County
lduncan@sanjuancounty.org

Mr. Duncan,

I received your letter dated March 17, 2022, requesting application to fill the vacancy of the San Juan County Attorney. This letter is to express my interest in filling that vacancy.

Last year the County Attorney's Office handled over 650 criminal cases. About a quarter of those were felony filings, the remainder being misdemeanors. Those numbers do not include the thousands of traffic citations that flow through the county justice court. In the last 12 months there have been three multi-day jury trials, and presently there are five more currently scheduled before the end of July. The County Attorney also takes many middle-of-the-night phone calls from law enforcement and, at times, is required to respond to crime scenes.

The criminal caseload makes up the primary day-to-day duties of this office; however, there is also the additional caseload of five separate civil matters before an administrative law judge, two civil matters before the seventh district court, and five matters on appeal to either the Utah Supreme Court or the Utah Court of Appeals.

The County Attorney also provides civil counsel to all departments in the county, the County Commission, and multiple Special Service Districts that are under the county's oversight (such as the Health Department, the Spanish Valley Water and Sewer, Library, Cemeteries, etc.). Additionally, since the departure of the prior P&Z Administrator (who was also an attorney) this office dedicates a minimum of 15 hours a month to Planning and Zoning alone and increasing development (particularly on the north end of the county) continues to increase the workload. This is on top of all contract reviews, plat map approvals, policy reviews, human resource questions, and various meetings between different entities and the county where the attorney's office is requested to be present.

Due to my current position as the Deputy County Attorney, I am aware of the current workload for this position. I am also aware of the status of the cases above, and those matters have been passed off to me for management as the current County Attorney is preparing to leave this office. The above workload is enough to keep three full-time attorneys busy. This office currently operates with two-and-a-half and, as of March 25, it will be one-and-a-half.

I am currently the only person who has filed for this year's election to fill that position. While the County Attorney's departure will inevitably have some costs to the County, it would appear that if the County Commission chose to appoint me to fill the vacancy we could immediately advertise and fill the full-time deputy position and avoid serious disruption and cost to the County.



Alex Goble



Item 8.

Duncan, Lyman <lduncan@sanjuancounty.org>

County Attorney Interim Appointment

2 messages

Craig Halls <craigchalls@yahoo.com>
 Reply-To: Craig Halls <craigchalls@yahoo.com>
 To: Lyman Duncan <lduncan@sanjuancounty.org>

Wed, Mar 23, 2022 at 1:24 PM

I would like to indicated my interest in being considered as a candidate to fill the remainder of Mr. Laws term as County Attorney made available by his resignation. I am a qualified candidate being a lifelong resident of San Juan County and a member in good standing of the Utah State Bar. Bar Num.01317.

Craig C. Halls, Esq.
 403 South Main Street
 Blanding, Utah 84511
 Tele:435-678-3333

Duncan, Lyman <lduncan@sanjuancounty.org>
 To: Craig Halls <craigchalls@yahoo.com>

Thu, Mar 24, 2022 at 8:11 AM

Craig, thank you for your response.

Thank you.
Lyman W. Duncan
San Juan County Clerk/Auditor
PO Box 338, 117 S. Main
Monticello, UT
Phone 435-587-3223 Ext 4113

[Quoted text hidden]



Duncan, Lyman <lduncan@sanjuancounty.org>

County attorney position

2 messages

Daniel G. Anderson <daniel@aotitle.com>
 To: lduncan@sanjuancounty.org

Sat, Mar 26, 2022 at 4:25 PM

Mr. Duncan:

I'm interested in the county attorney position resulting from the resignation of Kendall Laws.

Daniel Anderson

Duncan, Lyman <lduncan@sanjuancounty.org>
 To: "Daniel G. Anderson" <daniel@aotitle.com>

Sat, Mar 26, 2022 at 4:45 PM

Thank you for your response. Best,

[Quoted text hidden]



Clerk/Auditor
Lyman W. Duncan
lduncan@sanjuancounty.org

Item 8.

March 28, 2022

Democratic Party

Chair Marilyn Holly
Chair Sue Halliday
Secretary Janet Ross

Hi,

On March 15, the Office of Clerk/Auditor was notified that the County Attorney was resigning from his position effective March 28, 2022. I utilized State of Utah Code 20A-1-509.2 (1-3) for the Procedure for filling a vacancy in a county with fewer than 15 attorneys.

I contacted the Utah State Bar Association and requested a list of attorneys that are currently licensed, active members in good standing with the Utah State Bar, and a registered voter. I received the names of five (5) attorneys that met these qualifications, of which I prepared and mailed letters seeking their interest in the open vacancy. The applicants received a deadline of 5:00 pm on March 26, 2022 to respond concerning their interest for the open vacancy.

I was contacted by four (4) attorneys who expressed interest in the attorney position. Therefore, I submit to the county Democratic Party, the names of the applicants: Craig C. Halls, Brittney Ivins, Daniel Anderson, and Alex Goble. The Democratic Party has twenty (20) days (due by April 17th by 5:00 pm) to nominate three (3) individuals to the County Commission. Upon receipt of the names of the three candidates, the Commissioners will select the attorney to fill the open County Attorney vacancy.

Best,

Lyman W. Duncan
County Clerk

PO Box 338

117 South Main Street

Monticello, Utah 84535

435-587-3223



McDonald, Mack <mmcdonald@sanjuancounty.org>

Re: San Juan County Attorney Vacancy

1 message

Janet Ross <janetross7777@gmail.com>

Thu, Apr 7, 2022 at 8:49 AM

To: Williegrayeyes@sanjuancounty.org, "Adams, Bruce" <bbadams@sanjuancounty.org>, Kmaryboy@sanjuancounty.org

Cc: "McDonald, Mack" <mmcdonald@sanjuancounty.org>

Dear San Juan County Commissioners,

The Clerk sent a notice of vacancy and invited applications for County Attorney by the statutory deadline. As of that deadline, the Clerk received four responses, and with the exception of possibly one, no bona fide applications. The Clerk forwarded the responses to the San Juan County Democratic Party central committee, pursuant to UCA 20A-1-509.2 (3). See attached.

However, since the San Juan County Democratic Party central committee did not receive bona fide applications for all four attorneys from the Clerk, and we recognize the importance of the office of the County Attorney, we emailed each of the four attorneys on March 31, 2022, and requested that they submit a letter of interest describing in detail: (1) their prior experience; (2) why they are interested in the position; (3) why they think they are the best qualified to handle the duties of the County Attorney; and (4) any time and substantive restrictions and/or conflicts with their current legal practice. We also asked each to attach their current Curriculum Vitae (CV). We requested that the attorneys submit their application to the San Juan County Democratic Party Central Committee by COB Monday, April 4, 2022.

We received letters of interest and associated CVs from **two of the four attorneys** by COB Monday, April 4, 2022. We received an email from a third attorney on Tuesday, April 5, that is an application for a Grand County Justice Court position. These documents are attached hereto.

This letter is to advise the Commission that, in light of the insufficiency of bona fide applicants, the statutory option set forth in UCA 20A-1-509.2 (3) cannot be exercised, leaving the Commission obligated to act pursuant to the choices set forth in UCA 20A-1-509.2 (4). As Chair of the San Juan County Democratic Party central committee, my strong recommendation, given the presence of only two attorneys who may be deemed to have submitted a bona fide application, is that the Commission **advertise for** and make a selection from additional applicants pursuant to the provisions of UCA 20A-1-509.2 (4)(b).

Sincerely,

Marilyn Holly









Chair, San Juan County Democratic Party

Attached

Item 8.

- ** clerks notice sent to 5 attorneys
- ** responses from 4 attorneys to Clerk's notice
- ** letter SJCDP received from the clerk re 4 attorneys
- ** SJCDP letter to each of the four attorneys
- ** applications received from Goble, Anderson, and Halls

8 attachments

-  **Notice sent to 5 attorneys from clerk.pdf**
224K
-  **2022 Attorney responses to clerks notice.pdf**
1336K
-  **2022 Attorney Democratic Party letter from clerk.pdf**
500K
-  **SJCDP letters to 4 attorneys.pdf**
94K
-  **anderson application for county attorney.pdf**
1824K
-  **Goble Letter of intent.pdf**
76K
-  **Goble CV.pdf**
164K
-  **halls application for county attorney.pdf**
377K

3/31/22

Dear Mr. Goble,

Pursuant to UCA 20A-1-509.2, the San Juan County Democratic Party central committee has been informed by the County Clerk that you have expressed interest in filling the vacancy in the office of County Attorney created by Kendall Laws' resignation. The San Juan County Democratic Party central committee recognizes the importance of the office of County Attorney, and thus, requests that you submit an application that includes a letter of interest describing in detail: (1) your prior experience; (2) why you are interested in the position; (3) why you think you are the best qualified to handle the duties of the County Attorney; and (4) any time and substantive restrictions and/or conflicts with your current legal practice. Please also attach your current Curriculum Vitae (CV).

Please submit your application to me by COB Monday, April 4, 2022. Upon receipt of your application, the San Juan County Democratic Party central committee will contact you to arrange an interview.

Thank you.

Sincerely,

Marilyn Holly
Sue Halliday
Janet Ross
for the San Juan County Democratic Party Central Committee

3/31/22

Dear Ms. Brittney Ivins,

Pursuant to UCA 20A-1-509.2, the San Juan County Democratic Party central committee has been informed by the County Clerk that you have expressed interest in filling the vacancy in the office of County Attorney created by Kendall Laws' resignation. The San Juan County Democratic Party central committee recognizes the importance of the office of County Attorney, and thus, requests that you submit an application that includes a letter of interest describing in detail: (1) your prior experience; (2) why you are interested in the position; (3) why you think you are the best qualified to handle the duties of the County Attorney; and (4) any time and substantive restrictions and/or conflicts with your current legal practice. Please also attach your current Curriculum Vitae (CV).

Please submit your application to me by COB Monday, April 4, 2022. Upon receipt of your application, the San Juan County Democratic Party central committee will contact you to arrange an interview.

Thank you.

Sincerely,

Marilyn Holly
Sue Halliday
Janet Ross
for the San Juan County Democratic Party Central Committee

3/31/22

Dear Mr. Halls,

Pursuant to UCA 20A-1-509.2, the San Juan County Democratic Party central committee has been informed by the County Clerk that you have expressed interest in filling the vacancy in the office of County Attorney created by Kendall Laws' resignation. The San Juan County Democratic Party central committee recognizes the importance of the office of County Attorney, and thus, requests that you submit an application that includes a letter of interest describing in detail: (1) your prior experience; (2) why you are interested in the position; (3) why you think you are the best qualified to handle the duties of the County Attorney; and (4) any time and substantive restrictions and/or conflicts with your current legal practice. Please also attach your current Curriculum Vitae (CV).

Please submit your application to me by COB Monday, April 4, 2022. Upon receipt of your application, the San Juan County Democratic Party central committee will contact you to arrange an interview.

Thank you.

Sincerely,

Marilyn Holly
Sue Halliday
Janet Ross
for the San Juan County Democratic Party Central Committee

3/31/22

Dear Mr. Anderson,

Pursuant to UCA 20A-1-509.2, the San Juan County Democratic Party central committee has been informed by the County Clerk that you have expressed interest in filling the vacancy in the office of County Attorney created by Kendall Laws' resignation. The San Juan County Democratic Party central committee recognizes the importance of the office of County Attorney, and thus, requests that you submit an application that includes a letter of interest describing in detail: (1) your prior experience; (2) why you are interested in the position; (3) why you think you are the best qualified to handle the duties of the County Attorney; and (4) any time and substantive restrictions and/or conflicts with your current legal practice. Please also attach your current Curriculum Vitae (CV).

Please submit your application to me by COB Monday, April 4, 2022. Upon receipt of your application, the San Juan County Democratic Party central committee will contact you to arrange an interview.

Thank you.

Sincerely,

Marilyn Holly
Sue Halliday
Janet Ross
for the San Juan County Democratic Party Central Committee

LETTER OF INTENT

I received your email dated March 31, 2022, requesting my application to fill the vacancy of the San Juan County Attorney. Included with this letter, which states my qualifications and reasons for seeking the interim appointment, you should find my curriculum vitae.

STATEMENT OF QUALIFICATIONS

1. Utah Bar licensed attorney in good standing with no prior disciplinary actions or complaints.
2. Over thirteen years' experience in government representation.
3. Extensive experience as a prosecutor in the State of Utah, including both Utah State Law and local municipal code.
4. Experienced in representation of Utah government entities including:
 - a. San Juan County
 - b. Monticello City
 - c. The Utah Department of Human Services
 - d. The Utah Department of Insurance
 - e. Salt Lake City
 - f. The Utah State Tax Commission
5. Well versed in laws governing government entities including but not limited to:
 - a. Government Records and Management Act (GRAMA)
 - b. The Open Public Meeting Act (OPMA)
 - c. Land Use and Development Management Act
 - d. Government contracts and interlocal agreements
 - e. Law enforcement use-of-force
 - f. Duties and responsibilities of elected officials and government employees
 - g. Administrative Procedures Act (APA)
 - h. Government taxation (including truth-in-taxation and TRT)
 - i. Specialized education in Natural Resource and Environmental Law.
6. Experienced in legislative drafting including state statutes, local ordinances, and resolutions.
7. Experienced in reviewing and modifying contracts for government entities.
8. Experienced in civil litigation defending government entities against claims of breach of contract, due process violations, and land-use disputes.
9. Experienced in litigation involving high dollar amounts, prior litigation experience in multiple matters involving millions of dollars.
10. Background in business management, finance, and statistics. Familiar and comfortable with government finance and accounting.

STATEMENT OF INTEREST

Last year the County Attorney's Office handled over 650 criminal cases. About a quarter of those were felony filings, the remainder being misdemeanors. Those numbers do not include the thousands of traffic citations that flow through the county justice court. In the last 12 months there have been three multi-day jury trials, and presently there are four more currently scheduled before the end of July. The County Attorney also takes many middle-of-the-night phone calls from law enforcement and, at times, is required to respond to crime scenes.

The criminal caseload makes up the primary day-to-day duties of this office; however, there is also the additional caseload of five separate civil matters before an administrative law judge, two civil matters before the Seventh District Court, and five matters on appeal to either the Utah Supreme Court or the Utah Court of Appeals.

The County Attorney also provides civil counsel to all departments in the county, the County Commission, and multiple Special Service Districts that are under the county's oversight (such as the Health Department, the Spanish Valley Water and Sewer, Library, Cemeteries, etc.). Additionally, since the departure of the prior Planning and Zoning Administrator (who was also an attorney) this office dedicates a minimum of 15 hours a month to Planning and Zoning alone. This is increasing as development (particularly on the north end of the county) continues to increase the workload. For over the past year, I have been the primary drafter in updating the County's Land Use Ordinance (which is in dire need of update), and it is anticipated to be presented to the County Commission this year.

All those duties are on top of all contract reviews, plat map approvals, policy reviews, human resource questions, and various meetings between different entities and the county where the attorney's office is requested to be present.

Due to my current position as the Deputy County Attorney, I am aware and responsible for the current workload. As the prior County Attorney transitioned out of the position, all the described workloads became my direct responsibility, and it is my current responsibility to supervise any delegation to other staff. The above workload is enough to keep three full-time attorneys busy. This office currently operates with me and one other attorney who works part-time.

The only client I represent other than San Juan County, is Monticello City. Because both are government entities, the only time a conflict would arise is if those entities engaged in litigation with each other, and then the conflict would exist only as to that issue.

I am currently the only person who has filed for this year's election to fill that position. While the prior County Attorney's departure will inevitably have some costs to the County, if I were appointed to fill the vacancy, we could immediately advertise and fill the full-time deputy position and avoid serious disruption and cost to the county.

Alex Goble

Bar Membership

Utah State Bar, admitted 2009

Education

University of Utah S.J. Quinney College of Law, Salt Lake City, Utah

Juris Doctor, May 2009.

- Graduate Certificate in Environmental and Natural Resources Law, May 2009
- Traynor Moot Court Competition, Most Outstanding Speaker Award, Spring 2008

Westminster College, Salt Lake City, Utah

Bachelor of Arts, International Business, *Magna Cum Laude*, December 2005

- Extensive coursework in finance, accounting, and management

Work Experience

San Juan County Attorney's Office, Monticello, Utah

March 2019-Present

- General Prosecution in 7th District Court including all felony and misdemeanor level offenses
- General Prosecution in the San Juan County Justice Court
- Civil Counsel for San Juan County. Providing legal research and civil counsel for the county, its elected officers in their official capacity, and other duties as assigned by the county attorney. Litigation experience in large-dollar contractual disputes and land use disputes.
- Prosecution of juvenile offenses in San Juan County in the 7th District Juvenile Court.

Utah Attorney General's Office, Salt Lake City/Moab Utah

June 2012-March 2019

- Child Protection Division assigned to San Juan and Grand Counties representing DCFS in child welfare, abuse, neglect, and dependency proceedings.
- Prosecutor with the Utah Insurance Fraud Division for all levels of felony insurance fraud; including: property and casualty fraud, healthcare benefits fraud, communications fraud, identity fraud, racketeering, and fiduciary fraud.
- Prosecutor assigned to multiple cases involving organized crime rings including fraudulent accident reporting, identity theft, and healthcare fraud.

Salt Lake City Prosecutor's Office, Salt Lake City, Utah

September 2010-June 2012

- All aspects of trial work including filing charges, arraignments, pretrial conferences, motion hearings, resolution, preliminary hearings, jury trials, and order to show cause hearings for Class A misdemeanors and lower.
- Domestic Violence, DUI, Assault, Battery, Theft, misdemeanor business license, criminal wildlife license violations and misdemeanor traffic violations.
- Personal case-load of over 1,500 cases a year with over a 90% success rate at trial.

Utah Attorney General's Office, Salt Lake City, Utah

January 2008-September 2010

- Primarily worked in prosecuting for White Collar Crime/Tax Fraud Litigation Divisions, including all aspects of trial work, witness preparation, plea negotiation, motion drafting and oral argument.
- Law Clerk for Board of Pardons and Parole Agency Counsel
- Handled debt collection hearings for Education Division

S.J. Quinney College of Law Small Business/Non-Profit Clinic, Salt Lake City, Utah*Rocky Mountain Innocence Center*, August—December 2007**O.C. Tanner Company**, Salt Lake City, Utah*Market Research Analyst*, June 2005-May 2008**Languages/Other**

- Fluent in reading, writing, and speaking Italian; basic level in Spanish
- Special Assistant United States Attorney (SAUSA) designation May 12, 2015.
- Workgroup on H.B. 175, 2012 General Session, Pawnshop and Secondhand Dealers
- Co-Author, *An Overview of Criminal Tax Fraud Cases and Consequences in the State of Utah*, Utah Bar Journal, Vol. 23 No. 3, May 2010
- Co-Author, *Institutional Disobedience vs. The Rule of Law*, ERC Journal Vol. III, August 2009.
- Co-Author, *An Overview of Tax Fraud Prosecutions and the Spillover Effects*, The Prosecutor, February 2010.
- Experienced in statistical analysis and programs.
- Experienced in the Indian Child Welfare Act, former NICWA membership
- Contract City Attorney for Monticello City

ANDERSON & ANDERSON, P.C.

A PROFESSIONAL LAW CORPORATION

81 East 100 South

P.O. Box 275

Monticello, Utah 84535-0275

Daniel G. Anderson

L. Robert Anderson - Of Counsel

PHONE (435-587-2222

FAX (435) 587-2223

April 4, 2022

San Juan County Democratic Party
Central Committee
c/o Janet Ross

Re: San Juan County Attorney Position

Dear Central Committee

At your request I provide the following information:

1. Prior Experience

I've actively practiced law in San Juan County since 1992 consisting of mostly real property, estate planing, and business organizations. I also handled the criminal prosecution and provided civil representation for the City of Monticello for about 20 years; and worked as the Guardian Ad Litem for 4 years. My private practice included defending local governmental entities from lawsuits from private citizens and the federal government.

2. Interest in the Position.

I love San Juan County. Having spent 10 years away, I was happy to be able to come back and raise my family here. I feel it is important to give back to the community and do what we can to make it a better place. I'm not interested in a long term position but I'm willing to help where needed and where I'm able to insure the responsibilities of the county attorney are fulfilled.

3. Best Qualified.

I'm not sure how you define the "best qualified" but I am qualified. There are probably other applicants that have greater experience specific to the county attorney office. I have 30 years of legal practice, experience in criminal prosecution, a good relationship with law enforcement, and the judicial system (clerks and judges), and other lawyers including those that would represent criminal defendants. I also have experience in civil matters as well as running an office.

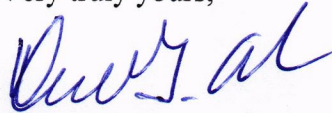
April 4, 2022

Page 2

4. Restrictions and Conflicts

I don't see any conflicts with my current law practice because my current practice is limited. The bigger restriction is involves my title insurance/real estate closing business. In order to effectively juggle the position as county attorney and my title insurance business will require relying upon my employees and the staff in the county attorney's office, both of which are excellent. It would not be easy buy it can be done for the short term.

Very truly yours,



Daniel G. Anderson

DGA:da

Enclosures

DCM.LTR

DANIEL G. ANDERSON

Attorney

Thirty years of general legal practice involving criminal and civil matters; including litigation and transactional work.

EXPERIENCE

Monticello, Utah
Jun 1992 - Present

Attorney
Anderson & Anderson, P.C.

Owner and attorney for oldest law firm in San Juan County. General civil litigation and transaction work. Criminal prosecution of the City of Monticello from 1992 to about 2012.

Grand and San Juan County

Attorney/Guardian Ad Litem
State of Utah

Worked as Guardian Ad Litem (Attorney for children in foster care) of 4 years in the early 2000s.

EDUCATION

Provo, Utah
Aug 1989 - May 1992

Juris Doctorate
Brigham Young University

Salt Lake City, Utah
Aug 1986 - Jun 1988

Business Management
University of Utah

PROJECTS

Member of City of Monticello Recreation Committee for 15 years.

30 years working with youth in Boy Scouts of America including 3 trips to the National Boy Scout Jamboree.; and city recreation programs.

Board of Directors of Monticello Parents Recreation Association.

Utah State Bar Courts and Judges Committee, 1995-1996.

CONTACT INFORMATION Item 8.

Email

andersonandandersonlaw@gmail.com

Address

Monticello, Utah

Phone

435-587-2222

Date of birth

Oct 27, 1964

Application for Interim County Attorney

From: Janet Ross (janetross7777@gmail.com)

To: craigchalls@yahoo.com

Date: Thursday, March 31, 2022, 08:40 AM MDT

Dear Mr. Halls,

Pursuant to UCA 20A-1-509.2, the San Juan County Democratic Party central committee has been informed by the County Clerk that you have expressed interest in filling the vacancy in the office of County Attorney created by Kendall Laws' resignation. The San Juan County Democratic Party central committee recognizes the importance of the office of County Attorney, and thus, requests that you submit an application that includes a letter of interest describing in detail: (1) your prior experience; (2) why you are interested in the position; (3) why you think you are the best qualified to handle the duties of the County Attorney; and (4) any time and substantive restrictions and/or conflicts with your current legal practice. Please also attach your current Curriculum Vitae (CV).

Please submit your application to me by COB Monday, April 4, 2022. Upon receipt of your application, the San Juan County Democratic Party central committee will contact you to arrange an interview.

Thank you.

Sincerely,

Marilyn Holly

Sue Halliday

Janet Ross

for the San Juan County Democratic Party Central Committee

Full Name: Craig C. HallsAge: 71Court for which this application is being submitted: Grand County Justice CourtCounty of Residence: San Juan County

Please provide a statement explaining why you are seeking this judicial position:

I have been practicing law for 40 years. I am in good health and feel that I have knowledge and experience which would fit well as a judge in a justice court. I have always felt that I would not completely retire but would continue to keep myself active. I want to slow down my private practice and step away from the intensity and emotion of litigation and Family Law. I was a public attorney for many years and believe I still have years of valuable service to offer to the community which I feel is one of the duties of being a Judge. I would like to contribute and I see keeping my hand in the law as a positive productive way to accomplish that result. I feel like my experience and what I can offer can be very positive for the Grand County Justice court.

| |
|------------------|
| EDUCATION |
|------------------|

13. Show all post high school education

| School Name and Location | Dates of Attendance | Major | Degree Awarded |
|---|---------------------|------------------------|----------------------------------|
| National Electronics Institute Denver Colorado | 1969-1970 | Electronics Technician | Associate Degree |
| University of Utah | 1972-1976 | Finance | Bachelor of Science Cum Laude |
| University of Utah | 1972-1976 | Management | Bachelor of Science Cum Laude |
| University of Utah | 1976-1978 | Law | Juris Doctorate |

14. Indicate any academic distinctions you have received.

CUM LAUDE degrees in Business Finance and Business Management from the University of Utah in 1976

Craig C. Halls

If you have been admitted to practice law, please fill out the following section:

15. Show all jurisdictions, including Utah, in which you are or were admitted to practice law. Include the date of your admission and **your identification number**, if any.
 All Utah Courts District, Circuit, Juvenile and Justice, Court of Appeals, Supreme Court
 Admitted 1978. Bar Number 01317
 Federal District Court Admitted 1978
16. Have you been entitled to practice law in each of the jurisdictions and before each of the courts listed in question 15 continuously from the date you first became entitled to practice until the date of this application? Yes
 If not, state jurisdiction involved the dates during which you have not been so entitled, and the nature of and the facts surrounding the disqualification.
17. Have you ever been denied admission to practice law in any state? No If so, state the name of the jurisdiction and the reason for the denial.
18. a. Have you ever been disbarred, suspended from the practice of law, reprimanded, censured, or otherwise disciplined as an attorney in any jurisdiction? No
- b. Are you aware of any formal disciplinary proceedings* currently pending against you as an attorney in any jurisdiction? No
- * For purposes of this question, a "formal proceeding" is one in which the complaint has survived initial screening and has been referred for disposition on the merits.
- c. Have you ever been held in contempt by a court or sanctioned by a court? No

If you answered "yes" to any part of this question, state the jurisdiction in which the matter occurred, the date of the action, the citation and number of the case, the facts of the case, and the disposition of the matter.

19. If a lawyer, indicate the general character of your practice of law over the course of your legal career. Your answer should include, but is not limited to, the following:
- the courts in which you have practiced
 I have Practiced in all of the courts listed above. Specifically, in the District court in San Juan, Grand, Emery, Carbon, Deschene, Uintah, Washington, Iron, Davis, Salt Lake, Weber Counties. I have practiced before the Appeals and Supreme Court and the Federal Court and Bankruptcy Courts. Blanding, San Juan, Grand, and Salt Lake County Justice Courts,
 - the nature of cases you have handled
 As the San Juan County Attorney I advised the elected officials on elections, tax issues, recording questions, survey and boundary issues but primarily did prosecution of misdemeanor, and felony cases. I started in Salt Lake County prosecuting in Justice court. When I came to San Juan I went to work as the Blanding City Attorney also doing civil work and prosecutions until 2013.

Craig C. Halls

I have practiced in private practice splitting time with the County Attorney responsibilities during my entire career doing wills, probate, domestic relations, contracts, litigation, property law; since being out of the prosecution office I have been doing criminal defense as well.

- the volume of cases handled in each case type
While in the County Attorney position I did about 80% criminal to 20% civil. County attorney took about 60% of my time with private practice taking the other 40%. The criminal case load was about 400-700 cases per year. At the same time I maintained an active client roster of 60 to 80 clients per year.
- the percentage of your time that has been spent in litigation
My private practice which entailed 40% Domestic, 10% property, 5% Wills/trust, 5% probate, 30% litigation, 10% odds and ends. In the last 5 years my practice has been 40% Domestic, 30% Criminal, 20% all others. All of these areas have involved court time or "litigation", motion practice and trials.
- the amount and type of actual in-court experience you have had - both in trials and in other appearances
The prosecution office was heavy on court time where the rules of evidence and court procedure were used weekly. I did around 2-3 trials on a monthly basis and probably the same Preliminary Hearings. In private practice I tried many Divorce cases and contract and property disputes around 1-2 monthly. Most trials last only one day. Several were two to three days and one lasted more than a week. I handled several first degree felonies including rape and sexual offenses against children and did 3-4 murder trials.
- your appellate experience
I have had 8-10 arguments before the court of appeals and 4 in the Utah Supreme Court

JUDGESHIPS

20. Show courts on which you have sat as a duly appointed or elected judge.

| State | Court | Dates | Reason for Termination | Nature of Jurisdiction |
|-------|-------|-------|------------------------|------------------------|
|-------|-------|-------|------------------------|------------------------|

NONE

21. Have you ever served as a judge pro tempore, court commissioner, arbitrator or quasi-judicial fact finder? N/A If so, please indicate the court or organization, the length of your appointment and the nature of the work.

| <u>Court/Organization</u> | <u>Dates</u> | <u>Nature of Work</u> |
|---------------------------|--------------|-----------------------|
| None | | |

Craig C. Halls

- 22. a. Have you ever been reprimanded, censured, suspended, removed from the bench, or otherwise disciplined as a judge in any jurisdiction? N/A
- b. Are any formal complaints* currently pending against you, or has any disciplinary action ever been taken against you by the judicial conduct commission of any state? N/A

* For purposes of this question, a "formal complaint" is one which has survived initial screening and has been referred for disposition on the merits.

If you answered "yes" to any part of this question, state the jurisdiction involved, the date of the action, the citation and number of the case, the facts of the case, and the disposition of the matter.

ELECTED OFFICES

23. Show any elected offices you have held.

San Juan County Attorney 1986 - 2014

EMPLOYMENT HISTORY

24. Show all businesses, professions, or employment you have had or been engaged in, since you were 21 years of age. List your current or most recent employment first. Employers listed may be contacted by the Judicial Nominating Commission or court staff.

| Period of Employment | Employer Name and Address | Position Held | Immediate Supervisor | Reason for Termination |
|----------------------|---|---------------------------------------|----------------------|--------------------------|
| 1979 – 2019 | 403 S. Main St., Blanding UT | Attorney | Self | Still working |
| 1986 – 2014 | 117 S. Main, Monticello, UT | Co. Atty | Elected no Suprvisor | Lost Election |
| 1983 – 2013 | 50 E. 100 S., Blanding, Ut | Blanding City Attorney | Chris Webb | New Hire |
| 1997 – 2002 | College of Eastern Utah 576 W. 200 S. Blanding | Instructor | unknown | time Commitment |
| 1978 – 1979 | Romney, Nielson & Cassidy firm dissolved | Attorney | Don Cassidy | Moved to San Juan County |
| 1978 -1979 | Salt Lake City Pros 35 E. 500 S. 84111 | Attorney | Phillip Palmer | Moved to San Juan County |
| 1970 – 1978 | Sperry Univac Merged with Burroughs 1989 | Technician scientific Programer | Verle Hebertson | Practice Law |

Craig C. Halls

25. Have you ever been discharged from employment or have you ever resigned from any employment after being told that your conduct or work was unsatisfactory? No If so, fully state the facts concerning the matter. For purposes of this question, "employment" does not include your retention by a client for the rendition of legal services.

26. Please explain how you believe your work experiences relate to the judgeship for which you are applying.

I am law trained and have been prosecuting Justice Court cases since my first year out of law school. I started with Salt Lake City, then Blanding City and then with San Juan County. Most recently I have been doing Criminal Defense work so I am familiar with court procedures and practices. I have considerable trial and litigation experience which gives me knowledge of the Rules of Evidence and the Rules of Civil and Criminal Procedure. I have a wealth of life experience and years of dealing with Defense Attorneys, Prosecutors and the public. I feel that the knowledge base I have obtained through years of "doing it" in the very areas which this position requires gives me tremendous insight from both the prosecution and defense point of view. I have literally heard and seen it all.

I feel like I am a good listener and can be compassionate and understanding where needed to consider individual circumstances but yet apply the measure of the law where required. I believe I have common sense to consider a counterbalance, where necessary, to the letter of the law.

SERVICE IN THE ARMED FORCES

27. Have you ever been a member of any branch of the armed forces of the United States? No If so, state the following:

Branch of Service: _____

Service Number: _____

Dates of Active Duty: _____

Rank at Separation: _____

Was your discharge other than honorable? ____ If so, explain:

LITIGATION AS A PARTY

28. Do you have any outstanding judgments against you? No If so, state the name and address of the creditor(s), the amount of the judgment outstanding, and the date, nature, and court of the judgment.

29. a. Have you ever been convicted of a criminal charge, whether or not later expunged, or are any

Craig C. Halls

criminal charges pending against you? (Do not include traffic offenses except for DUI, Reckless Driving, Failure to Stop at the Command of a Police Officer, Leaving the Scene of an Accident and Joy Riding.) No

b. Have you in your individual capacity ever been or are you currently a party to any civil litigation except for divorce? Yes

c. Have you ever been adjudicated as bankrupt or has a petition in bankruptcy ever been filed by you or against you either alone or in conjunction with others? No

d. Have you ever been or are you currently a defendant in a malpractice suit? No

30. If you answered "yes" to any portion of question 29, state fully the name and location of the court, the case number, the names of the parties, the name and location of the law enforcement agency involved, the facts concerning the matter, the disposition of the matter including any sentence imposed, whether or not an appeal was taken or is pending, and the results of the appeal.

| | | | | |
|-----------------------------|--------------------|-----------|--------------------------|--|
| | Craig Halls | | | |
| | vs. | | | |
| San Juan County Justice Ct. | Jeremy Martinez | 178100001 | Collection of Legal Fees | |
| | Robert Christensen | 088100005 | | |
| Blanding Justice Ct. | Henry Jelly | 128300013 | Collection of Legal fees | |
| | Shayne Myrick | 128300012 | | |
| Monticello Justice Ct. | Dale Whipple | 158200003 | Collection of Legal Fees | |
| | Catherine Cubelos | 149700029 | | |
| Grand County Justice Ct. | Jared Snyder | 108000036 | Collection of Legal Fees | |
| | Shelia Rowland | 176700064 | | |
| | Michelle Corbin | 198000002 | | |

31. Are you currently the subject of an investigation which could result in civil or criminal action against you? No If yes, please state the nature of the investigation, the agency conducting the investigation and the expected completion date of the investigation.

MENTAL AND PHYSICAL HEALTH

32. Appendix A, Utah Code of Judicial Administration sets forth evaluation criteria for the selection of judges, including integrity, judicial temperament, diligence, and health. These criteria are reproduced as part of the introduction to this application form. Under these criteria, can you perform the duties of a judge with or without reasonable accommodation? Yes If No, please offer additional detail as necessary.

Craig C. Halls

PROFESSIONAL AFFILIATIONS

33. List the names and dates of membership of any professional organization of which you currently are a member, including bar associations. List any elected or appointed offices or committee memberships held within these organizations.

STATEWIDE ASSOCIATION OF PUBLIC ATTORNEYS (SWAP)
 BOARD OF DIRECTORS 2001 - 2014
 UTAH PROSECUTION COUNCIL
 BOARD OF DIRECTORS 2001 - 2012
 STATE OF UTAH DIVISION OF NATURAL RESOURCES
 PROSECUTOR OF THE YEAR FOR 2006
 STATE OF UTAH DIVISION OF NATURAL RESOURCES
 PROSECUTOR OF THE YEAR FOR 2012
 NAMED A UTAH LAWYER ELITE FOR 2009
 SAN JUAN RECORD ARTICLE APRIL 8, 2009

COMMUNITY AND CIVIC INVOLVEMENT

34. List the names and dates of membership of any civic or community organization of which you are currently a member. List any elected or appointed offices or committee memberships held within these organizations and any other fact which you believe is significant.

SAN JUAN FOUNDATION BOARD OF DIRECTORS 1982 - 2017
 FOUNDATION INSTRUMENTAL IN DEVELOPMENT OF USU EASTERN CAMPUS TO PRESENT
 STATE
 PRESIDENT OF FOUNDATION BOARD 2011 - 2017
 BOARD OF DIRECTORS FOR EDGE OF THE SEATERS, LOCAL THEATRE GROUP

PUBLICATIONS

35. List by title and publication any relevant articles you have published either as sole author or co-author.

Raiding the Database University of Utah Law Forum, 1978

Craig C. Halls

| |
|-------------------|
| REFERENCES |
|-------------------|

36. Letters of recommendation are not submitted by the applicant. Please provide the contact information for five references we can contact if you are selected for an interview. Include reference names, phone numbers, email addresses and mailing addresses, and your relationship to the named reference. The judicial nominating commission or its staff will contact the references listed at their discretion.

| <u>Name</u> | <u>Phone Number</u> | <u>Email Address</u> | <u>Mailing Address</u> | <u>Relationship</u> |
|-------------------|---------------------|--|---------------------------------------|----------------------|
| Andrew Fitzgerald | (435)259-1324 | andrewmoablawyer@icloud.com | P.O Box 1088 Moab, UT 84535 | Apposing Attorney |
| Kendall Laws | (435)587-2128 | klaws@sanjuancounty.org | PO Box 850 Monticello, UT 84532 | Apposing Attorney |
| Alex Goble | (435)587-2128 | agoble@sanjuancounty.org | Box 850 Monticello, Ut. 84532 | Apposing Attorney |
| Stephen Stocks | (435)210-1952 | stephenjaystocks@gmail.com | 625 Rosetree Ln. Moab 84532 | Apposing Attorney |
| Matt Jube | (801)379-0700 | mpjlaw@gmail.com | 75 S. 300 W. Provo, 84601 | Apposing Attorney |
| Walter Bird | (435)459-1838 | walterbird@hotmail.com | PO Box 14, Monticello, 84535 | Apposing Attorney |
| Brent Langston | (435)749-1115 | brentl@emery.utah.gov | | Attorney |

CRAIG C. HALLS

1557 No. Blue Mountain Road, Blanding, Utah

EMPLOYMENT

| | |
|---|--|
| SENIOR SCIENTIFIC PROGRAMMER Sperry Univac | Years Employed (1970-1978) Salt Lake City, Utah |
| SALT LAKE CITY PROSECUTOR Salt Lake City Attorney Office | YEARS EMPLOYED (1978 - 1979) Salt Lake City, Utah |
| ASSOCIATE ATTORNEY Romney, Nielson & Cassidy | Years Employed (1978-1979) Salt Lake City, Utah |
| PRIVATE PRACTICE Craig C. Halls, Attorney at Law | Years Employed (1979- Present) Blanding, Utah |
| BLANDING CITY ATTORNEY Blanding City | YEARS EMPLOYED (1983 - 2013) Blanding Utah |
| SAN JUAN COUNTY ATTORNEY San Juan County | YEARS EMPLOYED (1986 - 2014) Monticello, Utah |
| TAUGHT BUSINESS LAW College of Eastern Utah San Juan Campus | YEARS EMPLOYED (1997 - 2002) Blanding Utah |

EDUCATION

| | |
|---|--|
| ELECTRONICS TECHNICIAN NATIONAL ELECTRONICS INST. Obtained Associate Degree | YEARS ATTENDED (1969 - 1970) Denver, Colorado |
| BACHELOR OF SCIENCE - FINANCE University of Utah <i>Graduated CUM LAUDE</i> While working full time | YEARS ATTENDED (1972 - 1976) |
| BACHELOR OF SCIENCE - MANAGEMENT University of Utah <i>Graduated CUM LAUDE</i> While working full time | YEARS ATTENDED (1972 - 1976) |
| JURIS DOCTORATE (JD) University of Utah | YEARS ATTENDED (1976 - 1978) |

ACCURACY OF APPLICATION

Craig C. Halls

37. Is there any fact not set forth in your answers that in your opinion might be relevant to your qualifications to serve on the court for which you have applied or that could reflect either positively or negatively upon your candidacy for judicial office? No If so, state fully the facts concerning the matter.

38. I understand that submission of this application expresses my willingness to accept appointment to the position for which I have applied, subject to reaching an agreement as to salary and benefits. CH (Initials)

39. I understand that by submitting this application I am consenting to investigations concerning: verification of education, criminal charges and law enforcement investigations, credit information, court records, judicial and attorney disciplinary proceedings, any employers or references listed, and verification of any other information listed herein. CH (Initials)

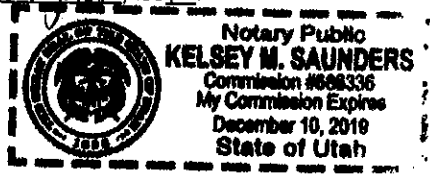
40. I hereby state that the answers to all questions contained in this application are true to the best of my knowledge and that knowingly providing false information may subject me to removal from office. CH (Initials)

Date: August 8, 2019

Signature of Applicant: Craig C. Halls

Subscribed and sworn to before me this 08th day of August, 2019.

Kelsey M. Saunders
Notary Public



My commission expires: December 10, 2019

Applications should be sent to: Administrative Office of the Courts
Attn: Amy Hernandez
450 S State Street
PO Box 140241
Salt Lake City, Utah 84114-0241

The Administrative Office of the Courts cannot be responsible for applications not received. A notice of receipt showing any deficiencies in the application will be emailed to all applicants. Inquiries should be directed to Amy Hernandez at the Administrative Office of the Courts, at the above address or by email at amymh@utcourts.gov

Craig C. Halls

WAIVER OF RIGHT TO REVIEW THE RECORDS IN THE NOMINATION AND APPOINTMENT PROCESSES

I, Craig C. Halls, the undersigned applicant for the position of judge of the Grand County Justice Court, hereby waive any right which I may enjoy by virtue of state or federal statute, rule, regulation, or other law to review the records of the Utah Justice Court Nominating Commission, the Administrative Office of the Courts and the Judicial Council as they pertain to nominations for appointment to this position.

8, Aug, 2019
(Date)

Craig C. Halls
(Signature)

State of Utah

County of San Juan } ss.

Subscribed and sworn to before me this 8th day of August, 2019.

Kelsey M. Saunders
Notary Public

My commission expires: December 10, 2019



Craig C. Halls

WAIVER OF CONFIDENTIALITY OF RECORDS

I, Craig C. Halls, the undersigned applicant for the position of judge of the Grand County Justice Court, hereby waive the benefit of any state or federal statute, rule, regulation or other law prescribing the confidentiality of any records or documents, whether formal or informal, pending or closed, maintained by any public or private agency or organization as those records or documents pertain to citizenship, residency, age, credit, taxes, education, employment, mental or physical health, civil litigation, criminal litigation, law enforcement investigation, admission to the practice of law, service in the United States' armed forces, or disciplinary action by any judicial conduct commission or state bar association of any jurisdiction.

I hereby authorize and request every public or private agency, organization, or person maintaining such records to furnish to the Utah Judicial Nominating Commission, the Office of the Court Administrator, or their agents or representatives any information contained therein and to permit them to inspect and make copies of such records and documents.

I hereby release the Utah Judicial Nominating Commission, the Office of the Court Administrator, their agents and representatives, and any agency, organization, or person furnishing them information from all liability arising out of any investigation concerning this application.

8 Aug, 2019
(Date)

Craig C. Halls
(Signature)

State of Utah

County of SAN JUAN } ss.

Subscribed and sworn to before me this 8th day of August, 2019

Kelsey M. Saunders
Notary Public

My commission expires: December 10, 2019



Craig C. Halls

FAIR CREDIT REPORTING ACT DISCLOSURE AND AUTHORIZATION

When considering your application for judgeship, the Nominating Commission, as an agent for the state, will obtain and use a consumer report from a consumer reporting agency. A consumer reporting agency is any person or business that assembles or evaluates consumer credit or other information on individuals. A consumer report is any information from a consumer reporting agency which may bear on a person's credit worthiness, character, reputation or other information that might be used in an employment decision.

When the Nominating Commission obtains a consumer report, the information in that report will be used to make decisions that may directly and adversely affect you. You may request a copy of the consumer report before the Nominating Commission meets to make its final decisions. For additional information about your rights, you should review the Fair Credit Reporting Act or contact the Federal Trade Commission.

By signing below, you acknowledge an understanding of your and the Nominating Commission's rights under the Fair Credit Reporting Act. You voluntarily authorize the Nomination Commission to obtain consumer reports from consumer reporting agencies and to consider those reports in making decisions about your application for judicial office.

Craig C. Halls
(Signature)

8 Aug 2019
(Date)

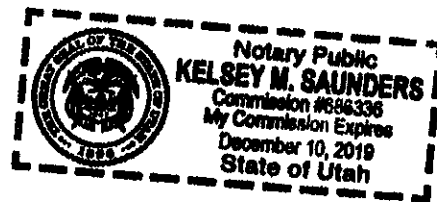
State of Utah

County of San Juan } ss.

Subscribed and sworn to before me this 9th day of August, 2019

Kelsey M. Saunders
Notary Public

My commission expires: December 10, 2019





| | |
|-----------------|---------------|
| Willie Grayeyes | Chairman |
| Bruce Adams | Vice-Chair |
| Kenneth Maryboy | Commissioner |
| Mack McDonald | Administrator |

San Juan County Democratic Party Leadership:

On March 17, 2022, the County Clerk/Auditor solicited all County Attorneys that were currently licensed, active members in good standing, with the Utah State Bar and a registered voter of San Juan County. In his solicitation, he invited those who were interested to apply for the vacancy. His requirement for that application was a “letter to submit your declaration of candidacy”. This is all in accordance with the State of Utah Code 20A-1-509.2 (1-3). Behind the scenes he also worked with the Utah State Bar Association to ensure that he was following the correct process and procedures including the solicitation letter.

On March 28, 2022, you received your letter form the Clerk/Auditor with the names of the interested candidates along with those applications from the four applicants.

The Clerk/Auditors responsibility was to ensure that those who applied met the requirements and applied in a manner he requested. When reviewing Utah Code 20A-1 Part 1 Title and Definitions, you will note that Application is not defined. However, in the Clerk/Auditors solicitation he instructed interested candidates to apply by submitting a letter of declaration of candidacy. An attempt to disqualify candidates based on an “bona fide” application from candidates was not what was requested of you in Utah Code nor is “bona fide” required to be provided to fill the vacancy.

In your email to the Commissioners, you indicate that you requested Attorneys to submit their “Application” to the Democratic Party Central Committee by COB Monday, April 4th. In your solicitation to the County applicants you asked them to submit to you “an application that includes a letter of interest describing in detail: (1) your prior experience; (2) why you are interested in the position; (3) why you think you are the best qualified to handle the duties of the County Attorney; and (4) any time and substantive restrictions and/or conflicts with your current legal practice. Please also attach your current Curriculum Vitae (CV)” Even in your solicitation you did not provide a “bona fide” application to fill out but again asked for a new letter of interest. This process or requirements you placed on the applicants is not at all a part of Utah Code 20A-1-509.2 (1-3).

Your requirement under State Code is to nominate three candidates from the four applicants that the Clerk/Auditor provided to you. Here is what Utah Code specifically states of your legal obligations as indicated in Utah Code 20A-1-509.2-3(b):

- (b) The central committee shall nominate three of the applicants and forward the applicants' names to the county legislative body before 5 p.m. within 20 days after the day on which the county clerk submits the applicants' names under Subsection (3)(a).

The Attorney applicants are not subject or required to comply with filling out arbitrary or “bona fide” applications to you or even setting for an interview. If they chose not to comply to your request, it is not the legal purview of your party to eliminate them as candidates but only to provide names of three of the applicants to the County Commission. If an Attorney does not comply in a timely manner or even respond at all only affords them the likelihood that their name may not be on the nominated list of applicants.

The Clerk/Auditor has met the statutory requirements to fill this, it is now your statutory responsibility to nominate three of the four applicants which he has provided you by his deadline of April 17th by 5:00 pm. Failure to meet this statutory obligation will only mean that the County Commission will exercise the next obligatory step in the process as indicated in Utah Code 20A-1-509.2-3(d).

- (d) If the central committee of the political party fails to submit at least three names to the county legislative body before the deadline described in Subsection (3)(b), the county legislative body shall appoint one of the applicants to fill the vacant position.



Re: Vacant Attorney position

1 message

Janet Ross <janetross7777@gmail.com>

Wed, Apr 13, 2022 at 11:05 AM

To: "Duncan, Lyman" <lduncan@sanjuancounty.org>, Williegrayeyes@sanjuancounty.org, bbadams@sanjuancounty.org, Kmaryboy@sanjuancounty.org, "McDonald, Mack" <mmcdonald@sanjuancounty.org>, dougsue@frontiernet.net, seena53holly@yahoo.com

Dear Mr. Duncan,

We have received your email dated April 11, 2022, with an unsigned letter attached.

The San Juan County Democratic Party did not receive applications from "more than three" attorneys and, as we stated in our recent letter to the County Commission, we have no authority to move forward with the process of filling the County Attorney vacancy under UCA 20A-1-509.2(3).

We note your input, but as we read section 20A-1-509.2, the County Clerk does not have any authority under the vacancy-filling statute to interpret what qualifies as an application or otherwise to vet candidates to fill this vacancy. The Clerk's office definitely has no authority to extend the statutory deadline. Moreover, at this point in time, the San Juan County Democratic Party likewise no longer has a statutory role to fulfill in performing any vacancy related tasks. The authority to fill the vacancy rests solely with the County Commission as set forth in UCA 20A-1-509.2(4).

Sincerely,

Marilyn Holly

San Juan County Democratic Party, Chair

From: "Duncan, Lyman" <lduncan@sanjuancounty.org>

Date: Monday, April 11, 2022 at 1:37 PM

To: <janetross7777@gmail.com>, <Williegrayeyes@sanjuancounty.org>, <bbadams@sanjuancounty.org>, <Kmaryboy@sanjuancounty.org>, "McDonald, Mack" <mmcdonald@sanjuancounty.org>, <dougsue@frontiernet.net>, <seena53holly@yahoo.com>

Subject: Vacant Attorney position

Hi Marilyn, Janet, and Sue,

Attached is my response to your Commission letter. Since the 20 day deadline falls on Sunday, I will extend the deadline to Monday April 18 at 5 pm. Also, attached are the original letters I sent to the attorneys and their response back to me. I'm impressed with the quality of attorneys that reside in our County. Please forward the names of the three candidates to me before the close of the day Monday, April 18.

Best,

Item 8.

Lyman W. Duncan

San Juan County Clerk/Auditor

PO Box 338, 117 S. Main

Monticello, UT

Phone 435-587-3223 Ext 4113



Kane County Attorney's Office

ROBERT VAN DYKE

Kane County Attorney

JEFF STOTT

Chief Deputy County Attorney

76 North Main, Kanab, Utah 84741

Phone: 435-644-5278 Fax: 435-644-8156

E-Mail: attorney@kane.utah.gov

April 15, 2022

Willie Greyeyes
Chairman, San Juan County Commission

Lyman Duncan
San Juan County Clerk/Auditor

Mack McDonald
San Juan County Administrator

Re: Filling Vacant San Juan County Attorney Position

Dear Mr. McDonald, Mr. Duncan, and the San Juan County Commission,

This letter outlines my legal opinion regarding the status and process for filing the vacant position for San Juan County Attorney and a draft resolution for the San Juan County Commission that would begin the process for requesting additional candidates for the vacancy.

At the outset I will state that this letter represents my legal opinion but does not represent an official legal opinion of San Juan County or the San Juan County Attorney's Office. Currently there is no interim San Juan County Attorney and both Deputy County Attorneys have a conflict because they have applied for the vacant position. This leaves San Juan County in a precarious position regarding official legal advice on this specific issue. I have been officially retained by San Juan County for the purpose of defending the county in two separate land use actions. As a courtesy I am also providing this legal opinion at the request of Mr. McDonald.

SUMMARY OF LEGAL OPINION

In summary it is my legal opinion as follows:

- 1) More than three attorneys who are residents of the county have applied for the vacant County Attorney position. Therefore the process outlined in Utah Code §20A-1-509.2(3) governs further actions in the appointment process.

- 2) As of this date, the San Juan County Democrat Party Central Committee remains obligated under Utah Code §20A-1-509.2(3)(b) to submit three nominees to the San Juan County Commission from among the four names submitted to them by the County Clerk.
- 3) If they fail to nominate three attorneys, which appears to be their current intent, then the San Juan County Commission would then be obligated to nominate one of the four original applicants as set forth under Utah Code §20A-1-509.2(3)(d).
- 4) The San Juan County Commission does not have the authority under Utah Code §20A-1-509.2(4)(a)&(b) to solicit additional applicants outside of the County nor to appoint any attorney outside of the four original applicants.
- 5) If the County Commission were to solicit additional applicants outside of the county as set forth in their proposed resolution, and if they subsequently appointed an attorney outside of the four original applicants, this appointment would be unlawful and likely void. Additionally, 120 days after the vacancy occurred, the County Clerk would be required by law to submit the names of the four original applicants to the Governor for him to consider appointment. Utah Code §20A-1-509.2(3)(e)&(f).

RELEVANT LAW

Utah Code §20A-1-509.2 sets for the process for appointing the vacant county attorney position in San Juan County which I will summarize here.

- 1) The County Clerk “shall send a letter to each attorney residing in the county...who is a licensed, active member in good standing with the Utah State Bar and a registered voter.” Utah Code §20A-1-509.2(2)
- 2) The County Clerk letter shall (a) inform the attorney of the vacancy; (b) invite the attorney to apply for the vacancy; and (c) inform the attorney to respond before 5 p.m. within 10 calendar days after the day the letter is sent. *Id.*
- 3) If more than three attorneys “have applied for the vacancy” the County Clerk shall “submit the applications” to the San Juan County Democrat Party Central Committee. Utah Code §20A-1-509.2(3)(a)(i). See number 6 below for the process if there are three or less attorneys who apply.
- 4) The Central Committee shall then nominate three of the applicants and forward the applicants’ names to the County Commission by 5p.m. within 20 days of the date the County Clerk submits the applicants’ names to the Central Committee. Utah Code §20A-1-509.2(3)(b)
- 5) The County Commission then appoints one of the nominees. Utah Code §20A-1-509.2(3)(c). If the Central Committee fails to submit three nominees by the deadline, the County Commission appoints one of the attorneys who applied to the County Clerk. Utah Code §20A-1-509.2(3)(d). If the County Commission fails to make an appointment within 120 days of the vacancy, the County Clerk sends the names of the nominees, or if there are insufficient nominees then the names of the applicants, to the Governor who makes an appointment within thirty days after receiving the letter. Utah Code §20A-1-509.2(3)(e)&(f).
- 6) If three or less attorneys have applied before the deadline, the County Commission may appoint one of the applicants or may solicit additional applicants who reside outside of the county and appoint among either the resident or non-resident applicants. Utah Code §20A-1-509.2(4)(a)&(b). If the County Commission fails to make an appointment under

this group of applicants within 120 days, the County Clerk sends the names of all the applicants to the Governor who makes an appointment within thirty days after receiving the letter. Utah Code §20A-1-509.2(4)(c)&(d).

FACTS

On March 15, 2022, Kendall Laws San Juan County Attorney resigned, effective March 28, 2022. Mr. Laws was elected and registered as a Democrat Party candidate. San Juan County has five attorneys who are San Juan County residents and registered voters who are also in good standing with the Utah State Bar. On March 17, 2022, the San Juan County Clerk sent a letter to each of these five attorneys. This letter informed each attorney of Mr. Laws resignation, invited them to apply for his vacancy, and provided a deadline to apply by 5 p.m. within 10 days by “submitting your declaration of candidacy.

Four of the five attorneys responded to the County Clerk’s letter by the deadline. Ms. Brittney Ivins submitted a one sentence letter to the County Clerk stating “I would like to submit my name to be considered for the position of San Juan County Attorney.” Mr. Alex Goble submitted a “Letter of Intent.” The full page letter was to “express [his] interest in filling the vacancy” and detailed his knowledge and experience relevant to the County Attorney position. Mr. Craig Halls sent an email to the County Clerk stating in part “I would like to indicated [sic] my interest in being considered as a candidate to fill the remainder of Mr. Laws term as County Attorney made available by his resignation.” The County Clerk responded to Mr. Halls email by stating “Craig, thank you for your response.” Mr. Daniel Anderson similarly sent an email to the County Clerk stating “I’m interested in the county attorney position resulting from the resignation of Kendall Laws.” The County Clerk also responded to Mr. Anderson by email on March 24th stating “thank you for your response.”

On March 28, 2022, the County Clerk sent a letter with the names of the four attorneys who applied to the leadership of the San Juan County Democrat Party along with the letters and emails the attorneys sent to the County Clerk. The March 28th letter informed the Democrat Party leadership that they had 20 days to nominate three of the four attorneys to the San Juan County Commission for consideration to appoint as the San Juan County Attorney.

On March 31, 2022, the San Juan County Democrat Party emailed the four applicants asking for them to submit a letter of interest among other items by April 4. The email indicated that the Democrat Party would reach out and schedule an interview after the application had been received. Three of the attorneys responded. Mr. Daniels and Mr. Goble submitted a letter of intent with their CV prior to the deadline. On April 5, the day after the deadline, Mr. Halls submitted a 2019 application for the position of Grand County Justice Court Judge which outlined in detail his legal career, training, and experience. It is unclear but I do not believe that any further interaction took place between the San Juan County Democrat Party and the three attorneys who responded.

On April 7th the San Juan County Democrat Party Leadership emailed the San Juan County Commission and County Clerk stating that they did not receive any “bona fide” applications from the County Clerk for the four attorneys and that they did not have sufficient “bona fide”

applicants to be able to submit three names to the County Commission for consideration. The April 7th email makes a strong recommendation that the County Commission advertise for and make a selection from additional applicants.

On April 11th, the San Juan County Clerk responded to the San Juan County Democrat Party. In this email and letter the County Clerk reiterated that there are four applicants for the vacant county attorney position and provided all the materials submitted by the applicants. The County Clerk reiterated that the San Juan County Democrat Party needed to nominate three attorneys to fill the vacant position. The letter detailed that if the Party failed to make the nomination by the deadline, the County Commission would proceed to appoint an attorney from among the four applicants.

On April 13th, the Party responded to the County Clerk by email. In this email the Party stated that they did not receive applications from more than three attorneys and therefore had “no authority to move forward with the process of filling the County Attorney vacancy under UCA 20A-1-509.2(3).” In the opinion of the Party, “The authority to fill the vacancy rests solely with the County Commission as set forth in UCA 20A-1-509.2(4).”

Currently the County Commission has a draft resolution which in relevant part would do the following if passed: 1) declare that the County Clerk “received four expressions of interest for the vacancy but did not receive more than three actual applications;” 2) declare that the County Clerk provided the names of the four attorneys to the San Juan County Democrat Party, “but did not forward more than three actual applications;” 3) declare that the County Clerk subsequently “forwarded the four attorneys’ expressions of interest to the Party;” 4) “finds it in the best interest of all San Juan County residents to exercise its option pursuant to UCA 20A-1-509.2(4)(b)(i) to solicit and accept additional applications for consideration along with the applications received from the three attorneys who are residents of San Juan County;” and 5) directs the County Administrator to solicit applications from all attorneys licensed with the Utah State Bar and to provide any full applications to the County Commission.

LEGAL ANALYSIS

It is clear from the facts that the County Clerk is proceeding under Utah Code §20A-1-509.2(3) which details the procedure for appointment after more than three attorneys who are residents of the county have applied for the vacant position. It is also clear from the draft resolution that the County Commission is contemplating moving forward under Utah Code §20A-1-509.2(4) which details the procedure for appointment after three or less attorneys who are residents of the county have applied for the vacant position. There is no question that the four attorneys discussed here are residents of the county, registered voters and in good standing with the Utah State Bar. There is no question that they responded timely to the Clerk’s original solicitation. The first issue to address and the ultimate issue in dispute is whether all four of these attorneys “applied” or submitted an “application” to be considered a candidate for the vacant county attorney position.¹

¹ There appears to be a dispute as to whether the County Clerk provided the names of the attorneys with or without the additional materials that they provided (emails and letters of intent). The Clerk claims to have provided all relevant documents with the April 28th letter that provided the names and the Democrat Party claims to have received these materials later “upon request.” Regardless of when the additional materials were provided, the

For the reasons stated below it is my legal opinion that all four have “applied” or otherwise submitted an “application.”

What is required for an attorney to apply or submit an application for a vacant county attorney position? To initiate the application process, the County Clerk “invites the attorney to apply for the vacancy” and informs the attorney that if the attorney “has not responded” by the deadline, “the attorney’s candidacy will not be considered.” Utah Code §20A-1-509.2(2). If more than three attorneys “have applied,” the County Clerk “shall submit the applications” to the Party. Utah Code §20A-1-509.2(3)(a)(i). If fewer “have applied” or “submit applications,” then the County Commission can take direct action. Utah Code §20A-1-509.2(4). Title 20A provides no definition or further guidance on what constitutes an application or the act of applying in this situation. A search of Utah Code also did not result in a specific definition of the terms apply, application, or applicant. The State Legislature could have placed specific definitions or other requirements on this application or application process but has not done so.

For further guidance we should look to ordinary definitions of these terms. Application is defined by the Oxford Dictionary as “a formal request to an authority for something.” Similarly, the word apply means “to make a formal application or request.” Formal is defined as “officially sanctioned or recognized.” With these definitions in mind, in order to apply for or make an application for the vacant position, the attorneys would need to have made a formal request, or in other words, an officially sanctioned or recognized request, to an authority for something. In this situation, the authority that the formal request must be made to is the County Clerk. The County Clerk did not establish any specific criteria for a formal request other than “to submit your declaration of candidacy.” Each of the four applicants in their response to the County Clerk declared or stated that they wanted to be considered for the vacant position. In turn, the County Clerk responded by email to the four attorneys thanking them for their response. The response email from the County Clerk is particularly important because this would further show that the request was a formal request once it was “recognized” by the County Clerk. Therefore, all four attorneys should be considered to have applied for, made application for and become an applicant for the vacant county attorney position.

It is likely that the County Commission, as the legislative body for the County possessing all the legislative authority for the county, could approve an official application for this specific situation. However, this has not happened. Also, although it may be more beneficial to the overall process to have received additional information about each of the applicants such as a resume or CV, references, a background check, example legal memorandum, or any number of other items, these were not necessary as part of the initial application and a lack of these items would not disqualify any of the applicants from consideration. The process for appointment also creates additional time for either the central committee or the County Commission to seek additional information about the applicants.

This is exactly what has occurred already with the Central Committee. After receiving the four names from the County Clerk, the San Juan County Democrat Party reached out to each of the applicants and requested that they submit an application to the Central Committee with a

deadline for submitting three nominations remains the same because the deadline is 20 days after the applicants’ names are provided. Utah Code §20A-1-509.2(3)(b).

requests for specific information. In their opinion, two of the attorneys responded satisfactorily and two did not. The failure of the two attorneys to respond satisfactorily to the Central Committee does not affect their status as applicants to the County for the position but should only effect their ability to be named as a nominee by the Central Committee.

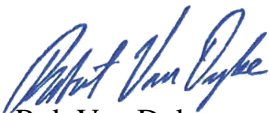
With this question answered the County should proceed with the process outlined in Utah Code §20A-1-509.2(3). The current status is that the Central Committee remains obligated under section 3(b) to nominate three of the four applicants. If they proceed to nominate three individuals before the deadline then the County Commission should proceed to appoint one of those nominees. If Central Committee fails to nominate three individuals by the deadline, then the County Commission should proceed to appoint one of the four applicants.

The County Commission has a draft resolution that if passed, would begin the process of soliciting additional applicants for the vacant attorney position under the authority of Utah Code §20A-1-509.2(4). This authority only applies if three or fewer attorneys have applied for the vacant position. *Id.* As discussed above, there are four applicants, or in other words, four attorneys have applied for the position. Therefore, the authority to solicit additional applicants does not apply. If the county were to proceed with this process and appoint an attorney outside of the four original applicants, the action would be unlawful and likely would be void. Additionally, if the County Commission did not appoint one of the four applicants within 120 days of the date of the vacancy, the County Clerk would be obligated under Utah Code §20A-1-509.2(3)(e) to forward the names of the four applicants to the Governor who would then be required to appoint one of them within thirty days. You can see that if the County Commission were to proceed with the draft resolution and nominate an attorney outside of the four original applicants, this would force a legal battle between the County Commission, the County Clerk, the four applicants, the illegally appointed attorney, and eventually the Governor.

CONCLUSION

There are four applicants for the vacant San Juan County Attorney position. The County Commission should not pass the draft resolution to solicit additional applicants but should instead wait to see what the San Juan County Democrat Party Central Committee decides to do. If they make timely nominations for three of the four applicants, or if they fail to make the nomination and the Commission is then allowed to consider all four applicants, the County Commission should carefully consider those individuals and make an appointment within 120 days.

Sincerely,



Rob Van Dyke
Kane County Attorney

**SAN JUAN COUNTY UTAH
RESOLUTION NO 2020- ____**

Item 9.

A RESOLUTION OF THE SAN JUAN COUNTY BOARD OF COMMISSIONERS APPOINTING _____ AS THE COUNTY ATTORNEY COMPLETING THE TERM VACATED OFFICIALLY ON MARCH 28, 2022 BY THE ELECTED COUNTY ATTORNEY KENDALL LAWS WHICH TERM EXPIRES DECEMBER 31, 2022

WHEREAS, on March 28, 2021, the former County Attorney Kendall Laws resigned his position as the County Attorney; and

WHEREAS, on March 17, 2022, the County Clerk/Auditor solicited all attorneys within the County who were currently licensed, active members in good standing, with the Utah State Bar and a registered voter of San Juan County to apply by submitting a “letter of declaration of candidacy” in accordance with UCA 20A-1-509.2 (1-3) and instructing them to meet the deadline of March 26, 2022 before 5 p.m.; and

WHEREAS, of the five (5) currently licensed, active members in good standing, with the Utah State Bar and a registered voter of San Juan County, the County Clerk/Auditor received four (4) applications from the following attorneys: Craig C. Halls, Brittney Ivins, Daniel Anderson, and Alex Goble; and

WHEREAS, on March 28, 2022, the County Clerk/Auditor submitted a letter to the San Juan County Democratic Central Committee notifying them of the vacancy, provided the four (4) respective applications, and notified them that in accordance with UCA 20A-1-509.2 that they had twenty (20) days from that date (April 17, 2022) to nominate three (3) of the four (4) candidates to the Board of San Juan County Commissioners; and

WHEREAS, On April 7, 2022 the Democratic Party Central Committee notified the County Commissioners that they are unable to fulfill their obligation due to the fact that they have not received “bona fide” applications and advised that the Board of San Juan County Commissioners “advertise for and make a selection from additional applicants”; and

WHEREAS, on April 11, 2022, the County Clerk/Auditor submitted a letter explaining the validity of the applications submitted to the Democratic Central Committee and again provided the four (4) applications of the attorneys and provided the Democratic Central Committee with their statutory obligation in accordance with UCA 20A-1-509.2 that the Central Committee **shall** nominate three of the applicants and forward the applicants names to the Board of San Juan County Commissioners; and

WHEREAS, on April 13, 2022, the Democratic Central Committee notified the County that they “no longer has a statutory role to fulfill in performing any vacancy related tasks. The authority to fill the vacancy rests solely with the County Commission”.

WHEREAS, the Board of San Juan County Commissioners appreciates the applications from all four (4) attorney applicants and their willingness to serve in this capacity as a County Officer and County Attorney; and

WHEREAS, having a fully staffed Attorney’s office and an officially appointed County Attorney to fulfill the role and duties of a County Attorney in continuation of the current term and duties

in accordance with UCA 17-18A Powers and Duties of County and District Attorney is of the utmost importance to the County; and

Item 9.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of San Juan County Commissioners appoint _____ as the County Attorney whose term expires on December 31, 2022;

PASSED, ADOPTED, AND APPROVED by the Board of San Juan County Commissioners this 19th day of April, 2022, by the following vote:

Those voting aye:

Those voting nay:

Those absent or abstaining:

BOARD OF SAN JUAN COUNTY COMMISSIONERS

Willie Grayeyes, Chair

ATTEST:

Lyman Duncan, Clerk/Auditor

####

**SAN JUAN COUNTY UTAH
RESOLUTION NO 2020- ____**

Item 10.

A RESOLUTION OF THE SAN JUAN COUNTY BOARD OF COMMISSIONERS APPOINTING DEPUTY COUNTY ATTORNEY ALEX GOBLE AS THE INTERIM COUNTY ATTORNEY UNTIL A SUCCESSOR IS SELECTED

WHEREAS, on March 28, 2021, the former County Attorney Kendall Laws resigned his position as the County Attorney; and

WHEREAS, due to limited Staff and the obligation to continue to operate and perform official County Attorney Business including prosecuting, advising and all other Attorney duties required to meet UCA 17-18a Powers and Duties of County and District Attorney; and

WHEREAS, Deputy County Attorney Alex Goble has been fulfilling these duties in a limited capacity including without the signature authority needed to authorize expenditures within the department; and

WHEREAS, the County would like to begin the recruitment process to fulfill the future vacancy and knowing the difficulty of recruiting for such a position in San Juan County; and

WHEREAS, until the Board of San Juan County Commissioners selects a County Attorney in accordance with UCA 20A-1-509.2 from the four candidates who have applied for the vacancy; and

WHEREAS, UCA 20A-1-509.3 Procedure for Making Interim Replacement allows for the Board of San Juan County Commissioners to appoint a Deputy County to serve as Acting County Attorney;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of San Juan County Commissioners appoint Deputy County Attorney Alex Goble as the Interim County Attorney with an Interim Pay Increase of 9% as an Interim Exempt employee while fulfilling the County Attorney Duties as required by Utah Code.

PASSED, ADOPTED, AND APPROVED by the Board of San Juan County Commissioners this 19th day of April, 2022, by the following vote:

Those voting aye:
Those voting nay:
Those absent or abstaining:

BOARD OF SAN JUAN COUNTY COMMISSIONERS

Willie Grayeyes, Chair

ATTEST:

Lyman Duncan, Clerk/Auditor

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