

DIXIE DEER SPECIAL SERVICE DISTRICT
ADMINISTRATIVE CONTROL BOARD MEETING
MINUTES OF FEBRUARY 15, 2017, 7:00 PM

1. **CALL TO ORDER – PLEDGE OF ALLEGIANCE:** 7:00 P.M. – Meeting was called to order and attendees welcomed by Jim Rowles, chairman, who led the Pledge of Allegiance to the flag. Board members present: Jim Rowles, Willem Van Der Elst, Valerie Van Der Elst, James Jorgenson and Jan Hamilton. Employees present: Wayne Gudgell, Deena Ellis. Guests introduced by Valerie Van Der Elst: 2 boy scouts working on merit badges, Wyatt Holliday and Dorrin Jones. Acting Scribe: Cathy Jorgenson
2. **OPEN REGULAR MEETING:** Meeting opened by Jim Rowles; proceed to clerk's report.
3. **CLERK'S REPORT – JAMES JORGENSON:** Wayne received a call from the state treasurer regarding the **extra bond payment** we recently made. Evidently the amount of the payment **must be rounded up to the nearest \$1,000.00**. After board discussion and unanimous agreement it was decided that a check of \$474.00 (the difference between what was sent and the amount needed to comply with the state's request) would be sent to the state Friday. James will call the state first thing in the morning to notify them of the decision to send the check to comply. Also, the state called me and requested the **budget report** which I will send in tomorrow. James also mentioned that he had **received some help** over the phone from the **new accountant** to clarify how to do the **2 new reports required by the state**. Jim Rowles mentioned that **Excel , Quick Books or software classes** that pertain to work at the board could be taken by any board member and the Board would cover the cost of the class. **Jim Rowles** brought to the board's attention that Valerie had noted **discrepancies in the reports** received from the **new accounting firm SKS** in several areas and that these must be reconciled as soon as possible so the official records will be correct. After reviewing these reports and board discussion, **James and Deena were charged with meeting with the accountant** from SKS to discuss the discrepancies and get corrected reports **within the next 2 weeks**. Jim Rowles stated that the **clerk's report would not be accepted** until corrections were made. Jim Rowles reminded the board that this accounting firm was newly contracted with DDSSD and it would take a little time for them to get used to our books.
4. **TREASURER'S REPORT – VALERIE VAN DER ELST:** Additional discrepancies in the new accounting reports were discussed including those in the Treasurer's report. Again, the **Treasurer's report will not be accepted** until corrected reports are submitted for review from SKS. Clarification of the **bond payments** as reflected are that the **yearly bond payment** was reflected in the January report and the **extra bond payment** will be reflected in the February report.

5. **PREVIOUS MONTH'S MINUTES – JIM ROWLES:** Minutes reviewed by board members. Motion to approve minutes as written by Willem Van Der Elst, 2nd by Jan Hamilton. All in favor, unanimous.
6. **WANDA DRAKE'S RETIREMENT – JIM ROWLES** confirmed that the board scribe, Wanda Drake, has retired. A card of appreciation and congratulations was signed by all board members and employees. The board unanimously approved a \$100.00 gift certificate to Deseret Book be given to her with the card. Many compliments and expressions of appreciation for her long service were offered. The card and gift will be delivered to her in person by Deena Ellis.
7. **OPEN MEETING FOR DISCUSSION: JIM ROWLES** explained **SB151**, Tax Relief Modification bill, being proposed in the state legislature to limit water districts from obtaining money for large projects such as the Lake Powell pipeline to not more than 15% of property taxes. He explained other avenues money could be sought for such projects and how this issue would affect DDSSD. The bill can be reviewed on the Utah State website. As another issue, **Jim Rowles** also said he would follow up with the bank in obtaining a "read only privilege" for SKS accounting. **Jim R.** will look into a **user name and password for SKS** so they can look at the DDSSD Quick Books also, so they can balance reports. The DDSSD tractor will be photographed tomorrow and a "for sale" ad put on Craig's List and KSL. The asking price will be \$14,000. The visiting **boy scouts** received instruction on the basic operation of the DDSSD, the board and how bonds were obtained and being paid for large projects such as the rebuilding of the water system. **Jim R.** added that the DDSSD mission statement, passed agendas, meeting minutes and the old vision statement for Dixie Deer could be reviewed on line at DDSSD web site, dixiedeerwater.com.
8. **WATER REPORT – WAYNE GUDGELL:** A water test was completed on February 8th, sent to the state and passed. The **SKATA** system was explained to the scouts. The **solar batteries** that power the **SKATA** system do not perform well on cloudy days. Wayne monitors the water usage and amount of water being pumped and operates the pumps manually when needed to compensate for **SKATA** on cloudy days. A new hookup on Mule Deer and Pheasant has been requested and will be completed as soon as the fee is paid. Wayne will attend the annual Rural Water Conference from March 1st through the 3rd. The \$260.00 fee will be charged to Wayne's credit card. Wayne has posted the DDSSD agenda on the state public notice web site. **Jim R.** and Wayne facilitated this since it is a requirement by the state. **Monday the 20th is a legal holiday** and the office will be closed. Valerie will pick up any mail from the weekend and Wayne will get bills delivered through the door so people paying on time will get credit.
9. **ADJOURNMENT –** A motion by **Jim R.** and 2nd by **Willem V.** to adjourn the meeting at 19:43 PM was unanimously agreed on.

Signed

James A. Rowles

Date

3/15/2017