

DIXIE DEER SPECIAL SERVICE DISTRICT
ADMINISTRATIVE CONTROL BOARD MEETING

MINUTES OF DECEMBER 20, 2017, 7:00 PM

1. **CALL TO ORDER – PLEDGE OF ALLEGIANCE:** 7:00 P.M. – Meeting 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 and Deena Ellis. Also, Ilean Despain who will be sworn in as a new board member in January 2018. Guest: June Rowles and Sue Gudgell. Scribe: Cathy Jorgenson.
2. **OPEN REGULAR MEETING:** Jim Rowles
3. **CLERK REPORT – JAMES JORGENSON:** James said he had clarified some of line items in question in speaking with Tyson, the DDSSD accountant, per phone. Also, he thought the accountant, Tyson, would be here tonight but he has not arrived. One issue clarified is the late fee revenue will be put under the correct line item #4604. It had been included incorrectly in the line item #4602, standby fees. Other Items still need to be clarified when James can actually meet with Tyson. Also, pointed out are the professional fees line item #6272 are \$323.33 under budget representing the decreased fee that our current accounting firm is charging. After a brief discussion the clerk's report was approved by all 5 board members.
4. **TREASURER'S REPORT – VALERIE VAN DER ELST:** Valerie reported numbers of each bank account shown on the Treasurer's Report submitted by the accountant. Jim Rowles pointed out that the status of present bank funds indicates that the DDSSD could make extra payments to the bond this year of 2 to 3 times the required amount. After discussion Jim proposed that 2 extra payments be made and all 5 board members agreed. A check will be issued for the yearly bond payment and James Jorgenson will be in charge of finding out if the extra payments can be on just one check. The treasurer's report was accepted by all 5 board members.
5. **PREVIOUS MONTH'S MINUTES – JIM ROWLES:** Minutes reviewed. A misspelling of Jan Hamilton's name in item #11 will be corrected. Willem made the motion that the minutes be accepted as written, 2nd by Jim Rowles. Approved by all 5 board members.
6. **APPROVE 2018 OPERATING BUDGET AND RESOLUTION—JIM ROWLES:** The Operating Budget with "revisions" from last month's meeting was again reviewed line by line. (Explanations of the yearly bond payment and proposal for extra payments were made to Ilean Despain, a perspective board member to be sworn in January). After review and discussion, Jim Rowles asked if there were any points of contention. There were none. Valerie Van Der Elst motioned that the present 2018 budget and resolutions be

approved, 2nd by Jan Hamilton. All 5 board members voted in favor. Resolution #20171220, to approve 2018 operating budget was signed by all board members.

7. **OPEN MEETING FOR DISCUSSION—JIM ROWLES:** Jim Rowles presented a request by property owner at 612 Cottontail, account #263, to have late fees waived for October and November. This customer has always had a good payment history in the past, paying ontime and over paying what was due resulting credit balances. However, the credit balance in his account fell short of completely paying the October bill therefore accruing a late fee and he had not paid the November bill accruing a 2nd late fee. In December, payments were made large enough to pay the past due amounts plus December's bill and leave a \$50.00 credit. Willem commented that he felt the customer should make a personal appearance at the board to plead his case of the reason he was late. Other board members felt that his history of always paying ahead should be recognized and the late fees waived. After discussion, Jan Hamilton motioned that the late fees be waived this time, 2nd by Valerie Van Der Elst. 4 board members voted in favor of waiving the late fees. Jim Rowles dissented. Valerie Van Der Elst asked what the status was on property #1-8-1 in relation to the 2 trailers parked there in addition to the home. People were living in the trailers also. Wayne Gudgell said he had let the county inspector know of the situation but had not been notified if anything had been done. Wayne said it appeared that the trailers were not hooked up to the house water or the water system. This property owner has had issues in falling behind on water payments and the past due bill was paid by her church. However, she is again in arrears. The board's responsibility is to make sure the 2 trailers that people are living in are not hooked up to the water system. The rest of the issues are under Washington County jurisdiction. Jim asked each board member if they had any other items they wanted to discuss. Willem Van Der Elst mentioned that he had done a check audit and everything balanced. There were no other items for discussion. **OPEN DISCUSSION CLOSED.**

8. **WATER MASTER REPORT—WAYNE GUDGELL:** Wayne reported that the water usage for November was 1,048,354 gals. or 47,945 gals. a day average. This is the highest water usage for November in the last 4 years and is probably a result of the unusually warm and dry weather we have been having. On December 11 he submitted a water sample for bacterial testing and the results were within acceptable range. He will read meters on Tuesday, December 26th and bills will be stuffed on Friday, December 29th. Wayne also reported that one customer on Red Hills Drive said his water bill was \$11.00 over the basic \$44.00 showing he had increased water usage which was abnormal for him. The customer admitted he did have a leaky toilet and Wayne also noted 4 wet spots in the driveway. The customer said that all the water was off in the house and Wayne check the meter, it was still running. The customer turned off his

toilet and the meter stopped. Wayne will recheck the situation again on December 26th if this customer still reports a higher usage of water showing on his bill. Wayne will be out of town Friday and over the Christmas holiday. James Jorgenson and Jim Rowles will also be out of town. Willem Van Der Elst will be in the area to handle any issues and will be able to contact Wayne or Jim by phone if needed. Wayne also commented that he had recently had a conversation with the water master for Enterprise comparing notes. Willem asked if there is a time frame regarding the maintenance/painting of the steel tank. There is no time frame set at present, Wayne will look into and have to provide specs. and a plan. There were no further questions or comments.

9. REGULAR MEETING ADJOURNED: 8:00 P.M.

Signed: James A. Rowles Dated: 1/17/2018