

DIXIE DEER SPECIAL SERVICE DISTRICT
ADMINISTRATIVE CONTROL BOARD MEETING

MINUTES OF JULY 19, 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, , and Jan Hamilton. Valerie Van Der Elst arrived late from her work. Jim Jorgenson absent due to illness. Employees: Wayne Gudgell present, absent: Deena Ellis. Scribe: Cathy Jorgenson. Visitors: David Piper, a perspective board member and June Rowles a Dixie Deer resident Tyson Ence from SKS Accounting here to review reports.
2. **OPEN REGULAR MEETING:** Jim Rowles
3. **CLERK REPORT – JAN HAMILTION:** In general, **review revealed no problems in all areas.** Of note is that the **current revenue is over** what was projected **due 4 new hookups** purchased when only 1 was projected. Jim Rowles pointed out that the projection payment of contractor labor was also increased for the same reason. **Overall we are under budget in all other areas.** Jim R. also pointed out the inclusion of “fixed assets” is a benefit if in the future a need for numbers for depreciation is needed. **All 3 board members present** (Jim Rowles, Willem Van Der Elst and Jan Hamilton) **voted to accept the clerk’s report** as presented.
4. **TREASURER’S REPORT – WILLEM VAN DER ELST:** Numbers presented by **Willem Van Der Elst** filling in for Valerie Van Der Elst who will be late due to her work. Numbers for general account, rural development account and the PTIF accounts presented. **Treasurer’s report accepted by all 3 board members present** (Jim Rowles, Willem Van Der Elst and Jan Hamilton).
5. **PREVIOUS MONTH’S MINUTES – JIM ROWLES:** Minutes for the month of June reviewed by board members and **accepted as written** by all 3 board members present (Jim Rowles, Willem Van Der Elst and Jan Hamilton).
6. **REVIEW OF SKS ACCOUNTING FIRM PERFORMANCE/EXPLANATION OF REPORTS – TYSON ENCE:** Tyson Ence, accountant from SKS Accounting, introduced by Jim Rowles. Mr. Ence proceeded to explain each report. Also, he explained the fees DDSSD will be charged for monthly reports and for pay checks for each employee. The monthly bill will be appx. \$260 to \$290. per month varying on how many pay periods are in a month. The total yearly bill will be about \$3,850. This is far less than the \$500 - \$600 per month charged by the previous accounting firm. Currently, DDSSD has received no invoices for SKS services. Mr. Ence will make sure that the bill for the past six months is sent and

bills for their service will be sent monthly from now on. Deena will pay the six month bill as soon as she receives it. Also, Deena is currently figuring the FDIC and other deductions on pay checks and SKS would be happy to include that in their service. They currently have a password to the bank account but on a read only basis and will need the account number to actually use the account to perform this process. This will also tie the process into the IRS and the State. Jim Rowles agreed to e-mail SKS the account number when Deena returns so SKS can start the process. Willem questioned who would be available from SKS for questions or problems arising if Mr. Ence was unavailable. Mr. Ence said that Steve would be the backup and would be aware of all that is involved in the DDSSD account. After brief discussion all board members present (Jim Rowles, Willem Van Der Elst, Valerie Van Der Elst- now present, and Jan Hamilton) approved the services of the SKS accounting firm.

7. **OPEN MEETING FOR DISCUSSION – JIM ROWLES:** The LDS Church has an agreement with DDSSD to **pay the current water bill for the resident at 381 north Lodge**. The bill has been paid and the **late fee waived for this time only**. **Future late bills will be charged a late fee**. Wanda Drake has passed away. She was the scribe doing the minutes for DDSSD board meetings for many years. The board approved \$100.00 appropriated for a **floral arrangement** be sent with condolences. Valerie Van Der Elst will **check** on when the **funeral is** and the **flower arrangement**. Meisha Holiday **did not** come for housecleaning today. Willem Van Der Elst **will check** with her.
8. **WATER REPORT – WAYNE GUDGELL:** Wayne said that the June water usage was up as expected for a summer month. There were no excessive water losses detected. The water sample for bacteria had passed. In August 4 samples will be sent into SLC and results will received by October. He has had problems getting into the Vivint internet system for SKADA. He will check with Verizon to see if this program can be accessed through them. Then all our internet systems and cell phone systems will be through one provider. **Meter will be read on July 26th. Bills will be stuffed on July 31st.**
9. **ADJOURNMENT –** Willem Van Der Elst motioned that the meeting be adjourned. 2nd by Jan Hamilton. All in favor. Meeting adjourned at 7:35 P.M.

Signed by James A Rowles Date 8-16-2017