

**DIXIE DEER SPECIAL SERVICE DISTRICT
ADMINISTRATIVE CONTROL BOARD MEETING MINUTES
OF WEDNESDAY January 20, 2021 at 7:00 P.M.**

1. **1. CALLED TO ORDER:** At 7:00 P.M. (Chairman) Jim Rowles called the meeting to order. He then led us in the Pledge of Allegiance to the Flag. Board members in attendance (Chairman) Jim Rowles; (Vice Chair) James Jorgenson; (Clerk) Jan Hamilton; (Treasurer) Laurie Burris. Employees Present (Water Master) Wayne Gudgell; (Administrative Assistant) Susan Gudgell; (Scribe) Susan Gudgell.
2. **2. OPENED REGULAR MEETING:** Chairman, Jim Rowles, opened regular meeting noted we have four Board members present. Welcomed Resident Guest Delbert.
3. **3. CLERK'S REPORT:** Clerk, Jan Hamilton, began the Clerk's report by stating on page one of the financials it shows a deficit so Tyson was called, and he explained that we were fine and the error which was corrected will make the deficit work out by next month. Jim explained to Mr. Long that an error occurred during our making an extra Bond payment it was made during our transferring of the funds. The error had been taken care of and that is why it shows we have a deficit in our Bank account. Jim Rowles made a motion to accept Clerk's report James Jorgenson seconded it. All in favor unanimous.
4. **4. TREASURER'S REPORT:** Treasurer, Laurie Burris, began the Treasurer's report by saying the General account has \$35,090.17 the Rural Development account has \$5,184.00, P.T.I.F. accounts have \$198,281.09 for a grand total of \$238,555.26. Jim Rowles moved that they accept the Treasurer's report Jan Hamilton moved to accept Treasurer's Report. Jim Rowles seconded it. All in favor unanimous.
5. **5. PREVIOUS MONTH'S MINUTES:** Board members reviewed the minutes of the December 16, 2020 Board meeting. Minutes were accepted. All in favor unanimous. Chairman Jim Rowles signed the approved minutes.
6. **6. VICE-CHAIR REPORT:** Vice Chair, James Jorgenson, stated he is still working on the inventory of all assets including office equipment, tools etc.
7. **7. DIRECTOR REPORT:** Director; Cathy Jorgenson. Is not with us tonight.
8. **8. CHAIR TO SPECIFY EACH BOARD MEMBERS DUTIES:** Chairman, Jim Rowles began this discussion by explaining the duties of each Board Members position.

9. BOARD ELECTS OFFICERS FOR 2021: Vice Chair James Jorgenson made a motion that all Board Members maintain their current positions on the Board. This was seconded by Jan Hamilton. All in favor unanimous.

10. DISCUSS WAIVING \$5,000.00 requirement on bids for water tank repair: Chairman Jim Rowles began the discussion by stating that according to the Policies and Procedures there was a \$5,000.00 bid requirement on any project that is going to be more than the \$5,000.00. Wayne stated that the repairs on the tank will be under \$8,000.00. The Board made the decision to waive the \$5,000.00 requirement. Jan Hamilton made the motion and Lauri Burris seconded. All in favor 3 agree and 1 abstained. *negative Jim Rowles*
resolved

11. OPEN MEETING TO DISCUSS ITEMS: Chairman Jim Rowles began discussion by introducing a resident who explained that he and his wife had been a resident for over ten years and had always paid their bill on time. He went on to explain there was a break in their line and they had it repaired. But he was there to ask the Board if they could waive any of the high balance on their bill. The Board agreed to waive a portion of their bill. Jim then went on to explain the Board the issues on Lot #11307/8. It was agreed that Jim would draft a letter to the property owner.

12. WATER MASTER REPORT: Wayne began his report by stating that last month they pumped 1,479,765 gallons of water and the daily average is 47,734. Wayne plans to attend the Rural Water Conference on the 3rd thru the 5th of March. Wayne plans on reading meters on 26th of Feb and stuffing envelopes on the 29th of Feb.

13. ADJOURNED REGULAR MEETING: Meeting adjourned at 7:47 p.m.

Signed

James A. Rowles

Date

2/17/2021