

DIXIE DEER SPECIAL SERVICE DISTRICT
ADMINISTRATIVE CONTROL BOARD MEETING
MINUTES OF OCTOBER 18, 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, James Jorgenson and Jan Hamilton. Valerie Van Der Elst, excused. Employees present: Wayne Gudgell and Deena Ellis. Scribe: Cathy Jorgenson.
2. **OPEN REGULAR MEETING:** Jim Rowles
3. **CLERK REPORT – JAMES JORGENSON:** Reviewed and discussed current accounting reports. James will contact accountant to have “standby fees” nomenclature switched to “late fees”. Another question he has found on page 5 item #14, why is this called “water receivable”. After discussion by the board of what possibly makes up this \$30,000.00. James said he will check with the accountant to clarify this item. There were no further questions on the clerk report. **Clerk report accepted by all 4 board members present.**
4. **TREASURER’S REPORT –WILLEM VAN DER ELST:** Reported numbers of each bank account shown on the Treasurer’s Report submitted by the accountant. After brief discussion the **treasurer’s report was accepted** by all 4 board members present.
5. **PREVIOUS MONTH’S MINUTES – JIM ROWLES:** Minutes reviewed and approved by all 4 board members present.
6. **RESOLUTION APPROVING BOARD MEMBER ADDITIONAL DUTIES—JIM ROWLES:** Willem asked when this resolution would go into effect. Jim Rowles stated that the **resolution would be in effect as soon as it is signed**. Discussion and clarification that the audit in item #3 regarding the bank is intended for checks/money going out of the bank. The word “oversee” will be changed to “manage”. Jim Rowles **motioned that this resolution be accepted for signature. 2nd by Jan Hamilton**. All 4 board members present in favor. Formal resolution presented for signatures.
7. **RESOLUTION APPROVING COUNTYWIDE MUTUAL AID AGREEMENT—JIM ROWLES:** The formal resolution for a 10 year extension to the mutual aid agreement with Washington county was presented by Jim Rowles. **Motion by Jim Rowles and 2nd by Willem Van Der Elst to accept this resolution for signature. All 4 board members present in favor.**

8. **RESOLUTION CANCELLING ELECTION OF 2 BOARD MEMBERS—JIM ROWLES:** Jim explained that he had contacted the county regarding the need for an election versus an appointment of board member applicants. Per county official, at this time, we do not meet the criteria for an election. New board members should be appointed by the board. A perspective board member, David Piper, has sent in an official letter of resignation and, therefore, one seat is open again. 2 people who were previously going to apply, but did not because 2 others were ahead of them and they wanted to avoid the board having to hold an election, had decided to back out. Jim will call them to see if either of them would be interested in filling the open seat. Jim motioned that the Resolution to cancel the election of board members when the number of candidates equals the number of openings be accepted. 2nd by James Jorgenson. All 4 board members present in favor.
9. **DISCUSS THE 2018 BUDGET, INCLUDING RAISING BOARD STIPENDS BY \$100 A MONTH—JAMES JORGENSON/JIM ROWLES:** Jim Rowles proposed that the stipend paid to board members be increased by \$100.00 a month per member. He said that per LeGrand Bitter of the State of Utah, it is up to the board how much members are paid. There is a \$5000.00 limit. Some boards hire professionals such as managers. Our small enterprise has a board of volunteers paid by stipend only. Jim proposed that each board member's stipends be increased by \$100.00 per month. Willem Van Der Elst proposed that all board members be paid the same amount. He proposed all board members be paid \$300.00 a month. It was mentioned that a perspective board member who had backed out had said the amount of pay was not worth the amount of time required for the job. After discussion, Jim Rowles proposed a compromise of \$250.00 to all board members. Discussion ended. James Jorgenson reviewed some line items on the current budget; postage, telephone bill, and contract labor that were over budget. Board discussed proposed increases in these areas. Jim to present an itemized budget on paper for next board meeting.
10. **OPEN MEETING FOR DISCUSSION—JIM ROWLES:** Lot #544 requested a waiver of a late fee on his bill. He came in after closing and said he didn't know the office hours ended at 1:00 p.m. These hours are on the bill and the door. All 4 board members present voted NAY. The late fee will not be waived in this case. Account#11208 requested late fees be waived because the check from the bank shows cleared on the 18th. However, per Jim Rowles the check was cut at the bank on the 15th and posted as cleared at the bank on the 18th but was not received at Dixie Deer per treasurer's log until the 22nd. Though bank cleared check from customer's account on the 18th, it was not received at Dixie Deer until the 22nd. Customer was told that the 15th is not soon enough for the bank to cut the check and send it so it will actually be received at Dixie Deer by the cut off date of the 20th. Jim Rowles will call the customer and explain what he needs to do to avoid future late fees and that this late fee stands. Motion by Jim Rowles that the late fee stand. 2nd by Jan Hamilton. All 4 board members present voted in favor.

11. WATER MASTER REPORT—WAYNE GUDGELL: Wayne, Water Distribution Manager, reported the water usage for September as 2,479,478 gals. or 82,649 gals. per day. The monthly water test for bacteria sent into St. George met standards. Water donated to the marathon this year was approximately 57,000 gals. The reason water is donated to them because when they put in their solid waste system they also put in 2 new fire hydrants for us. On Monday the 23rd, the generator will be serviced by Auto Power. Wayne and Jim Jorgenson will be there. Wayne said he had contacted Pat Randall, the electrician who wired everything in our pump system. He will come to inspect the wiring for about \$250.00. Wayne feels this needs to be done because of the concern that the generator did not come on when the power failed. Willem asked Wayne to make sure that he lets Pat know exactly what problems we are concerned about. Wayne will read meters on Thursday the 26th and bills will be stuffed on the following Wednesday, November 1st. Jim Rowles notified the board that he will be gone for 5 days starting on the 1st. Wayne also put in a request for an electric snow blower to clear the parking lot this winter. The board approved and Wayne will check on snow blowers and report next month. Another issue was that Wayne couldn't get Deena's computer to come up. After checking everything out he found the backup battery dead and is now trying to charge it. Deena explained that everything is backed up every Friday on Carbonite except for CUSI. CUSI (the system that downloads water meter readings to billing program) does not interface with Carbonite. It should be backed up on a thumb drive that is taken home by the Secretary.

12. ADJOURNMENT: Motion to adjourn by Jim Rowles and 2nd by Jan Hamilton.
Meeting adjourned at 20:00 p.m.

Signed: James A. Rowles Date: 11/15/2017