**NEW HARMONY VALLEY SPECIAL SERVICE DISTRICT**

**ADMINISTRATIVE CONTROL BOARD MEETING**

**August 21, 2024**

**NEW HARMONY FIRE STATION**

**1388 South Old Hwy 91**

**Meeting Minutes**

1. **Open Hearing: R C. Huckaby.**
   1. Meeting called to order at 7:03 pm.
2. **Attendance: Cathye Huckaby.**
   1. Board Members Present: Clay Huckaby, Chairperson; Pat Fleckenstein Vice Chairperson; John Southwick, Treasurer; Eric Kerns, Member; Ryan Frisby, Member; Cathye Huckaby, Board Clerk/Office Manager.
   2. Board Members Absent: N/A.
   3. Fire Department Volunteers: Chief Banks (via Telephone).
   4. Fire Association Members: Jeanne Brown, Tamra Banks (See Attachment).
   5. Community: N/A.
3. **Reading and Approval of Previous ACB Meeting Minutes – Clay Huckaby.**
   1. The July 17, 2024 minutes were emailed to each member prior to this meeting. Each member of the Administrative Control Board (ACB) had a chance to review the Meeting Minutes of July 17, 2024, and make suggested changes. No changes were requested (See Attached).

***Motion: A motion was made by Pat Fleckenstein that the ABC Meeting Minutes July 17, 2024, be approved as reviewed. John Southwick seconded the motion. Motion carried unanimously by all present.***

1. **Financial Report: John Southwick.**
   1. NHVSSD Balance Sheet dated as of 8-20-24, was reviewed (See Attached).
   2. NHVSSD Budgets vs Actuals FY 2024; January – December 2024, as of 8-20-24 was reviewed (See Attached).
   3. NHVSSD Expense Report for 7-1-2024 to 8-20-2024 was reviewed (See Attached).

***Motion: A motion was made by Pat Fleckenstein that the financial reports reviewed and discussed be approved as submitted. John Southwick seconded the motion. Motion carried unanimously by all.***

1. **Work Groups for Contingency Account: Clay Huckaby.**
   1. Item moved to October 2024 Agenda.
2. **Impact Fee Study: Clay Huckaby.**
   1. Zions Public Finance, INC completed the draft Impact Fee Study Report. Each member was emailed a copy prior to the meeting.(See Attached). Questions were entertained. The district is charging below the maximum allowed per new dwelling build. The most a dwelling should be is $2,830. The scope of the project was significantly reduced as Chairperson Huckaby provided most the research; therefore, the cost of the project will come in around $6500 instead of $8000.
   2. To increase the Impact Fee Schedule, a public hearing is required, like that of a Budget Hearing.
   3. It was suggested that we pursue charging late fees for delinquent filing and payment.

***Motion: A motion was made by Pat Fleckenstein that the Draft Impact Fee Study Report prepared by Zions Public Finance INC reviewed and discussed be approved. John Southwick seconded the motion. Motion carried unanimously by all present.***

1. **Grant Updates: Clay Huckaby.** 
   1. The district was awarded a $5,821.70 grant by DNR for the purchase of wildfire PPE, Googles, Hoods. The district will be reimbursed once the equipment is purchased.

***Motion: A motion was made by John Southwick, the board authorize the purchase of the equipment noted in the DNR grant approval letter, to be reimbursed by grant funds at a later date.. Eric Kerns John Southwick seconded the motion. Motion carried unanimously by all present.***

1. **Fire Engine available from Zion National Park: John Southwick.** 
   1. After the meeting last month, Zion suggested the possibility of donating the Engine, discussed at the last meeting, to the department. In lieu of payment the district would agree to house the recycling bins at the Kolob Station. Not having to pay for the engine would make it financially reasonable for us to pay for the repairs needed to the engine. The bins have been moved to Kolob Station.
2. **Wildfire Fuels Management/Wildfire Prevention Program: John Southwick.**
   1. Still seeking volunteers for the committee.
   2. Chipping did occur, some houses were delayed until they conformed to stacking standards. John is hoping to negotiate an earlier time frame next year, before the start of the fire season.
   3. John and Malcolm have been working on a arial survey.
3. **Board Members Report:**
4. No Reports

**XI. New Engine Status Update: Jim Banks.**

* 1. Jim Banks and Malcom Tonneson flew out to the Pierce Manufacturing plant, maker of the new truck, to finalize the order. They spent two days going over every detail. The cost of the engine will be over the original estimate, however, within the parameters of the loan/grant. We should be getting the purchase invoice soon.
  2. Once the apparatus arrives Siddons & Martin will be responsible for warranty work etc. They are local to Utah.

**XII Radios Project 25: Jim Banks.**

* 1. The new radios have been purchased by the Fire Association for approximately $10,000. Jim drove to Salt Lake and brought the radios back to the station.

1. **Fire Chief Report: Jim Banks.**
2. Chief Banks was returning from his trip to the Pierce Plant and did not have the callout numbers available. There was a significant Hay Fire that took the firefighters all day to extinguish earlier this week.

**XIV. Office Manager Report: Cathye Huckaby.**

1. Although our budget is in good shape Hinton & Burdick is suggesting a midyear budget review. This public hearing will be held at our next meeting 9-18-2024.

**XIV. Fire Association: Jeanee Brown; Tamra Banks.**

1. The Association purchased and mounted a new Smokey-the-Bear Fire information sign for the Kolob Station for approximately $1,800.
2. Preparations for the Apple Festival are underway. It will be held on October 12, 2024**,** 10am-3:00pm.Each association board member has been given assignments i.e. vendors, bake sale, traffic, raffle etc.
3. More Volunteers are needed.
   * + 1. **Community Report:**
4. No Reports.
   * + 1. **Meeting Adjourned: Clay Huckaby.**
5. Meeting Adjourned 8:18pm.

***Motion: A motion was made by Pat Fleckenstein the meeting adjourn.. Eric Kerns seconded the motion. Motion carried unanimously by all present.***

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opportunity provider and employer.”

**Attachments:**

**ACB-FB Meeting Agenda 8-21- 2024**

**Utah Public Notice of Meeting 8-20--2024, 8-14-2024**

**NHVSSD Public Sign-in Sheet 8-21-2024**

**ACB-FB Meeting Minutes 7-17-2024**

**NHVSSD Balance Sheet as of 8-20-2024**

**NHVSSD Budget vs Actuals January – December 2024 as of 8-20-2024**

**Expense Report 7-1-2024 to 8-20-2024 as of 8-20-2024**

**Zions Public Finance INC DRAFT Impact Fee Study Report 2024**

**DNR Grant Approval Letter 8-7-2024**