

NEW HARMONY VALLEY SPECIAL SERVICE DISTRICT

ADMINISTRATIVE CONTROL BOARD MEETING

February 21, 2024

NEW HARMONY FIRE STATION
1388 South Old Hwy 91

Meeting Minutes

I. Open Hearing: R C. Huckaby.

- a. Meeting called to order at 7:00 pm.

II. Attendance: C. Huckaby.

- a. Board Members Present: Clay Huckaby, Chairperson; Pat Fleckenstein, Vice Chairperson; John Southwick, Treasurer; Eric Kerns, Member; Cathye Huckaby, Board Clerk/Office Manager.
- b. Board Members Absent: Scott Pace, Member.
- c. Fire Department Volunteers: Chief Banks, Fire Chief
- d. Fire Association Members: Sonia Steere, President; Tamra Banks, Member.
- e. Community Members Present: None

III. Reading and Approval of Previous Meeting Minutes – R C. Huckaby.

- a. Members had the opportunity to review the January 17, 2024, Administrative Control Board Meeting Minutes. No changes were requested. (See Attached).

Motion: A motion was made by Pat Fleckenstein to have the January 17, 2024, meeting minutes be approved as reviewed. Eric Kerns seconded the motion. Motion carried unanimously by all present.

IV. Financial Report: Cathye Huckaby.

- a. NHVSSD Balance Sheet dated as of 2-20-2024, reviewed. (See Attached).
- b. NHVSSD Budgets vs Actuals FY 2024; January – December 2024, as of 2-20-24 Reviewed. (See Attached).
- c. NHVSSD Expense Report for 1-1-2024 to 2-20-24 Reviewed (See Attached.)
- d. No questions or concerns.
- e. John Southwick and Cathye Huckaby met with Kip Lewis, CPA Hinton & Burdick earlier in the month for about two and a half hours. Kip trained them both in what is required by the Treasurer as a 2nd level review on financial documents.

Motion: A motion was made by Eric Kerns that the financial reports reviewed and discussed be approved. John Southwick seconded the motion. Motion carried unanimously by all present.

V. Approval of NHVSSD – ACB By-Laws: R C. Huckaby

- a. As a follow-up from last month's meeting Chairperson Huckaby corrected the proposed NHVSSD – ACB By-Laws (Section E, paragraph 2) to reflect what was agreed to at the last ACB Meeting. The corrections were made, and prior to this meeting, each member was emailed a copy of the revised NHVSSD – ACB By-Laws (Section E, paragraph 2) which defines the length of term for ACB Officers (i.e. Chairperson, Vice Chairperson, Treasurer (See Attached).

Motion: A motion was made by John Southwick that the NHVSSD-ACB By-Laws, Section E, paragraph 2 be revised to include. " Officers of the ACB shall be selected from the ACB Members by majority vote every two years at the discretion of the ACB. Eric Kerns seconded the motion. Motion carried unanimously by all present.

VI. Impact Fee Study Proposal: R C. Huckaby

- a. Chairperson Huckaby presented the need for a current Impact Fee Study. He noted the district, to his knowledge, does not have one on file with Washington County and a copy cannot be found. Utah Code Chapter 36a speaks to the need to have such an analysis and plan. He inquired with a couple other Fire Chiefs as to who they used in completing their Impact Fee Studies and several suggested, Zions Public Finance. INC. After contacting them and detailing our needs, Zions Public Finance provided a proposal for preparing an Impact Fee Plan. Their proposal is for \$8000.
- b. While the board felt one was probably necessary, the discussion was tabled to follow-up on the following:
 - Get more proposals as some felt \$8000 was excessive.
 - Should we make a payment on the new apparatus before initiating a study?
 - Get samples of Impact Fee Studies completed for other agencies.

VII. Financial Plan: Removed from the agenda to seek more information on early payment of the new apparatus.

VIII. Proposal to Authorize the Fire Chief to Explore Sharing Resources with Cedar City Fire Department.

- a. As has been previously discussed the district might gain benefits by combining efforts with other agencies. Chief Banks broached the subject with Washington County Commissioners, who voice no objection to the matter even involving resourcing with Iron County.
- b. The Chairperson proposed authorizing Chief Banks to explore these options on behalf of the NHVSSD-ACB.

Motion: A motion was made by Eric Kerns to authorize Chief Banks, on behalf of the NHVSSD, to explore sharing resources with other departments, districts, and counties. John Southwick seconded the motion. Motion carried unanimously by all present.

IX. Savings on Trash Pick-up: John Southwick

- a. John Southwick noted that the district pays approximately \$375. a month for the trash dumpster. He believes most of the time the dumpster is not full, and the department would be better served at a cheaper rate to return the dumpster to Republic Services and go to the weekly trash pick -up provided by the county.
- b. Chief Banks had no objections.
- c. John will contact Washington County to ensure weekly trash pick-up is possible and what will be the cost. The matter will be taken up again at the next meeting.

X. Impact Fee Enforcement: John Southwick

- a. After speaking with Washington County Officials, John learned that until now the county had no system for flagging X structure additions plans to ensure NHVSSD Impact Fee receipts. That has been corrected; now before Certificate of Occupancy are issued, or Structure Addition Plans are approved, an Impact Fee Receipt from NHVSSD will be required by the County.

XII. Stipend Reimbursement for Volunteers Conducting Fire & Safety Inspections: John Southwick.

- a. John proposed giving the Volunteer Fire Fighters, who have gotten their Fire & Safety Inspection Certifications, a stipend in the form of a “call-out” when they conduct inspections.

Motion: A motion was made by John Southwick that Fire& Safety Inspections be counted as a “call-out” and the inspector be compensated accordingly. Pat Fleckenstein seconded the motion. Motion carried unanimously by all present.

XIII. Chief Report: Jim Banks.

- a. Chief Banks reports a much slower January than last year. There were about 10 calls in January 2024.
- b. The compressor came in at half the price as projected. The Chief secured a good deal.
- c. The HVFD and Chairperson Huckaby attended UVU Fire Academy Certification Winter School. Several certifications were achieved.
- d. The “non ambulance” is almost ready to be put into service. Richard Carter and Wes Goodman are putting on the reflective markings.
- e. The department is considering downsizing one piece of equipment to make space for the new apparatus.

XIV. Office Manager Report: Cathye Huckaby.

- a. All Bank Signatories are updated.
- b. The Districts Insurance Policy with Utah Local Trust and WIC is up for renewal, and we are in the application process.

XV. Fire Association

- a. The Ryan Frisby Foundation has once again donated \$10,000 to the Association to be used as determined by the department.

- b. The Association is considering the cost to assist with training by using “online” courses.
- c. The event calendar is being finalized. There will be a Pancake Breakfast, Fire Awareness Project, and Community Clean-up in May.

XVI. Community Comment:

- a. **Look for the Utah Caucus in March.**
- b. **The Washington Commissioners will also be at the Library in March**

XVII. Meeting Adjourned at 8.41pm:

Motion: A motion was made by John Southwick to adjourn the meeting. The motion was seconded by Eric Kerns . Motion carried unanimously by all present.

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Attachments:

ACB-FB Meeting Agenda 2-21-2023

Utah Public Notice of Meeting 1-25-2023, 2-20-203

NHVSSD Public Sign-in Sheet 2-21-24

ACB-FB Meeting Minutes 1-17-24

NHVSSD Balance Sheet 2-20-2023

NHVSSD Budget vs Actuals January – December 2024 as of 2-20-24

Expense Report 1-1-2024 to 2-20-24

Amended By-Laws email 2-14-24

Zions Public Finance Impact Fee Proposal

CD Account Rate for SBSU

**NEW HARMONY VALLEY SPECIAL SERVICE DISTRICT
Administrative Control Board Hearing**

February 21, 2024

7:00pm

**NEW HARMONY FIRE STATION
1388 South Old Hwy 91**

Agenda

- I. Open Meeting:**
- II. Review/Approval of Meeting Minutes - Clay Huckaby.**
- III. Financial Report – John Southwick/Cathye Huckaby**
 - **Balance Sheet**
 - **Budget vs Actuals**
 - **Expenditures**
- IV. Approval of NHVSSD-ACB By-Laws: R C. Huckaby**
- V. Impact Fee Study: R C. Huckaby**
- VI. Financial Plan - Six Month CD: R C. Huckaby**
- VII. Proposal to Explore Resources with Cedar City Fire Department.**
- VIII. Savings on Trash Pick-up: John Southwick**
- IX. Impact Fee Enforcement: John Southwick**
- X. Stipend Reimbursement for Fire & Safety Inspectors: John Southwick**
- XI. Chief Report: Jim Banks**
- XII. Office Manager Report: Cathye Huckaby**
 - **Bank Signatories**
 - **Trust Application**
 - **WCI Renewal**
 - **Training with HB.**
- XIII. Fire Association Reports**
- XIV. Meeting Adjourned:**

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Public Notice for New Harmony Administrative Control Board



From <support@utah.gov>
To <cathye.huckaby@newharmonyfire.org>
Date 2024-01-25 14:22

Utah Public Notice

[New Harmony Administrative Control Board](#)

[NHVSSD -Administrative Control Board Monthly Meeting](#)

Notice Date & Time: 2/21/24 7:00 PM -2/21/24 9:00 PM

Description/Agenda:

The final agenda will be posted no later than 2-20-2024, 7:00pm.

Notice of Special Accommodations:

NOTICE OF SPECIAL ACCOMMODATION DURING PUBLIC MEETINGS In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify Cathye Huckaby at 435 767-1893

Notice of Electronic or telephone participation:

NA

Other information:

Location:

1388 S. Old HWY 91, NEW HARMONY, 84757

Contact information:

Cathye Huckaby , cathye.huckaby@newharmonyfire.org, (435)767-1893

To stop receiving email notifications for this public body, please click this link:

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Public Notice Updated for New Harmony Administrative Control Board



From <support@helpdesk.utah.gov>
To <cathye.huckaby@newharmonyfire.org>
Date 2024-02-20 12:23

Utah Public Notice

Revised Notice

[New Harmony Administrative Control Board](#)

[NHVSSD -Administrative Control Board Monthly Meeting](#)

Notice Date & Time: 2/21/24 7:00 PM -2/21/24 9:00 PM

Description/Agenda:

NEW HARMONY VALLEY SPECIAL SERVICE DISTRICT
Administrative Control Board Hearing
February 21, 2024
7:00pm

NEW HARMONY FIRE STATION
1388 South Old Hwy 91

Agenda

- I. Open Meeting:
- II. Review/Approval of Meeting Minutes - Clay Huckaby.
- III. Financial Report - John Southwick/Cathye Huckaby
 - Balance Sheet
 - Budget vs Actuals
 - Expenditures
- IV. Approval of NHVSSD-ACB By-Laws: R C. Huckaby
- V. Impact Fee Study: R C. Huckaby
- VI. Financial Plan - Six Month CD: R C. Huckaby
- VII. Proposal to Explore Resources with Cedar City Fire Department.
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Notice of Electronic or telephone participation:

NA

Other information:

Location:

1388 S. Old HWY 91, NEW HARMONY, 84757

Contact information:

Cathye Huckaby , cathye.huckaby@newharmonyfire.org, (435)767-1893

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2-21-24

7:00pm

[illegible]

NEW HARMONY VALLEY SPECIAL SERVICE DISTRICT

ADMINISTRATIVE CONTROL BOARD MEETING

JANUARY 17, 2024

NEW HARMONY FIRE STATION
1388 South Old Hwy 91

Meeting Minutes

I. Open Hearing: R C. Huckaby.

- a. Meeting called to order at 7:00 pm.

II. Attendance: C. Huckaby.

- a. Board Members Present: Clay Huckaby, Chairperson; Eric Kerns, Member; John Southwick, Member; Pat Fleckenstein, Member; Cathye Huckaby, Board Clerk/Office Manager.
- b. Board Members Absent: Scott Pace, Vice Chairperson.
- c. Fire Department Volunteers: Chief Banks could not attend due to a scheduling conflict in his schedule.
- d. Community Members Present: Mary Ellen Southwick, Fire Association.(Sign-in Sheet Attached.)

III. Welcome and Oath of Office to Pat Fleckenstein: R C. Huckaby.

- a. Newly seated NHVSSD Board Member was administered the Oath of Office by Cathye Huckaby, Board Clerk. (See Attached).
- b. Mr. Fleckenstein will be an asset to the district. He has many years of experience in the fire service.

IV. Reading and Approval of Previous Meeting Minutes – Clay Huckaby.

- a. Members had the opportunity to review the November 15, 2023, 2024 Budget Proposal-Public Hearing and the November 15, 2023, Administrative Control Board Meeting Minutes. No changes were requested. (See Attached).

Motion: A motion was made by Pat Fleckenstein that both meeting minutes be approved as reviewed. John Southwick seconded the motion. Motion carried unanimously by all present.

V. Election of Officers: Cathye Huckaby.

- a. Before electing a new Treasurer (Darren Adair retired), and in accordance with adopting new/revised by-laws, the ACB discussed the term length for elected ACB officers.
- b. For informational purposes the sitting officers were elected to their positions as follows:

- Former Chairperson Roxanne Hansen, Vice Chair Scott Pace, and former member Mike Ballard were elected in November 2023, to serve 4-year terms (2022-2026).
 - Darren Adair and Eric Kerns terms began in 2019 and ended December 2023. Darren Adair moved out of the district and did not run for reelection. Eric Kerns and Pat Fleckenstein ran unopposed and were appointed to the 2024-2028 terms.
 - Clay Huckaby was appointed to the Board in April 2024 behind Mike Ballard, who previously resigned and was elected to the Chairperson position in July of 2022. Term of office 2022-2026.
 - John Southwick was appointed to the board behind Roxanne Hansen, who voluntarily resigned and whose term was 2022 -2026.
- c. The Board discussed the following:
- Should ACB Officer elections occur every two years, in line with the ACB public elections or serve a 4-year term?
 - If an Officer is elected midterm, does that person fill the original term or does their term start at the date of election?
 - Can a person be reelected to the same position to serve consecutive terms.

Motion: A motion was made by Eric Kerns that a) ACB Officer will be elected every two years, in line with the NHVSSD-ACB public elections; b) in cases where a member is elected to an Officer position midterm, that person will serve the remainder of the original term; c) a member can be reelected to the same position, thereby serving consecutive terms. Pat Fleckenstein seconded the motion. Motion carried unanimously by all present.

Motion: A motion was made by Eric Kerns that R Clayton Huckaby be reelected to the position of NHVSSD – ACB’s Chairperson to serve another two-year term. Pat Fleckenstein seconded the motion. Motion carried unanimously by all present.

Motion: A motion was made by Eric Kerns that Pat Fleckenstein be elected to the position of NHVSSD – ACB’s Vice Chairperson to serve a two-year term. John Southwick seconded the motion. Motion carried unanimously by all present.

Motion: A motion was made by Eric Kerns that John Southwick be elected to the position of NHVSSD – ACB’s Treasurer, to serve a two-year term. Pat Fleckenstein seconded the motion. Motion carried unanimously by all present.

VI. Financial Report: Cathye Huckaby.

- a. NHVSSD Balance Sheet dated as of 1-16-2023, reviewed. (See Attached).
- b. NHVSSD Budgets vs Actuals FY 2023 January - December Reviewed. (See Attached).
- c. The department did very well, staying within the 2023 budget. Although the Board approved transferring \$10,000 from the Contingency Fund to the General Fund at the August 2023 Mid-year budget review hearing, that was not necessary. The big-

ticket items expected to be purchased in 2023 (i.e., Air Compressor) will be purchased in 2024 and that money will be needed at that time.

- d. Each member was provided with a binder, a copy of the 2024 Budget, and a copy of the Budget Line Items & Categories Form.
- e. The TNT increase money will not be received until November 2024.
- f. The plan remains to make the first payments for the new Fire Truck using Impact Fee Funds.
- g. A discussion regarding, "What can be considered debt service?" was tabled until the next meeting.
- h. Kip Lewis, CPA Hinton & Burdick will meet with the Clerk/Office Manager and the newly elected Treasurer to provide training.

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

VII. Final Review of Truth- In Taxation: R C. Huckaby.

- a. Per Ryan Sullivan, Clerk Auditor Washington County all requirements have been met.

VIII. Presentation of By-Laws: R C. Huckaby.

- a. Prior to this meeting Chairperson Huckaby emailed each board member a proposal for NHVSS – ACB By-Laws for them to review. (See Attached).
- b. The document was reviewed. Some points of clarification were requested specifically:
 - The need for an additional CPA if needed or if our contract with Hinton & Burdick suffices?
- c. The matter was tabled until the next meeting.

IX. Discussion of the 2024 Meeting Schedule: R C. Huckaby.

- a. Going forward should the board meet monthly, by-monthly, or quarterly? The members present unanimously opposed returning to a quarterly meeting schedule. The consensus was to meet monthly for the first part of the year and then, if reasonable, transition into a by-monthly schedule meeting on the 3rd Wednesday of each odd month. The matter will be addressed again later in the year.

X. Board Member Reports:

- a. John Southwick reported the Montecito Fire Department, California, from where he retired as a Battalion Chief, is retiring a Pumper Crew Cab Fire Engine. The details are still forthcoming; however, we are in line to get the first offer.
- b. There is proposed legislation Utah House Bill 217 that modifies provisions related to Volunteer Emergency Medical Service Personnel Insurance Program. (See Attached). This may be beneficial to our district. Something to watch for in the future.

XI. Chief Report: R C. Huckaby for Jim Banks.

- a. Chief Banks is attending another fire service-related training and could not attend this meeting. He sent in the following reports to be reviewed:
 - Chiefs Report, email dated 1-17-2024 (See Attached).
 - NHVD Breakdown by Major Types for Date Range (See Attached).
- b. Reports were reviewed and with no further comment.

XI. Public Comment:

- a. No Public Comment.

XII. Meeting Adjourned at 7:57pm

Motion: A motion was made by John Southwick to adjourn the meeting. The motion was seconded by Pat Fleckenstein. Motion carried unanimously by all present.

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Attachments

ACB-FB Meeting Agenda 1-17-2023

Utah Public Notice of Meeting 1-10-2023,1-16-203

NHVSSD Public Sign-in Sheet

Oath of Office Pat Fleckenstein

ACB-FB 2024 Budget Proposal Public Hearing Minutes 11-15-2023

ACB-FB Meeting Minutes 11-15-2023

NHVSSD Balance Sheet 1-16-2023

NHVSSD Budget vs Actuals January – December 2023 as of 1-12-2023

NHVSSD By-Laws Proposal 1-2024

TNT Notice

House Bill 217

Chiefs Report, Email 1-17-2024

HVFD Breakdown by Major Incident Types for Date Range 1-1-2023 to 12-31-2023.

New Harmony Valley Special Service District

Balance Sheet

As of February 20, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
State Bank - Building Fund	577.46
State Bank - Capital Projects	4.48
State Bank - Contingency Fund	23,164.79
State Bank - General Fund	90,413.87
State Bank - Impact Fees	262,031.70
Total Bank Accounts	\$376,192.30
Other Current Assets	
Due from other governments	12,278.43
Uncategorized Asset	-1.00
Total Other Current Assets	\$12,277.43
Total Current Assets	\$388,469.73
Fixed Assets	
General Fixed Assets	6,725.09
Buildings and Improvements	335,373.53
Emergency Vehicles	439,249.00
Land	8,750.00
Machinery and Equipment	347,324.17
Total General Fixed Assets	1,137,421.79
Total Fixed Assets	\$1,137,421.79
Other Assets	
Construction in Progress	0.00
Total Other Assets	\$0.00
TOTAL ASSETS	\$1,525,891.52
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
*Accounts Payable	93.11
Total Accounts Payable	\$93.11
Other Current Liabilities	
Accounts Payable	0.00
Accrued Interest Payable	0.00
Total Other Current Liabilities	\$0.00
Total Current Liabilities	\$93.11

New Harmony Valley Special Service District

Balance Sheet

As of February 20, 2024

	TOTAL
Long-Term Liabilities	
General Long-Term Debt	0.00
CIB Lease	11,728.26
USDA - 1	0.00
USDA - 2	0.00
Total General Long-Term Debt	11,728.26
Total Long-Term Liabilities	\$11,728.26
Total Liabilities	\$11,821.37
Equity	
Amount to be Provided for GLTD	-51,000.00
Investment in Fixed Assets	1,088,019.17
Opening Bal Equity	0.00
Retained Earnings	468,920.13
Net Income	8,130.85
Total Equity	\$1,514,070.15
TOTAL LIABILITIES AND EQUITY	\$1,525,891.52

New Harmony Valley Special Service District

Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L

January - December 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
Charge for Services		7,500.00	-7,500.00	
Contribution from Fund Balance		49,385.00	-49,385.00	
Donations	1.00	2,000.00	-1,999.00	0.05 %
Grants		10,000.00	-10,000.00	
Impact Fee Revenue	1,350.00	35,000.00	-33,650.00	3.86 %
Property Tax	19,200.43	110,000.00	-90,799.57	17.45 %
Total Income	\$20,551.43	\$213,885.00	\$ -193,333.57	9.61 %
GROSS PROFIT	\$20,551.43	\$213,885.00	\$ -193,333.57	9.61 %
Expenses				
Administration		1,600.00	-1,600.00	
Accounting (HintonBurdick)		12,000.00	-12,000.00	
Chief Banks		12,000.00	-12,000.00	
Office Manager	787.50	12,000.00	-11,212.50	6.56 %
Printing	24.97		24.97	
Total Administration	812.47	37,600.00	-36,787.53	2.16 %
Call out reimbursement	4,040.00	26,000.00	-21,960.00	15.54 %
Contracted Services		8,965.00	-8,965.00	
Lexipol	3,689.28		3,689.28	
Other	76.64		76.64	
Total Contracted Services	3,765.92	8,965.00	-5,199.08	42.01 %
Debt Service		33,000.00	-33,000.00	
Election Costs		0.00	0.00	
Emergency Medical Response		3,500.00	-3,500.00	
Insurance		15,000.00	-15,000.00	
Misc		4,000.00	-4,000.00	
Operations Maintenance & Repair		27,500.00	-27,500.00	
Equipment Repair	840.03		840.03	
Fuel	81.05		81.05	
Total Operations Maintenance & Repair	921.08	27,500.00	-26,578.92	3.35 %
Purchase of Fixed Assets		5,000.00	-5,000.00	
Safety Equipment		10,000.00	-10,000.00	
Station Supplies		14,800.00	-14,800.00	
Office Supplies	196.20		196.20	
Total Station Supplies	196.20	14,800.00	-14,603.80	1.33 %
Training	1,520.00	9,800.00	-8,280.00	15.51 %
Travel, Meals, Mileage		1,400.00	-1,400.00	
UTILITIES	130.00	12,000.00	-11,870.00	1.08 %
Gas and Electric	822.39		822.39	
Internet Access	16.93		16.93	
Telephone	150.00		150.00	
Waste Dumpster	747.38		747.38	



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New Harmony Valley Special Service District

Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L

January - December 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total UTILITIES	1,866.70	12,000.00	-10,133.30	15.56 %
Total Expenses	\$13,122.37	\$208,565.00	\$ -195,442.63	6.29 %
NET OPERATING INCOME	\$7,429.06	\$5,320.00	\$2,109.06	139.64 %
Other Income				
Interest Income	701.79	6,000.00	-5,298.21	11.70 %
Total Other Income	\$701.79	\$6,000.00	\$ -5,298.21	11.70 %
Other Expenses				
Contribution to Fund Balance		0.00	0.00	
Interest Expense		11,320.00	-11,320.00	
Total Other Expenses	\$0.00	\$11,320.00	\$ -11,320.00	0.00%
NET OTHER INCOME	\$701.79	\$ -5,320.00	\$6,021.79	-13.19 %
NET INCOME	\$8,130.85	\$0.00	\$8,130.85	0.00%

New Harmony Valley Special Service District

Selected	Date	Type	No.	Payee	Category	Total	Action
	02/09/2024	Check	4253	Republic Services	Waste Dumpster	\$370.62	
	02/09/2024	Check	4252	Western Pest Control	UTILITIES	\$65.00	
	02/09/2024	Check	4251	TINK'S SUPERIOR AUTO PARTS	Equipment Repair	\$575.35	
	02/09/2024	Check	4250	Western Pest Control	UTILITIES	\$65.00	
	02/09/2024	Check	4249	Dominion Energy	Gas and Electric	\$334.59	
	02/09/2024	Check	4248	Cathye Huckaby	Office Manager	\$787.50	
	02/05/2024	Check		Warren Dutson	Training	\$40.00	
	01/17/2024	Check	4247	Gannett Nevada-Utah LocaliQ	Printing	\$24.97	
	01/17/2024	Check	4246	VISA	--Split--	\$289.77	
	01/17/2024	Check	4245	ROCKY MOUNTAIN POWER	Gas and Electric	\$153.56	
	01/17/2024	Check	4244	Shell Small Business	Fuel	\$81.05	
	01/11/2024	Check	4243	Dominion Energy	Gas and Electric	\$334.24	
	01/11/2024	Check	4242	Republic Services	Waste Dumpster	\$376.76	
	01/11/2024	Check	4241	Lexipol LLC	Lexipol	\$3,689.28	
	01/11/2024	Check	4240	TINK'S SUPERIOR AUTO PARTS	Equipment Repair	\$264.68	
	01/11/2024	Check	4234	Heber Barlow	--Split--	\$480.00	
	01/11/2024	Check	4233	Kristen Carter	--Split--	\$720.00	
	01/11/2024	Check	4232	Richard Carter	--Split--	\$810.00	
	01/11/2024	Check	4231	Warren Dutson	Training	\$40.00	
	01/11/2024	Check	4230	Chris Fryer	--Split--	\$240.00	
	01/11/2024	Check	4229	Gail	--Split--	\$400.00	

Selected	Date	Type	No.	Payee	Category	Total	Action
				Goodman			
	01/11/2024	Check	4228	Maddalyn Goodman	Call out reimbursement	\$400.00	
	01/11/2024	Check	4227	Wes Goodman	--Split--	\$690.00	
	01/11/2024	Check	4226	Clair Hansen	--Split--	\$240.00	
	01/11/2024	Check	4225	Brandon Laaksonen	Call out reimbursement	\$280.00	
	01/11/2024	Check	4224	DAVID OSBORN	Call out reimbursement	\$40.00	
	01/11/2024	Check	4223	Malcolm Tonneson	--Split--	\$610.00	
	01/11/2024	Check	4222	Don Williams	--Split--	\$520.00	
	01/11/2024	Check	4221	John Wray	--Split--	\$200.00	

ACB by-laws



From R Clayton Huckaby <clayton.huckaby@nhfd.utah.gov>

To <erickerns1@gmail.com>, Scott Pace <scott_pace2001@yahoo.com>, <pat.fleckenstein@gmail.com>, Cathye Huckaby <cathye.huckaby@newharmonyfire.org>, <james.banks@nhfd.utah.gov>, John Southwick <jsouthwick108@gmail.com>

Date 2024-02-14 15:39

 BYLAWS DISTRICT 2024.pdf (~208 KB)

ACB Members,

I invite you to review the revised by-laws we agreed to at our last meeting regarding Section E, subparagraph 2, which defines the time an officer serves. I'm slowly getting back up to speed here, so if there are mistakes, my apologies.

--

6. Powers and Duties. The ACB has all powers necessary for the administration of the affairs and operation of the properties of the district and may do all such acts as are not by law, the district's creation documents, or these Bylaws, forbidden. The duties and powers of the ACB are generally set forth in the district's creation documents and Part 3 of the Special Service District Act and applicable portions of Title 17B, Chapter 1 of the Utah Code that apply to the district. The primary function of the ACB is to establish policies and make decisions as guidelines for administrative action. The ACB may employ or retain the services of a General Manager/CEO/Director (hereafter the "General Manager") and other employees and may retain the services of consultants to perform specified duties and activities under the direction of the General Manager and of the ACB.
7. Meetings. Regular, special, and emergency meetings of the ACB may be held as provided in any ACB Meeting Policies and Procedures adopted by the ACB (the "ACB Meeting Policy") and in the Utah Open and Public Meetings Act (Utah Code Ann., §§ 52-4-101, *et seq.* the "Act"). At all meetings of the ACB, a majority of the ACB Members shall constitute a quorum for the transaction of business. *See* Utah Code Ann. § 17B-1-310. Meetings of the ACB may take place through telephonic and other electronic means as may be provided in the Act and in any ACB Meeting Policy adopted by the ACB.

E. OFFICERS.

1. Principal Officers. The principal officers of the district shall consist of an ACB Chair, an ACB Vice Chair, a Fire Chief, a Clerk of the District, a Treasurer, a Records Officer, and such other officers as the ACB may from time to time establish.
2. Qualifications; Election and Term of Office. Officers of the ACB shall be selected from the ACB Members by majority vote every two years at the discretion of the ACB. Any vacancy in the position of Chair or Vice Chair caused by the expiration of the term of the incumbent as a member of the ACB or by the death, resignation or removal of the incumbent shall likewise be filled by a majority vote of the ACB Members and the ACB Member selected to fill the position shall do so for the remaining unexpired term. The ACB may also appoint a Fire Chief, and shall appoint a Clerk, a Treasurer, a Records Officer and other officers and assistant officers as desired by the ACB. The Chair may not serve either as Treasurer or Clerk and the Clerk may not also serve as Treasurer. Subject to those limitations, and except as otherwise provided by law, one person may hold more than one office. Notwithstanding the foregoing, the officers shall serve until their replacements are elected or appointed provided, however, that an officer who is also an employee of the District will not continue to serve in office after the officer ceases to be an employee of the District and an officer who is a ACB Member will not continue to serve in office after the officer ceases

to be a ACB Member unless there is a written agreement between the District and the officer that provides otherwise.

3. Duties of Officers.

- a. Chair. The Chair shall, when present, preside at all meetings of the ACB and do and perform all duties incident to that position as are customarily done or performed by a special service district ACB chair. Unless the ACB action approving any contract or other document specifies otherwise, either the Chair or the Fire Chief, or both, shall be authorized and empowered to execute and implement any and all properly approved documents for and on behalf of the district. If there is no General Manager, the Chair may perform the functions and duties of the General Manager.
- b. Vice Chair. The Vice Chair shall chair meetings of the ACB and otherwise act in the place of the Chair when the Chair is absent.
- c. General Manager. The Fire Chief shall be the General Manager and Chief Operating Officer of the District and shall be responsible for the day-to-day business and affairs of the district, subject to oversight by the ACB. The General Manager shall, among other duties, supervise purchasing for the District, supervise the preparation and negotiation of contracts, make necessary contacts on behalf of the District with responsible officials and representatives of federal, state, county and local units of government, verify all payrolls, claims and expenditures for submission to the ACB, assist in preparing the annual budget, supervise all employees of the District and be responsible for and exercise supervision and control over the District's property, facilities and operations. Respecting purchases made for or on behalf of the District, the General Manager, or a designee of the General Manager under the General Manager's supervision, is the ACB's designee to function as the District's Procurement Official, as provided in the Utah Procurement Code found in Title 63G, Chapter 6a of the Utah Code. The General Manager will perform all other duties, assignments and functions required by the ACB to the end that the district may be operated in an efficient, economical, and satisfactory manner and effectively serve the public. The General Manager shall serve at the pleasure of the ACB. Unless the ACB action approving a contract or other document specifies otherwise, either the General Manager or the Chair, or both, shall be authorized and empowered to execute and implement any and all properly approved contracts and other documents for and on behalf of the district.
- d. Clerk. The Clerk or designee, shall be the custodian of the District's financial records of the District and shall perform such other duties as may be required by law, particularly those duties specified in Title 17B, Chapter 1, Part 6 of the Utah Code, or as may be directed by

March 21, 2023
Clayton Huckaby
Clayton.huckaby@nhfd.info

Dear Chief:

Based on our conversation earlier today, at your request Zions Public Finance, Inc. (ZPFI) submits this Proposal to prepare Fire Impact Fees for the New Harmony Fire District. Our consultants have prepared hundreds of impact fees and are well acquainted with Utah law regarding impact fees.

Information Needed

In order to draft impact fees, we would need the following information from the District:

1. **Calls for Service** for past year (fire and EMS) or past two years segregated by the same categories for which you want to charge fees (i.e., residential, commercial, institutional, etc.)
 - a. We also need the calls originating from local traffic (calls from within the District) and from traffic calls outside the district, as well as mutual aid calls (outside District). If traffic calls can't be easily identified as originating within or outside of the District, some entities have simply estimated the percent of pass-thru traffic calls.
2. **Existing Stations/Facilities**
 - a. Existing stations, name of station, location, building square feet
 - b. If no new facilities are planned, then we need the actual cost of the existing facility at the time it was purchased (so that new development can buy into the excess capacity); land costs should also be included
3. **Projected Future Facilities**
 - a. Projected construction year of any new facilities that will be constructed within the next 6 years
 - b. Is the station: an expansion, rebuild/replacement, or a new facility?
 - c. Planned floorspace of the future facility
 - d. Acreage or estimated acreage of the future facility
 - e. Projected cost of future facility
 - f. Method of funding
 - g. If no new facilities are planned in the next 6 years, then the estimated timeframe when the existing facilities will reach capacity. In other words, how long before additional facilities will be needed and constructed?
4. **Financing**
 - a. If impact fees are already in place, please provide the current fund balance
 - b. Indicate if any bonds are currently outstanding on fire facilities
5. **Growth Projections**
 - a. Growth projections for the District – or who to contact at the County to get this information



6. Fire Vehicles

- a. Currently owned fire vehicles that cost in excess of \$500,000 fully equipped, year of purchase, purchase price and useful life
- b. Any fire vehicles that will cost in excess of \$500,000 that will be purchased in the next 6 years, purchase price, anticipated year of purchase and useful life

Proposed Fee

The fee proposed for to draft impact fees for New Harmony Fire District in accordance with all requirements of Utah law 11-36a, is \$8,000.

Please feel free to let us know if you need further information.

Best Regards,

Susie C. Becker

Susie Becker

Vice President | Zions Public Finance, Inc.



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About



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CD Account Rate for SBSU - Impact Fee Money

From cathye.huckaby@newharmonyfire.org

To [Pat Fleckenstein](#), [Clay Huckaby](#), [Eric Kerns](#), [Scott Pace](#), [John Southwick](#), [Jim Banks](#)

Date Today 13:17

[Summary](#) [Headers](#)

Greetings

I spoke with Amanda Jacobson at SBSU. The rate now for a 1 year CD "add on" is 5.1 which equals to a 5.2 annual percentage yield. We could certainly make some money by moving some of the Impact Fee money over to this type of account. The process is straight forward. I can open the account by bringing in a copy of the minutes showing the Board's approval. Because it is only one account, Amanda can email you each the docs for signatures or you can go into the bank. This is on the agenda for tomorrow.

Thanks

Cathye