

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

**May 15, 2024  
7:00pm**

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

**Agenda**

- I. Open Meeting: Clay Huckaby.**
  - Time:
- II. Attendance: Cathye Huckaby.**
- III. Review/Approval of Meeting Minutes: Clay Huckaby.**
- IV. Financial Report – John Southwick/Cathye Huckaby.**
  - Balance Sheet.
  - Budget vs Actuals.
  - Expenditures.
- V. Vacant Position Applications Review and Appointment: Clay Huckaby.**
- VI. Board Members Required Training: Cathye Huckaby, Jim Banks.**
  - Email 5-13-24 from Cathye Huckaby.
  - OSA Mandatory Training: Open & Public Meeting, Board Member Training, NIM.
  - ICS Board Training.
- VII. Policy Proposals: Clay Huckaby, Cathye Huckaby.**
  - Revised By-Laws, Page 2: Re: Emails.
  - Accounting.
  - Record Retention.
- VIII. Impact Fee Proposals: Clay Huckaby.**
- IX. Grant Updates: R. C. Huckaby.**
- X. Board Member Presentation : John Southwick.**
  - Wildfire Fuels Management Program and Wildfire Prevention Program.
- XI. Chief Report: Jim Banks. Update.**
  - 800 MHz Radio Update.
  - EMR Licensing Report.
  - General Update
- XII. Office Manager Report: Cathye Huckaby.**
  - VISA Limit Increase.
- XIII. Fire Association Reports:**
- XIV. Community Remarks:**



**XV. Meeting Adjourned:**

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## Public Notice Updated for New Harmony Administrative Control Board

 **From** <support@helpdesk.utah.gov>  
**To** <cathy.e.huckaby@newharmonyfire.org>  
**Date** 2024-05-14 15:13

# Utah Public Notice

## Revised Notice

[New Harmony Administrative Control Board](#)

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

Notice Date & Time: 5/15/24 7:00 PM -5/15/24 9:00 PM

Description/Agenda:

NEW HARMONY VALLEY SPECIAL SERVICE DISTRICT

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7:00pm

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**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

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## Public Notice for New Harmony Administrative Control Board



**From** <support@helpdesk.utah.gov>  
**To** <cathye.huckaby@newharmonyfire.org>  
**Date** 2024-04-01 12:24

## Utah Public Notice

### New Harmony Administrative Control Board

### NHVSSD -Administrative Control Board Monthly Meeting

**Notice Date & Time:** 4/17/24 7:00 PM -4/17/24 9:00 PM

#### Description/Agenda:

To Be Announced

#### 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

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New Harmony Valley Special Service District  
Administrative Control Board Meeting  
Sign-in Sheet

5-15.24

**NEW HARMONY VALLEY SPECIAL SERVICE DISTRICT**

**ADMINISTRATIVE CONTROL BOARD MEETING**  
**March 20, 2024**

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

**Meeting Minutes**

**I. Open Hearing: R C. Huckaby.**

- a. Meeting called to order at 6:59 pm.

**II. Attendance: C. Huckaby.**

- a. Board Members Present: Clay Huckaby, Chairperson; Pat Fleckenstein, Vice Chairperson (via telephone); John Southwick, Treasurer; Member; Cathye Huckaby, Board Clerk/Office Manager.
- b. Board Members Absent: Scott Pace, Member.
- c. Fire Department Volunteers: Chief Banks, Fire Chief; Richard Carter Lieutenant
- d. Fire Association Members: Jeannie Brown, Treasurer; Mary Ellen, Secretary.
- e. Community: None.

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

- a. Members had the opportunity to review the Administrative Control Board (ACB) Meeting Minutes of February 21, 2024. No changes were requested (See Attached).

*Motion: A motion was made by John Southwick the ABC Meeting Minutes February 21, 2024, be approved as reviewed. Pat Fleckenstein seconded the motion. Motion carried unanimously by all present.*

**IV. Financial Report: John Southwick**

- a. NHVSSD Balance Sheet dated as of 3-18-2024, was reviewed (See Attached).
- b. NHVSSD Budgets vs Actuals FY 2024; January – December 2024, as of 3-18-2024 was reviewed (See Attached).
- c. NHVSSD Expense Report for 2-9-2024 to 3-18-2022 was reviewed (See Attached).
- d. No questions or concerns were presented .

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

**V. Scott Pace Resignation: R C. Huckaby.**

- a. On 3-13-2024, Scott Pace sent an email to Chairperson Huckaby, resigning due to family commitments.
- b. Upon receipt of Scott Paces resignation, Chairman Huckaby posted the notice for the opening. Applicants are requested to send a letter of intent and a brief resume to his email.

*Motion: A motion was made by John Southwick that Scott Pace be thanked for his service to the NHVSSD, and his resignation be accepted. Pat Fleckenstein seconded the motion. Motion carried unanimously by all present.*

**VI. Follow-up on Impact Fee Study: R C. Huckaby.**

- a. A second bid was received; however, a third is forthcoming; therefore, the Chair requests the matter be tabled until the next meeting.

**VII. Increase the VISA limit from \$2500 to \$5000: Jim Banks/Cathye Huckaby.**

- a. The Office Manager spoke with Amanda Jacobson, SBSU Account Manager, regarding the proposed increase. To do so the district must fill out a new credit application (which has been received and completed) and submit the application along with ACB meeting minutes showing the Board's approval.
- b. The credit card payment is typically paid in full each month; however, on occasion a purchase needs be made as an emergency and at times the payment and purchase conflict not allowing the purchase to be made. The limit has never been increased. The card is used only when other forms of payment are not accepted or not available.

**VIII. Plaques for Retired Board Members: R C. Huckaby.**

- a. It is proposed that the Board honor Darren Adair, Scott Pace and other retirees with a plaque.

*Motion: A motion was made by John Southwick that plaques be presented to Darren Adair, Scott Pace and other Board retirees as deem appropriate. Pat Fleckenstein seconded the motion. Motion carried unanimously by all present.*

**IX. Savings on Trash Pick-up: John Southwick**

- a. Following-up from last month, John learned that Washington County will not provide trash cans and referred him back to Republic Services, who is our dumpster provider. Republic's representative stated they would not provide trash cans to a business in lieu of the dumpster. They pointed out that we are already getting a good deal on the cost of the monthly pick-up dumpster. If we signed today, instead of 20 years ago, it would cost us close to \$750 per month instead of \$375 per month.
- b. John is going to pursue this further.

**X. Board Member Reports: John Southwick.**

- a. John Southwick, would like to research and advocate for a NHVSSD based Wildfire Fuels Management Program and a Wildfire Prevention Program. He will make a presentation to the Board next month.

**XII. Chief Report: Jim Banks/Richard Carter.**

- a. Richard Carter presented the Board with a policy proposal for a NHVSSD "Ride Along/Volunteer Work Program Waiver and Guidelines. Kristen Carter used the City of Ogden's vetted policy as a guide (See Attached).
- b. The proposal was well thought out and the board supported the proposal with changes made to only #6 in the guideline. Requested change: the clothing must in no way look like the volunteer is a trained professional or member of the department.

*Motion: A motion was made by Pat Fleckenstein that the proposed "Ride Along/Volunteer Work Program Waiver and Guidelines" policy, with the changes stipulated to Guideline #6 be adopted as part of NHVSSD's Policy and Procedures. John Southwick seconded the motion. Motion carried unanimously by all present.*

- c. Chief Banks reports that the "non-ambulance" has been assigned as Squad 181. Chief has requested the Fire Association consider funding the wireless Accessories needed.
- d. It is expected that EMR licensing will be submitted by the end of March.
- e. HVFD completed the County Wildfire Training.
- f. The Training schedule is completed through June 2024.
- g. The State mandatory transition to 800mhz is proving more difficult due to the State's programing issues. Chief Banks is meeting with Motorola to get assistance.
- h. ICS Federal Review Training is needed. More information forthcoming.

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

- a. End of the year reporting is being completed.
- b. Both Chairperson Huckaby and Clerk Huckaby have completed the required GRAMA 2024 Training (See Attached).
- c. Clerk Huckaby has also completed DOSA yearly training requirement on "Open and Public Meetings Act Training 2024 (See Attached).
- d. Board Members are required to complete yearly training, see the Office of State Auditor Website for information.

**XV. Fire Association**

- a. There will be a Pancake Breakfast and Fire Awareness Project on Saturday, May 4<sup>th</sup>; followed by a Community Clean-up Saturday May 11<sup>th</sup>.

**XVI. Community Comment:**

- a. No Comment.

**XVII. Meeting Adjourned at 8:01pm**

***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 3-20-2024**

**Utah Public Notice of Meeting 3-19-2024, 3-14-2024**

**NHVSSD Public Sign-in Sheet 3-20-24**

**ACB-FB Meeting Minutes 2-21-2024**

**NHVSSD Balance Sheet 3-18-2024**

**NHVSSD Budget vs Actuals January – December 2024 as of 3-18-2024**

**Expense Report 2-9-2024 to 3-18-2024**

**Scott Pace Resignation emails (2) 3-13-2024**

**Title Page of Impact Fee Report Sample, The Utah Land Use Institute**

**Title Page of Impact Fee Report Hyrum City 11-2020**

**Title Page of Impact Fee Report City of Orem**

**Impact Fee Estimate, David Shil, Infinity; email 3-3-2024**

**Harmony Valley Fire District Ride Along/Volunteer Work Program Waiver & Guidelines (Proposal)**

**Harmony Valley Fire District Ride Along/Volunteer Work Program Waiver & Guidelines (Proposal) - Requested Changes to #6.**

**Cathye Huckaby Records Officer Cert. Course – 2024**

**Clay Huckaby Records Officer Cert. Course – 2024**

**Cathye Huckaby Cert. Course – Open & Public Meetings Act Training 2024**

# New Harmony Valley Special Service District

## Balance Sheet

As of May 13, 2024

	TOTAL
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
State Bank - Building Fund	577.46
State Bank - Capital Projects	4.48
State Bank - Contingency Fund	23,279.21
State Bank - General Fund	65,107.82
State Bank - Impact Fees	267,631.68
<b>Total Bank Accounts</b>	<b>\$356,600.65</b>
Other Current Assets	
Due from other governments	12,278.43
Uncategorized Asset	-1.00
<b>Total Other Current Assets</b>	<b>\$12,277.43</b>
<b>Total Current Assets</b>	<b>\$368,878.08</b>
<b>Fixed Assets</b>	
<b>General Fixed Assets</b>	
Buildings and Improvements	335,373.53
Emergency Vehicles	439,249.00
Land	8,750.00
Machinery and Equipment	347,324.17
<b>Total General Fixed Assets</b>	<b>1,137,421.79</b>
<b>Total Fixed Assets</b>	<b>\$1,137,421.79</b>
<b>Other Assets</b>	
Construction in Progress	0.00
<b>Total Other Assets</b>	<b>\$0.00</b>
<b>TOTAL ASSETS</b>	<b>\$1,506,299.87</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
*Accounts Payable	93.11
<b>Total Accounts Payable</b>	<b>\$93.11</b>
Other Current Liabilities	
Accounts Payable	0.00
Accrued Interest Payable	0.00
<b>Total Other Current Liabilities</b>	<b>\$0.00</b>
<b>Total Current Liabilities</b>	<b>\$93.11</b>

# 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
<b>Income</b>				
Charge for Services	1,368.90	7,500.00	-6,131.10	18.25 %
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	5,000.00	35,000.00	-30,000.00	14.29 %
Property Tax	21,482.75	110,000.00	-88,517.25	19.53 %
<b>Total Income</b>	<b>\$27,852.65</b>	<b>\$213,885.00</b>	<b>\$ -186,032.35</b>	<b>13.02 %</b>
<b>GROSS PROFIT</b>	<b>\$27,852.65</b>	<b>\$213,885.00</b>	<b>\$ -186,032.35</b>	<b>13.02 %</b>
<b>Expenses</b>				
Administration		1,600.00	-1,600.00	
Accounting (HintonBurdick)	3,000.00	12,000.00	-9,000.00	25.00 %
Bank service Charge	50.00		50.00	
Chief Banks	3,000.00	12,000.00	-9,000.00	25.00 %
Office Manager	2,910.00	12,000.00	-9,090.00	24.25 %
Postage	68.00		68.00	
Printing	24.97		24.97	
<b>Total Administration</b>	<b>9,052.97</b>	<b>37,600.00</b>	<b>-28,547.03</b>	<b>24.08 %</b>
Call out reimbursement	9,280.00	26,000.00	-16,720.00	35.69 %
Contracted Services				
Lexipol	147.97	8,965.00	-8,817.03	1.65 %
Other	3,689.28		3,689.28	
Professional Organizations/ Dues	311.51		311.51	
Streamline Web Services	476.00		476.00	
<b>Total Contracted Services</b>	<b>5,224.76</b>	<b>8,965.00</b>	<b>-3,740.24</b>	<b>58.28 %</b>
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	
Workers Comp	741.00		741.00	
<b>Total Insurance</b>	<b>741.00</b>	<b>15,000.00</b>	<b>-14,259.00</b>	<b>4.94 %</b>
Misc				
Operations Maintenance & Repair		4,000.00	-4,000.00	
Equipment Repair	120.00	27,500.00	-27,380.00	0.44 %
Fuel	5,915.76		5,915.76	
<b>Total Operations Maintenance &amp; Repair</b>	<b>894.76</b>	<b>27,500.00</b>	<b>-20,569.48</b>	<b>25.20 %</b>
Purchase of Fixed Assets				
Safety Equipment		5,000.00	-5,000.00	
Turn-Outs		10,000.00	-10,000.00	
<b>Total Safety Equipment</b>	<b>1,307.83</b>	<b>10,000.00</b>	<b>-8,692.17</b>	<b>13.08 %</b>
Station Supplies				
Office Supplies		14,800.00	-14,800.00	
	1,993.17		1,993.17	



# 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
<b>Total Station Supplies</b>	<b>1,993.17</b>	<b>14,800.00</b>	<b>-12,806.83</b>	<b>13.47 %</b>
Training	3,920.00	9,800.00	-5,880.00	40.00 %
Travel, Meals, Mileage		1,400.00	-1,400.00	
Meals	337.52		337.52	
<b>Total Travel, Meals, Mileage</b>	<b>337.52</b>	<b>1,400.00</b>	<b>-1,062.48</b>	<b>24.11 %</b>
<b>UTILITIES</b>	<b>260.00</b>	<b>12,000.00</b>	<b>-11,740.00</b>	<b>2.17 %</b>
Gas and Electric	1,845.72		1,845.72	
Internet Access	614.69		614.69	
Telephone	450.00		450.00	
Waste Dumpster	1,496.80		1,496.80	
<b>Total UTILITIES</b>	<b>4,867.21</b>	<b>12,000.00</b>	<b>-7,332.79</b>	<b>38.89 %</b>
<b>Total Expenses</b>	<b>\$43,454.98</b>	<b>\$208,565.00</b>	<b>\$ -165,110.02</b>	<b>20.84 %</b>
<b>NET OPERATING INCOME</b>	<b>\$ -15,602.33</b>	<b>\$5,320.00</b>	<b>\$ -20,922.33</b>	<b>-293.28 %</b>
Other Income				
Interest Income	2,766.19	6,000.00	-3,233.81	46.10 %
<b>Total Other Income</b>	<b>\$2,766.19</b>	<b>\$6,000.00</b>	<b>\$ -3,233.81</b>	<b>46.10 %</b>
Other Expenses				
Contribution to Fund Balance		0.00	0.00	
Interest Expense	23.68	11,320.00	-11,296.32	0.21 %
<b>Total Other Expenses</b>	<b>\$23.68</b>	<b>\$11,320.00</b>	<b>\$ -11,296.32</b>	<b>0.21 %</b>
<b>NET OTHER INCOME</b>	<b>\$2,742.51</b>	<b>\$ -5,320.00</b>	<b>\$8,062.51</b>	<b>-51.55 %</b>
<b>NET INCOME</b>	<b>\$ -12,859.82</b>	<b>\$0.00</b>	<b>\$ -12,859.82</b>	<b>0.00%</b>



# New Harmony Valley Special Service District

Selected	Date	Type	No.	Payee	Category	Total	Action
				TINK'S SUPERIOR AUTO PARTS	Equipment Repair	\$279.71	
	05/06/2024	Check	4308	Banks, James	Chief Banks	\$1,000.00	
	05/06/2024	Check	4306	Weidner	Turn-Outs	\$1,307.83	
	05/06/2024	Check	4305	Streamline	Streamline Web Services	\$600.00	
	05/06/2024	Check	4304	John D. Theodosiou	Equipment Repair	\$300.00	
	05/06/2024	Check	4303	Cathye Huckaby	Office Manager	\$577.50	
	05/06/2024	Check	4302	ROCKY MOUNTAIN POWER	Gas and Electric	\$95.90	
	05/06/2024	Check	4301	Dominion Energy	Gas and Electric	\$96.07	
				WCF Mutual			
	05/06/2024	Check	4300	Insurance Company	Workers Comp	\$164.00	
	04/17/2024	Check	4299	VISA	--Split--	\$834.90	
	04/17/2024	Check	4298	Shell Small Business	Fuel	\$134.05	
	04/17/2024	Check	4297	Malcolm Tonneson	Equipment Repair	\$1,569.21	
	04/17/2024	Check	4296	John D. Theodosiou	Equipment Repair	\$700.00	
				UTAH ASSOCIATION OF SPECIAL DISTRICTS	Professional Organizations/ Dues		
	04/10/2024	Check	4295			\$435.00	



Selected	Date	Type	No.	Payee	Category	Total	Action
	04/10/2024	Check	4294	Dominion Energy	Gas and Electric	\$250.75	
	04/10/2024	Check	4293	L.N. CURTIS & SONS	Equipment Repair	\$1,760.60	
	04/10/2024	Check	4292	Western Pest Control	UTILITIES	\$65.00	
	04/10/2024	Check	4291	Republic Services	Waste Dumpster	\$374.71	
				WCF Mutual			
	04/10/2024	Check	4290	Insurance Company	Workers Comp	\$45.00	
				Hinton Burdick			
	04/10/2024	Check	4289	CPAs & Advisors	Accounting (HintonBurdick)	\$1,000.00	
	04/10/2024	Check	4288	Cathye Huckaby	Office Manager	\$645.00	
	04/10/2024	Check	4287	Heber Barlow	--Split--	\$400.00	
	04/10/2024	Check	4286	Kristen Carter	--Split--	\$840.00	
	04/10/2024	Check	4285	Richard Carter	--Split--	\$770.00	
	04/10/2024	Check	4284	Warren Dutson	--Split--	\$120.00	
	04/10/2024	Check	4283	Chris Fryer	Call out reimbursement	\$80.00	
	04/10/2024	Check	4282	Gail Goodman	--Split--	\$360.00	
	04/10/2024	Check	4281	Maddalyn Goodman	--Split--	\$360.00	
	04/10/2024	Check	4280	Wes Goodman	--Split--	\$890.00	
	04/10/2024	Check	4279	Clair Hansen	--Split--	\$440.00	
	04/10/2024	Check	4278	Brandon Laaksonen	Call out reimbursement	\$200.00	
	04/10/2024	Check	4277	DAVID OSBORN	--Split--	\$200.00	
	04/10/2024	Check	4276	Malcolm Tonneson	--Split--	\$610.00	
	04/10/2024	Check	4275	Don Williams	--Split--	\$640.00	
	04/10/2024	Check	4274	John Wray	--Split--	\$680.00	

Selected	Date	Type	No.	Payee	Category	Total	Action
	03/18/2024	Check	4273	Shell Small Business	Fuel	\$386.01	

**Re: Board Vacancy**

2 messages

**Ryan Frisby** <frisby3053@aol.com>

To: R CLAYTON HUCKABY &lt;clayton.huckaby@nhfd.info&gt;

Sun, May 5, 2024 at 8:49 PM

Clay,

That'll be fine, I'll get you my resume shortly.

Long and short of it:

Graduated from University of Redlands with a BA.

Worked up as a meter reader to geoundman, then apprentice and lineman for the City of Banning. 2004-2016

Supervisor for Southern California Edison from 2016-2019

Board member of the Elizabeth Bixby Janeway Foundation 2017-present

Boarmember of the Preston B. Hotchkis foundation from 2011-2019...Chairman 2019-present.

There is a lot more in there but those are the major talking points.

Thanks,

Ryan Frisby

(951)-314-1650

Sent from my iPhone

On May 4, 2024, at 9:46 PM, R CLAYTON HUCKABY &lt;clayton.huckaby@nhfd.info&gt; wrote:

Hi Ryan,

Just a note to let you know that the board will meet on May 15 to consider filling the vacancy. If I can present your name for the vote please let me know. If not, I truly appreciate that you considered my offer!

Kindest regards,

**R CLAYTON HUCKABY**

ADMINISTRATIVE CONTROL BOARD

[WWW.NHFD.UTAH.GOV](http://WWW.NHFD.UTAH.GOV)

435-867-1398 EXT 3

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

[REDACTED] &lt;frisby3053@aol.com&gt;

Sun, May 5, 2024 at 8:54 PM

Ryan, thank you very much! Redlands? I was born in Redlands but, I graduated from CSU. I did take music seminars at Redlands! I love the campus!

Talk to you soon!

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## Education

National Joint Apprenticeship Training Committee (NJATC)  
(2007-2010)

- Completed 3 years of coursework with a GPA of 3.0 and attended hands on courses consisting of Climbing School, Work Methods, Rubber Gloving and Hot sticks

*University of Redlands*  
(1999-2004)

- Bachelor's Degree in Communicative Disorders
- Science Oriented

*Midland High School*  
(1995-1999)

- Private Boarding School: College Preparatory
- Held numerous jobs concurrently: janitorial, window glazing and replacement, dishwasher, manager of carpentry, and breakfast cook

## Professional Experience

*Board Member*

(2017-Present) Elizabeth Bixby Janeway Foundation

- 50 million dollar 501 C-3
- Delegate \$2.5 million dollars in grants annually
- Check in on operations, budgets, projects and board meetings of foundations that receive grants
- Review of financials and approvals of annual expenses

*Chairman*

(2017-present) Preston B. And Maurine M. Hotchkis family foundation

- Manage assets, board and financial responsibilities
- Monitor progress and management of organizations who receive grants
- File, coordinate and execute yearly financial transactions

*Production Specialist*

(2013-2018) Southern California Edison

Romoland, California

- Primary role was to schedule work for district 77 electric line crews in a 300 square mile service territory consisting of 118 linemen, foremen and groundmen
- Assed manpower and build crews based on the needs of the district work requirements
- Managed crews on site with regards to safety, cost efficiency and GEO 95 and OSHA compliance
- Reviewed jobs out of planning regarding constructibility, feasibility, and adherence to local and federal regulations
- Ordered and created outages, No Test Orders, traffic control, permit notification and material orders for each individual job and schedule crews to complete them
- Emergency response
- Managed grievances
- Organized and coordinated multiple branches within Edison to efficiently execute jobs
- On call first responder



*J Journeyman Lineman/Electric Department*

(2003-2013) City of Banning  
Banning, California

- Worked throughout departments beginning as water and electric meter reader
  - Managed a crew of up to four meter readers
  - Helped install software and routing equipment
  - Oversaw all connects and disconnects of water and electric accounts within the city
  - Obtained excellent customer service techniques, time organization, and stress management
  - Overcame public obstacles such as threatening animals, difficult customers, and complicated situations.
  - Duties included inventory, occasional meter reading and service work, general public works, dig alerts, tree trimming, banner installation and removal for city events, sub-station safety watch, equipment and truck maintenance, and working with high voltage in a dangerous and demanding environment, safety advisor, and union steward.
- Involved with the installation and maintenance of overhead and underground electric utilities both primary and secondary voltage in accordance with G.O. 95 &128
- Obtained Status of Journeyman

*Equipment Operator*

(1999-2003) DJ's Equipment  
Laguna Niguel, California

- Operated and maintained water trucks, dump trucks, loaders, and backhoes
- Washed streets, curbs, and gutters
- Managed catch basins and water quality entering the storm drains
- Administered billing duties
- Obtained job site cleanliness and public relation skills

*General Ranch Hand*

(1997-1999) Bixby Ranch Company  
Santa Barbara County, California

- Operated a 20,000 acre cattle ranch
- Cared for about 2,500 cattle
- Intensive manual labor and maintenance of property and equipment
- Obtained exceptional time management skills



## Certifications

Commercial Driver's License  
Underground Utility Location  
Forklift Operator  
Digger Derrick Operator  
Personnel Lift Truck Operator  
Electrical Line Tree Clearance  
Enclosed Space Entry  
CPR  
First Aid  
AED's  
Passed the IBEW Journeyman Test on August 15<sup>th</sup>, 2011  
Rubber glove certified  
Hotstick certified



## Mandatory Training Reminder

**From** <cathye.huckaby@newharmonyfire.org>  
**To** Pat Fleckenstein <pat.fleckenstein@gmail.com>, Clay Huckaby <clayton.huckaby@nhfd.utah.gov>, Eric Kerns <erickerns1@gmail.com>, John Southwick <jsouthwick108@gmail.com>  
**Date** 2024-05-13 12:43

### Board Members

As mentioned previously ... it is yearly training time. Here is a list. We also need NIMS and ICS ... more on that at the next meeting.

Office of State Auditors Mandatory Training: <https://resources.auditor.utah.gov/s/article/Training-All>

1. Local Districts and Special Services Board Member Training. (John and Pat)
2. Open and Public Meeting Training Act (Yearly): Everyone except Cathye Huckaby

Thanks all.

Cathye

4. **Public Purpose.** The purpose of the district is to provide the services and exercise the powers stated in the creation documents of the district; and to exercise all powers conferred upon such districts by law.

**D. ADMINISTRATIVE CONTROL BOARD OR ACB.**

1. **Authority.** If the District is governed by an administrative control board (the "ACB"), the members of the ACB may be appointed and/or elected as specified by the creating county or municipality and as provided by law, particularly Utah Code Title 17D, Chapter 1, Part 3.
2. **Oath of Office.** Prior to assuming official duties, each ACB Member is to take and subscribe, before an officer authorized to administer oaths, to an oath as required by Utah Code Ann. § 17B-1-303(3). However, the failure of an ACB Member to take the required oath shall not invalidate any official act of that ACB Member.
3. **Fidelity Bond/Insurance.** A corporate surety bond or theft or crime insurance, as allowed by law, for the faithful performance of their duties is required for each ACB Member as provided in Utah Code Ann. § 17B-1-303(7) at the expense of the District, in the amount and with the surety, sureties, insurance company or insurance companies prescribed by the ACB.
4. **Term of Office.** The term of each ACB Member is four (4) years and until the ACB Member's successor is elected or appointed, as appropriate, and has qualified, all as provided in Utah Code Title 17D, Chapter 1, Part 3, and any applicable provision in Title 17B, Chapter 1 of the Utah Code. An ACB Member appointed to fill a vacancy will serve the unexpired portion of the term of the ACB Member being replaced. The term of a person elected or appointed to serve on the ACB, subject to the above and except as may otherwise be provided by law, commences at noon on January 1 following the ACB Member's election or appointment.
5. **ACB Vacancies.** To the extent allowed by law, a vacancy in a ACB Member's term of office shall be deemed to exist in the case of death, resignation, disqualification of the ACB Member (as, for example, when a ACB Member ceases to be a registered voter who resides within the boundaries of the District, the ACB Member ceases to be an officer or employee of the creating county or municipality, the ACB Member has been declared to be of unsound mind by order of a court, or the ACB Member has been convicted of or pled guilty or "no contest" to a felony. All vacancies which may occur on the ACB will be filled as provided for by the creating county or municipality. Anyone elected or appointed must agree to use email during their tenure in office. Utah Code Ann. § 20A-9-201, prevents anyone from running for two elected offices in the same year.

**New Harmony Valley Special Services District**  
**New Harmony Fire Department**

***RESOLUTION NUMBER 1-2024: Record Retention Policy***

Upon motion duly made and the unanimous vote of the Board the following resolution was adopted by the New Harmony Valley Special Services District during the May 15, 2024, Administrative Control Board Meeting, New Harmony, Utah.

**Records Retention Policy**

**Records Maintenance.**

In accordance with the State of Utah's, Little Manul for Local and Special Service Districts ( Revised 2024) the district shall implement the attached record maintenance procedure to ensure due diligence in maintaining and preserving records safely and accurately over time. The Fire Chief shall appoint a Custodian of Records who will oversee the records management program, including the records retention schedule (Utah Code 63A-12-103). This policy will be an amendment to the Chapter 8, Record Management of the NHVSSD Policy Manual.



**New Harmony Valley Special Services District**  
**New Harmony Fire Department**

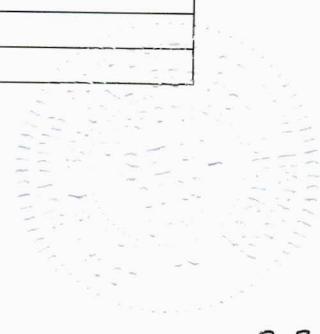
<b>RECORD CLASSIFICATION RETENTION SCHEDULE</b>			
<b>RECORD</b>	<b>TYPE</b>	<b>MINIMUM STANDARD</b>	<b>POLICY</b>
Meeting Minutes	Public	Permanent	Permanent
Meeting Agenda	Public	2 years	2 Years
Annual Financial Reports	Public	Permanent	Permanent
Budgets	Public	Permanent	Permanent
Bank Statements	Public	4 Years	4 Years
General Ledger	Public	10 Years	N/A
Timesheets	Public	3 years	N/A
Accounts Payable & Receivable	Public	4 Years	4 Years
Deposits Slips	Public	4 Years	4 Years
Check Register	Public	7 Years	7 Years
Receipt Books	Public	3 years	3 Years
Fixed Asset List	Public	10 Years	10 Years
Procurement Documents	Public	4 Years	4 years

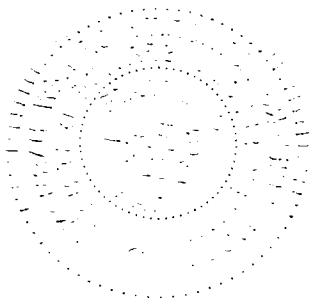
*Administration Control Board Members voting in favor of adopting this NHVSSD Record Retention Policy.*

<b>Name</b>	<b>Signature</b>	<b>Date</b>
R. Clayton Huckaby, Chairperson	<i>R. Clayton Huckaby</i>	<i>5/15/24</i>
Pat Fleckenstein, Vice Chairperson	<i>PF</i>	<i>5/15/24</i>
John Southwick, Treasurer	<i>John W. Southwick</i>	<i>5/15/24</i>
Eric Kerns, Member	<i>Eric</i>	<i>5-15-24</i>

*Administration Control Board Members opposed to adopting this NHVSSD Record Retention Policy.*

<b>Name</b>	<b>Signature</b>	<b>Date</b>





**New Harmony Valley Special Services District  
New Harmony Fire Department**

***RESOLUTION NUMBER 2-2024: Accounting - Receiving, Recording, Time Frames for Monetary Deposits.***

Upon motion duly made and the unanimous vote of the Board this resolution was adopted by the New Harmony Valley Special Services District during the May 15, 2024, Administrative Control Board Meeting, New Harmony, Utah.

**Definition:** As per the Utah State's Little Manual for Local Districts (Revised 2024), "Accounting" is the process of keeping track of money, other items of worth (assets), and what is owed to others (liabilities).

**Standards Outlined in Utah State's, Little Manual for Local Districts (Revised 2024):** It is important for the district to accurately keep track of such information not only for its own use, but also to be accountable to its constituents and to complete legally required reports. Accounting need not be complicated. All it requires for small districts is a carefully kept, readable checkbook, which has been reconciled to the bank statements. The following should be done:

- All money received by the district should be deposited into the district bank account and recorded in the accounting records.
- Payments should not be made using cash on hand unless the cash is part of a properly established petty cash fund.
- A running checkbook balance should be kept.
- All entries made in the checkbook should be:
  - Immediate, so nothing is forgotten.
  - Clearly written.
  - Well explained (for example, it is not necessary to write "Deposit" because that is obvious by the column it is placed in, but it is necessary to explain where it came from and what it was for).
- The checkbook should be reconciled monthly to the bank statement. Bank statements should be kept for four years, and check registers should be kept for seven years. For small districts, the checkbook could be the official financial record of the district and should be safeguarded. The balances, deposits, and check amounts in the checkbook should be used to complete the required annual financial statements.

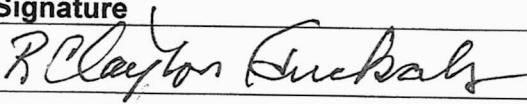
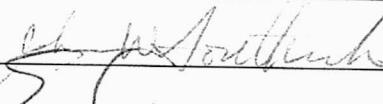
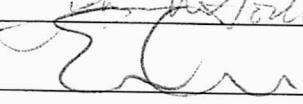
**New Harmony Valley Special Services District  
New Harmony Fire Department**

**NHVSSD Accounting Policy**

**Checking and Saving Accounts:** The NHVSSD shall use QuickBooks and/or a written Checkbook ledger to record all transactions. Each individual account shall be reconciled to the respective bank statement in a timely manner (not to exceed 30 days from the end of the month) and in consideration of the work schedule of the volunteer/contract employee. A second level review of each Bank Account reconciliation shall be completed by the Administrative Control Board (ACB) Treasurer or another ACB member at a minimum each quarter. In addition,

- All money received by the district should be deposited into the district bank account no later than 5 working days and recorded in the accounting records within 24 hours of receiving the check/money.
- Payments should not be made using cash on hand unless the cash is part of a properly established petty cash fund.
- A running checkbook balance should be kept.
- All entries made in QuickBooks checkbook should be:
  - Immediate, so nothing is forgotten.
  - Clearly written.
  - Well explained.
- Only those persons listed as signatories to the Bank Account may sign checks. All Checks must have two signatures.
- The person receiving cash cannot be the person depositing the cash. A payee must be given a receipt for the cash received.

*Administration Control Board Members voting in favor of adopting this NHVSSD Record Retention Policy.*

Name	Signature	Date
R. Clayton Huckaby, Chairperson		5/15/24
Pat Fleckenstein, Vice Chairperson		5/15/24
John Southwick, Treasurer		5/15/24
Eric Kerns, Member		5/15/24

*Administration Control Board Members opposed to adopting this NHVSSD Record Retention Policy.*

Name	Signature	Date

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 Becker

Vice President | Zions Public Finance, Inc.

