

Meeting Minutes of the San Rafael Special Service District (SRSSD)

Due to restrictions in place during the Covid-19 Pandemic please join SRSSD Meeting from your computer, tablet or smartphone.

<https://zoom.us/j/4353813570?pwd=NWduRlZzRCtGNUdndld0NkNNdmxIZz09>

passcode:Emery

Board Members: Lynn Sitterud-Chairman
 Jordan Leonard-Vice Chairman
 Keven Jensen-Board Member

July 16, 2024

2:00 p.m.

75 E Main Street, Castle Dale, UT 84513

In Attendance: Lynn Sitterud, Keven Jensen, Maegan Crosland, Jan Olsen.
Online: Jordan Leonard, Melany Sasser.

1. Approval of meeting minutes from the May 21, 2024 SRSSD Meeting

Motion to approve May 21, 2024 Meeting Minutes made by Keven Jensen. Second by Jordan Leonard. Approved with votes as follows:

Leonard Aye
Jensen Aye
Sitterud Aye

2. Approval of bills to be paid and accounting report of the SRSSD

Bill this month are only \$3705.40 which does not include employee benefits for August coverage. The accounting report was emailed to the Board. Motion to approve the accounting report and pay bills made by Keven Jensen. Second Jordan Leonard. Approved with votes as follows:

Leonard Aye
Jensen Aye
Sitterud Aye

3. Discuss/Approve/Deny 2023 Agreed Upon Procedures Report.

Maegan explained that in 2023 we were below the financial requirements of needing a full audit and were only required to have an agreed upon procedures report. There were only a couple of minor findings on the report specifically that the board did not complete District Training in 2023, we did not have an appointed and trained records officer in 2023 and the 2023 fraud risk assessment had not been filled out and submitted to the state. This are all minor findings and have been corrected for 2024 already. Motion to accept the agreed upon procedures report made by Keven Jensen. Second Jordan Leonard. Approved with votes as follows:

Leonard Aye
Jensen Aye
Sitterud Aye

4. Discuss/Approve/Deny the URS Rates for our entity, for FY 7/1/24 to 06/30/2025.

Motion to table this item until we hear from the State and know the status of the employees made by Jordan Leonard. Second Keven Jensen. Approved with votes as follows:

Leonard Aye
Jensen Aye
Sitterud Aye

5. Discussion on status of the process of transitioning the SRERC to OED.

The board and Maegan have reached out to the State repeatedly over the last couple of weeks with no response. The SRSSD employees sent emails stating they no longer work for the SRSSD and are State Employees. URS shows them listed under the State of Utah. Jaron emailed Mary wanting to know why he still has health insurance coverage through the SRSSD when he is no longer an employee. The Board, Mary and Maegan have never heard from anyone or been part of any process to end employment and transfer employees to the State, but it seems to have happened.

Lynn and Maegan will continue to reach out to the State and see if we can get some communication and get benefits and things terminated with correct end dates, etc.

6. Board Member Comments

Jordan Leonard states we need some communication with the State and to get everyone on the same page so that the transfer can be completed and done efficiently. No other reports.

7. Adjourn