

NEW HARMONY VALLEY SPECIAL SERVICE DISTRICT

ADMINISTRATIVE CONTROL BOARD MID-YEAR BUDGET REVIEW HEARING
Public Hearing

September 18, 2024

KOLOB FIRE STATION
1388 South Old Hwy 91
7:00PM

Hearing Minutes

I. Open Hearing: R C. Huckaby.

- a. Meeting called to order at 7:06 pm.

II. Attendance: Cathye Huckaby.

- a. Board Members Present: Clay Huckaby, Chairperson; John Southwick, Treasurer; Eric Kerns, Member; Ryan Frisby, Member; Cathye Huckaby, Board Clerk/Office Manager.
- b. Board Members Absent: Pat Fleckenstein Vice Chairperson.
- c. Fire Department Volunteers: Chief Banks, Scott Alishouse, Firefighter.
- d. Fire Association Members: Tamra Banks.
- e. Community: Misty Tobin, Hinton & Burdick.

III. Budget Revision Proposal Presentation: Cathye Huckaby, Misty Tobin.

- a. The following documents were reviewed and discussed:
 - NHVSSD Balance Sheet dated as of 9-17-24, (See Attached).
 - NHVSSD Budgets vs Actuals FY 2024; January – December 2024, as of 9-17-24 (See Attached).
 - NHVSSD Expense Report for 7-10-2024 to 9-17-2024 (See Attached).
 - Adopted Budget Form NHVSSD FY2024, prepared by Hinton & Burdick.
 - Memo to Board Members, dated 9-17-2024 summarizing the proposed budget amendments.
- b. In summary, the budget is in good shape, line-item changes were made to cover expenses in specific areas (see attached memo to Board Members).
- c. It was suggested that prior to November 2025 Budget Hearing, a work group put together suggestions for a future saving and equipment replacement proposal. John Southwick would like to see line-item expenditures for future savings.

IV. Community Comments:

- a. No public comments.

V. Motion:

Motion: A motion was made by Eric Kerns that the NHVSSD-ABC adopt the suggested budget amendments proposed and presented by Board Clerk Cathye Huckaby and Misty Tobin, Hinton & Burdick which were explained on the FY 2024, Adopted Budget Form and in the memo to the Board date 9-17-2024. John Southwick seconded the motion. Motion carried unanimously by all present.

VI. Meeting Adjourned: Clay Huckaby.

- a. Meeting Adjourned 7:29pm.

Motion: A motion was made by John Southwick to adjourn the Public Hearing. Eric Kerns seconded the motion. Motion carried unanimously by all present. Meeting adjourned.

Institution is prohibited from discriminating on the basis of race, color, national origin, age, disability, religion, sex, familial status, sexual orientation, and reprisal. (Not all prohibited bases apply to all programs.) To file a complaint of discrimination, write USAD, Assistant Secretary for Civil Rights Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, S.W., Stop 9410 Washington, DC 20250-9410 Or call toll-free at (866) 632-9992 (English) or (800) 877-8339 (TTD) or (866) 377-8642 (English Federal-relay) or (800) 845-6136 (Spanish Federal-relay). USDA is an equal opportunity provider and employer.”

Attachments:

Agenda-

Utah Public Notice of Meeting 8-14-2024, 9-17-2024

NHVSSD Public Sign-in Sheet 9-18-2024

NHVSSD Balance Sheet as of 9-17-2024

NHVSSD Budget vs Actuals January – December 2024 as of 9-17-2024

Expense Report 7-1-2024 to 8-20-2024 as of 9-17-2024

Adopted Budget Form NHVSSD FY2024, prepared by Hinton & Burdick.

Memo to Board Members, dated 9-17-2024

NEW HARMONY VALLEY SPECIAL SERVICE DISTRICT

ADMINISTRATIVE CONTROL BOARD MID-YEAR BUDGET REVIEW HEARING

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7:00PM**

- I. Open Hearing:**
- II. Attendance:**
- III. Budget Revision Proposal Presentation:**
- IV. Board Questions /Comments:**
- V. Community Comments:**
- VI. Motion: R C. Huckaby**
- VII. Meeting Adjourned:**

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Public Notice for New Harmony Administrative Control Board



From <support@helpdesk.utah.gov>
To <legalads@thespectrum.com>, <cathye.huckaby@newharmonyfire.org>
Date 2024-08-14 12:55

Utah Public Notice

New Harmony Administrative Control Board

NHVSSD- Mid-year Budget Review Public Hearing -Public Notice

Notice Date & Time: 9/18/24 7:00 PM -9/18/24 9:00 PM

Description/Agenda:

NEW HARMONY VALLEY SPECIAL SERVICE DISTRICT

ADMINISTRATIVE CONTROL BOARD
MID-YEAR BUDGET REVIEW HEARING

September 18, 2024

NEW HARMONY FIRE STATION
1388 South Old Hwy 91

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- V. Community Comments: Clay Huckaby
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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

Public Notice for New Harmony Administrative Control Board



From <support@helpdesk.utah.gov>
To <cathye.huckaby@newharmonyfire.org>
Date 2024-08-14 12:55

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Public Notice Updated for New Harmony Administrative Control Board



From <support@helpdesk.utah.gov>
To <cathye.huckaby@newharmonyfire.org>
Date 2024-09-17 13:44

Utah Public Notice

Revised Notice

[New Harmony Administrative Control Board](#)
[NHVSSD- Mid-year Budget Review Public Hearing -Public Notice](#)

Notice Date & Time: 9/18/24 7:00 PM -9/18/24 9:00 PM

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Contact information:

9-18-24 ^{one}

[illegible]

New Harmony Valley Special Service District

Balance Sheet

As of September 17, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Loan Escrow Account - Fire Truck	566,000.00
State Bank - Building Fund	577.46
State Bank - Capital Projects	4.48
State Bank - Contingency Fund	23,436.50
State Bank - General Fund	22,061.25
State Bank - Impact Fees	284,519.24
Total Bank Accounts	\$896,598.93
Other Current Assets	
Due from other governments	14,694.79
Uncategorized Asset	-1.00
Total Other Current Assets	\$14,693.79
Total Current Assets	\$911,292.72
Fixed Assets	
General Fixed Assets	240.00
Buildings and Improvements	380,101.17
Emergency Vehicles	361,334.00
Land	8,750.00
Machinery and Equipment	132,621.40
Total General Fixed Assets	883,046.57
Total Fixed Assets	\$883,046.57
Other Assets	
Construction in Progress	0.00
Total Other Assets	\$0.00
TOTAL ASSETS	\$1,794,339.29
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 September 17, 2024

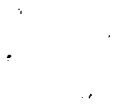
	TOTAL
Long-Term Liabilities	
2023 Bond B2406 Fire Truck	566,000.00
General Long-Term Debt	0.00
CIB Lease	0.00
USDA - 1	0.00
USDA - 2	0.00
Total General Long-Term Debt	0.00
Total Long-Term Liabilities	\$566,000.00
Total Liabilities	\$566,093.11
Equity	
Amount to be Provided for GLTD	-566,000.00
Investment in Fixed Assets	882,806.78
Opening Bal Equity	0.00
Retained Earnings	950,060.94
Net Income	-38,621.54
Total Equity	\$1,228,246.18
TOTAL LIABILITIES AND EQUITY	\$1,794,339.29

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	1,368.90	7,500.00	-6,131.10	18.25 %
Contribution from Fund Balance		49,385.00	-49,385.00	
Dividend	57.82		57.82	
Donations	1,001.00	2,000.00	-999.00	50.05 %
Grants		10,000.00	-10,000.00	
Impact Fee Revenue	19,550.00	35,000.00	-15,450.00	55.86 %
Property Tax	27,003.74	110,000.00	-82,996.26	24.55 %
Reimbursments	1,162.96		1,162.96	
Total Income	\$50,144.42	\$213,885.00	\$ -163,740.58	23.44 %
GROSS PROFIT	\$50,144.42	\$213,885.00	\$ -163,740.58	23.44 %
Expenses				
Administration	25.00	1,600.00	-1,575.00	1.56 %
Accounting (HintonBurdick)	8,000.00	12,000.00	-4,000.00	66.67 %
Bank service Charge	500.06		500.06	
Chief Banks	8,000.00	12,000.00	-4,000.00	66.67 %
Office Manager	5,415.00	10,000.00	-4,585.00	54.15 %
Total Administration	21,940.06	35,600.00	-13,659.94	61.63 %
Call out reimbursement	14,520.00	22,000.00	-7,480.00	66.00 %
Contracted Services	172.97	10,285.00	-10,112.03	1.68 %
ESO	3,321.51		3,321.51	
Lexipol	3,689.28		3,689.28	
Other	871.35		871.35	
Professional Organizations/ Dues	476.00		476.00	
Streamline Web Services	600.00		600.00	
Total Contracted Services	9,131.11	10,285.00	-1,153.89	88.78 %
Debt Service	44,319.98	33,000.00	11,319.98	134.30 %
Election Costs		0.00	0.00	
Emergency Medical Response	251.41	3,500.00	-3,248.59	7.18 %
Insurance		15,000.00	-15,000.00	
Auto	7,735.56		7,735.56	
Bonding	175.00		175.00	
Liability Insurance	1,005.43		1,005.43	
Property	1,463.42		1,463.42	
Workers Comp	741.00		741.00	
Total Insurance	11,120.41	15,000.00	-3,879.59	74.14 %
Misc	6,500.00	6,500.00	0.00	100.00 %
Operations Maintenance & Repair	1,639.09	25,000.00	-23,360.91	6.56 %
Equipment Repair	7,192.05		7,192.05	
Fuel	3,268.96		3,268.96	
Total Operations Maintenance & Repair	12,100.10	25,000.00	-12,899.90	48.40 %
Purchase of Fixed Assets	1,353.45	5,000.00	-3,646.55	27.07 %



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
Purchase Machinery and Equip	819.00		819.00	
Total Purchase of Fixed Assets	2,172.45	5,000.00	-2,827.55	43.45 %
Safety Equipment	1,600.00	20,800.00	-19,200.00	7.69 %
Miscellaneous	0.00		0.00	
Other	3,124.41		3,124.41	
Turn-Outs	1,307.83		1,307.83	
Wildland Equipment	159.96		159.96	
Total Safety Equipment	6,192.20	20,800.00	-14,607.80	29.77 %
Station Supplies		8,000.00	-8,000.00	
Bay Station Supplies	1,558.67		1,558.67	
Office Supplies	3,233.85		3,233.85	
Postage	68.00		68.00	
Printing	181.00		181.00	
Total Office Supplies	3,482.85		3,482.85	
Total Station Supplies	5,041.52	8,000.00	-2,958.48	63.02 %
Training	6,370.00	9,800.00	-3,430.00	65.00 %
Travel, Meals, Mileage		1,400.00	-1,400.00	
Meals	466.85		466.85	
Total Travel, Meals, Mileage	466.85	1,400.00	-933.15	33.35 %
UTILITIES	585.00	12,000.00	-11,415.00	4.88 %
Gas and Electric	2,502.99		2,502.99	
Internet Access	1,404.82		1,404.82	
Telephone	450.00		450.00	
Waste Dumpster	3,348.72		3,348.72	
Total UTILITIES	8,291.53	12,000.00	-3,708.47	69.10 %
Total Expenses	\$148,417.62	\$207,885.00	\$ -59,467.38	71.39 %
NET OPERATING INCOME	\$ -98,273.20	\$6,000.00	\$ -104,273.20	-1,637.89 %
Other Income				
Interest Income	5,711.10	6,000.00	-288.90	95.19 %
Total Other Income	\$5,711.10	\$6,000.00	\$ -288.90	95.19 %
Other Expenses				
Contribution to Fund Balance		0.00	0.00	
Interest Expense	23.68	12,000.00	-11,976.32	0.20 %
Total Other Expenses	\$23.68	\$12,000.00	\$ -11,976.32	0.20 %
NET OTHER INCOME	\$5,687.42	\$ -6,000.00	\$11,687.42	-94.79 %
NET INCOME	\$ -92,585.78	\$0.00	\$ -92,585.78	0.00 %



New Harmony Valley Special Service District

Selected	Date	Type	No.	Payee	Category	Total	Approval Status	Action
	09/17/2024	Check	1002	Zion Public Finance, Inc	Misc	\$6,500.00		
	09/17/2024	Check	1001	Utah State Division of Finance	Debt Service	\$44,319.98		
	09/17/2024	Check	4379	Shell Small Business	Fuel	\$791.23		
	09/17/2024	Check	4378	Jim Banks	--Split--	\$2,353.03		
	09/14/2024	Check	4377	VISA	--Split--	\$826.78		
	09/11/2024	Expense EFT		Harland Clarke	Bank service Charge	\$450.06		
	09/10/2024	Check	4376	Cathye Huckaby	Office Manager	\$592.50		
	09/10/2024	Check	4375	Kristen Carter	--Split--	\$81.64		
	09/10/2024	Check	4374	TINK'S SUPERIOR AUTO PARTS	Equipment Repair	\$79.40		
	09/10/2024	Check	4373	Republic Services	Waste Dumpster	\$367.98		
	09/10/2024	Check	4372	Dominion Energy	Gas and Electric	\$25.89		
	09/10/2024	Check	4371	ROCKY MOUNTAIN POWER	Gas and Electric	\$156.41		
	09/10/2024	Check	4370	Western Pest Control	UTILITIES	\$65.00		
	09/10/2024	Check	4369	Hinton Burdick CPAs & Advisors	Accounting (HintonBurdick)	\$1,000.00		
	09/10/2024	Check	4368	COLOR COUNTRY DIESEL	Equipment Repair	\$40.00		
	08/27/2024	Check	4367	COLOR COUNTRY DIESEL	Equipment Repair	\$288.00		
	08/27/2024	Check	4366	L3Harris	Purchase Machinery and Equip	\$819.00		

Selected	Date	Type	No.	Payee	Category	Total	Approval Status	Action
	08/20/2024	Check	4365	UTAH LOCAL GOVERNMENT TRUST	--Split--	\$10,204.41		
	08/19/2024	Check	4364	John D. Theodosiou	Equipment Repair	\$100.00		
	08/16/2024	Check	4363	Shell Small Business	Fuel	\$410.64		
	08/16/2024	Check	4362	Rolling Rubber 2	Operations Maintenance & Repair	\$1,460.00		
	08/12/2024	Check	4361	Rolling Rubber 2	Miscellaneous	\$0.00		
	08/12/2024	Check	4360	Jim Banks	--Split--	\$1,148.92		
	08/12/2024	Check	4359	John D. Theodosiou	Equipment Repair	\$250.00		
	08/12/2024	Check	4358	ROCKY MOUNTAIN POWER	Gas and Electric	\$176.22		
	08/12/2024	Check	4357	Cathye Huckaby	Office Manager	\$592.50		
	08/12/2024	Check	4356	VISA	--Split--	\$1,538.97		
	08/12/2024	Check	4355	CNA Surety	Bonding	\$175.00		
	08/12/2024	Check	4354	Western Pest Control	UTILITIES	\$65.00		
	08/12/2024	Check	4353	Republic Services	Waste Dumpster	\$369.82		
	08/12/2024	Check	4352	Hinton Burdick CPAs & Advisors	Accounting (HintonBurdick)	\$1,000.00		
	07/17/2024	Check	4351	Jim Banks	--Split--	\$5,012.05		
	07/17/2024	Check	4350	Heber Barlow	--Split--	\$520.00		
	07/17/2024	Check	4349	Kristen Carter	--Split--	\$1,360.00		
	07/17/2024	Check	4348	Richard Carter	--Split--	\$1,160.00		
	07/17/2024	Check	4347	Warren Dutson	Call out reimbursement	\$40.00		
	07/17/2024	Check	4346	Chris Fryer	Call out reimbursement	\$40.00		
	07/17/2024	Check	4345	Gail Goodman	--Split--	\$80.00		
	07/17/2024	Check	4344	Maddalyn Goodman	--Split--	\$400.00		
	07/17/2024	Check	4343	Wes Goodman	--Split--	\$880.00		

Selected	Date	Type	No.	Payee	Category	Total	Approval Status	Action
	07/17/2024	Check	4342	Clair Hansen	--Split--	\$600.00		
	07/17/2024	Check	4341	DAVID OSBORN	--Split--	\$320.00		
	07/17/2024	Check	4340	Malcolm Tonneson	--Split--	\$800.00		
	07/17/2024	Check	4339	Don Williams	--Split--	\$760.00		
	07/17/2024	Check	4338	John Wray	--Split--	\$720.00		
	07/17/2024	Check	4337	Cathye Huckaby	Office Supplies	\$79.85		
	07/17/2024	Check	4336	Western Pest Control	UTILITIES	\$65.00		
	07/17/2024	Check	4335	Shell Small Business	Fuel	\$556.01		
	07/10/2024	Check	4334	Cathye Huckaby	--Split--	\$711.03		
	07/10/2024	Check	4333	UTAH VALLEY UNIVERSITY	Training	\$10.00		
	07/10/2024	Check	4332	TINK'S SUPERIOR AUTO PARTS	Equipment Repair	\$144.23		
	07/10/2024	Check	4331	John D. Theodosiou	Equipment Repair	\$300.00		
	07/10/2024	Check	4330	Dominion Energy	Gas and Electric	\$47.70		
	07/10/2024	Check	4329	Republic Services	Waste Dumpster	\$368.17		
	07/10/2024	Check	4328	VISA	Other	\$91.97		
	07/10/2024	Check	4327	ROCKY MOUNTAIN POWER	Gas and Electric	\$126.75		
	07/10/2024	Check	4326	Hinton Burdick CPAs & Advisors	Accounting (HintonBurdick)	\$1,000.00		
	07/10/2024	Check	4325	ESO Solutions Inc.	ESO	\$3,321.51		

Adopted Budget Form for:

Cities, Towns & Counties

Name

New Harmony Valley Special Service District

Fiscal Year Ended

FY24

Basic Form Instructions

1. As required by Utah statutes, budget forms submitted must present a balanced budget, meaning budgeted expenditures must equal budgeted revenues.
2. If prior year surplus amounts are to be appropriated in this budget, the amount is to be presented as a source of revenue in the budget. Also, any budgeted increase in a fund balance must be presented as an expenditure within the appropriate budget.
3. **A copy of the final budget should be sent to the State Auditor's Office within 30 days of adoption.**
4. Please report amounts rounded to the nearest dollar.
5. Some items may not apply to your entity.
6. If you have questions about the form, call Seth Oveson at 435-572-0440, or send an email to soveson@utah.gov.
7. **Upload completed budgets to reporting.auditor.utah.gov.** If you have any questions related to the uploading of your document, please contact our office at 801-538-1025 or stateauditor@utah.gov.

Definitions: *Current Budget Year:* The budget year in which a local government is currently operating. *Ensuing Budget Year:* The next upcoming budget year, also known as the "incoming" budget year

Name New Harmony Valley Special Service District

Fiscal Year Ended

FY24

Part I General Fund Revenues

Source of Revenue	Original Budget	Amended Budget	Variance
Taxes			
General Property Taxes - Current	110,000	110,000	-
Charges for Services	7,500	7,500	-
Interest Income	6,000	6,000	-
Impact Fees	35,000	35,000	-
Donations	2,000	2,000	-
Grants	10,000	10,000	-
Contributions and Transfers			
Transfer From:			
Loan From:			
Contribution from Private Sources			
Beg. General Fund Bal. to be Appropriated	49,385	49,385	-
TOTAL REVENUES	219,885	219,885	-

Name New Harmony Valley Special Service District		Fiscal Year Ended		FY24
Part II General Fund Expenditures				
Expenditure		Original Budget	Amended Budget	Variance
General Government				
Administrative/Accounting		1,600	1,600	-
Contracted Service		8,965	10,285	1,320
Call - Out		26,000	22,000	(4,000)
Election Cost			-	-
Emergency Medical Response		3,500	3,500	-
Insurance		15,000	15,000	-
Operations/Maintenance/Repair		27,500	25,000	(2,500)
Purchase of Fixed Assets		5,000	5,000	-
Station Supplies		14,800	8,000	(6,800)
Training		9,800	9,800	-
Travel, Meals, Mileage		1,400	1,400	-
Safety Equipment		10,000	20,800	10,800
Utilities		12,000	12,000	-
Misc		4,000	6,500	2,500
Fire Chief		12,000	12,000	-
Accounting Services		12,000	12,000	-
Office Manager		12,000	10,000	(2,000)
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Debt Service		33,000	33,000	-
Interest		11,320	12,000	680
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Administrative/Accounting	(11,470)
Contracted Service	7,615
Call - Out	2,120
Election Cost	0
Emergency Medical Response	2,370
Insurance	3,975
Operations/Maintenance/Repair	(1,270)
Purchase of Fixed Assets	(3,250)
Station Supplies	3,990
Training	2,578
Travel, Meals, Mileage	(140)
Safety Equipment	10,050
Utilities	4,450
Total	21,018

September 17, 20204

Board Members

The following are the suggested amended changes to the 2024 Budget. We did not need to increase or modify the total budget. Line-item changes only.

Office Manager (Added to Safety.)	Lower line-item from \$12,000 (by \$2,000) to \$10,000.
Call-Out (Added to Safety)	Lower line-item from \$26,000 (by \$4,000) to \$22,000.
Contracted Services (Covers added cost of ESO)	Increase line-item from \$8,965 (by \$1,320) to \$10,285.
Miscellaneous (Covers Impact Fee Study by Zion Finance)	Increase line-item from \$4,000 (by \$2,500) to \$6,500.
Total Operation & Repair (Moved to Miscellaneous to cover Impact Fee)	Lower line-item from \$27,500 (by \$2,500) to \$25,000.
Safety Equipment (Covers purchases of expired turnouts, tires, foam and grant materials PPE, until reimbursed.)	Increase line-item from \$10,000 (by \$10,800) to \$28,800.
Station Supplies (Added to Safety)	Lower line-item from \$14,800 (by \$6,800) to \$8000.
Interest Expense	Increase line-item from \$11,320 (by \$680) to \$ 12,000.