

**CASTLE DALE BUILDING COMMISSION
REGULAR BOARD MEETING
July 9, 2024**

MEMBERS PRESENT

JAY MARK HUMPHREY
CRAIG JOHANSEN

JACOB SHARP
DANNY VAN WAGONER

STAFF PRESENT

ARIEL GUYMON

Welcome by Chairman, Jacob Sharp at 2:04pm to the Governing Board of the Castle Dale Building Commission (CDBC).

1. **Review and Approval of Minutes of March 26, 2024**

Motion was made by Danny Van Wagoner and seconded by Jay Mark Humphrey to accept the minutes of March 26, 2024, as prepared. Motion carried by all present.

2. **Review 1st and 2nd Quarter 2024 Financial Report**

Reviewed the 2nd quarter financials discussing that the bond and building loan payment have been paid for the year. Utilities are running a little higher than budgeted for the year so we will watch that. We will be looking into when the insurance needs to be paid for the building as well.

3. **Discuss/Approve/Deny: Conflict of Interest & Disclosure Forms**

Ethical Behavior Pledge and Conflict of Interest Disclosure forms were signed and notarized.

Motion was made by Craig Johansen and seconded by Danny Van Wagoner to accept the conflict of interest and Ethical Behavior policies. Motion carried by all present unanimously.

4. **Discuss/Approve/Deny: Building Maintenance Fund**

There was a discussion about creating a building maintenance fund of \$10,000 a year. We will be charging this to the building entities on one of the coming months' bills.

Motion was made by Jay Mark Humphrey and seconded by Craig Johanson to approve using the reserve fund for building maintenance and grounds until adding it to the budget for next year.

Motion carried by roll call vote, Craig Johansen – yes; Jay Mark Humphrey – yes; Danny Van Wagoner – yes; Jacob Sharp – yes.

5. **Discuss/Approve/Deny: EWCD Vacant Lot**

The speed bumps that were discussed in the previous meeting were installed and it has been slowing people down and having the desired effect. Craig discussed wanting to see a plan for the desired improvements for the vacant lot. Jay said that Emery Water Conservancy District will draft a plan for the lot. Castle Dale city has ordered a gazebo to be installed.

Motion was made by Danny Van Wagoner and seconded by Jay Mark Humphrey to table the discussion for the plan specifics until next time.

Motion carried by roll call vote, Craig Johansen – apposed; Jay Mark Humphrey – yes; Danny Van Wagoner – yes; Jacob Sharp – yes.

6. **Discuss/Approve/Deny: Approval of April, May, and June Vouchers**

The board reviewed the April, May, and June Vouchers.

Motion was made by Jay Mark Humphrey and seconded by Danny Van Wagoner to approve the January, February and March Vouchers. Motion carried by roll call vote, Craig Johansen – yes; Jay Mark Humphrey – yes; Danny Van Wagoner – yes; Jacob Sharp – yes.

7. **Adjourn**

Motion was made by Jay Mark Humphrey and seconded by Danny Van Wagoner to adjourn the meeting at 2:37pm.