

**CARBON COUNTY RECREATION AND TRANSPORTATION SPECIAL SERVICE DISTRICT
LOCAL BUILDING AUTHORITY**

MEETING MINUTES – October 14, 2024

IN ATTENDANCE:

Dennis Christensen, Chair
Laurie Bowman, Clerk
Wendy Berryman, Board Member
Casey Hopes, Commission Board Member
Kevin Axelgard, Treasurer
Christian Bryner, Legal Counsel
Smuin Rich & Marsing, Financial Consultant – Doug Rasmussen
Carbon County Golf Course – Brett Johnson - Absent
Geni Hawk, Secretary

OTHERS ATTENDING:

Lori Perez - Notary

The meeting was called to order at 4:00 p.m. in the 1st floor Conference Room of the County Administration Building by Dennis Christensen.

1. Roll call – See above

Casey made the motion to Open Recreation and Transportation to do the signing of Fraud Risk Assessments

Laurie Bowman seconded

Christian said this form is required for the board's financial audit. He then explains the form. Lori Perez is here to notarize.

Laurie Bowman made a motion to go back into the Local Building Authority

Casey Hopes Seconded

Unanimous

2. Local Building Authority Check Register - None

3. Local Building Authority financial report See attached financial report 1,463.65 interest earnings. Net income 13,403.87 in Zions we have \$3,894.20 and PTIF \$332,902.85

Motion – Wendy Berryman

Seconded – Casey Hopes

Unanimous

4. Approval of P.O.'s, Payments and bids over \$2,000 – None

5. Adjourn as Local Building Authority and Convene as Recreation Transportation SSD.

Motion – Casey Hopes

Seconded – Kevin Axelgard

Unanimous

Recreation and Transportation SSD

1. Approval of minutes

Motion – Casey Hopes

Seconded – Wendy Berryman

Unanimous

2. Golf Course update – Brett Absent
3. Consideration and possible approval of travel expense and hourly payment form: \$50 per hour with a minimum of 3 hours and use the prevailing IRS mileage rate
It is in the policy book page 22. Update the policy for time.
Casey Hopes made the motion to update policy to include the hourly rate for time with a minimum of 3 hours

Seconded – Wendy Berryman

Unanimous

4. Current Budget and future budget review by budget committee – date and time Dennis and Laurie. Doug will get with Linda to set the time and call Dennis and Laurie. Casey mentioned an ask from the County and Casey said he would get it to Doug before the budget committee meeting.
5. Signing of fraud risk assessment for 2024 – See Above
6. Approval of P.O.'s payments and bids over & 2,000. There is one for over 2,000 but it is part of the IFA contract there was a payment of \$6,691.85
7. Consideration and possible approval of Special Service District check register

Motion – Laurie Bowman 2nd register Casey Hopes

Seconded – Keven Axelgard 2nd register Wendy Berryman

Unanimous

8. Consideration and possible approval of Special Service District financial report Doug – General; Fund \$134,382.59. Interest \$10,679.71. Total Income \$155,673.59. Total expenses \$12,553.48. Mineral lease payments \$1,513,562.84 Interest \$72,573.74 total income \$1,586,136.58 total expenses \$63,838.36 for net income of \$1522, 298, 22.
General Fund Balance sheet – Zions \$14,162.01 in Zions and PTIF \$2,441,874.42 Capital Projects Interest earnings \$27,863.46 Waste and Water Logistics \$208.33. Interest earnings \$260,351.83 Total expenditures of \$60,726.55 and Net income of \$199,625.28.
The Balance sheet Zions checking \$2,661.58 and PTIF 6,395,222.75

Motion – Casey Hopes

Seconded – Laurie Bowman

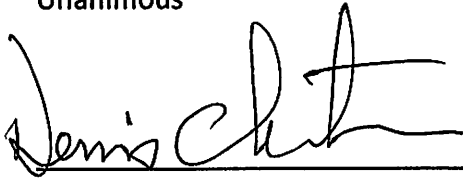
Unanimous

9. Other District Business: Dennis spoke to John Sampinos regarding the repair of the fence and I told him that the board would pay for it. Dennis told him to send a bill. However there is a secondary fence across for the RR tracks, it is a wire fence and it is down. Carbon County has property there and he fixed that also.
Geni said all the terms expire – It will be on the next advertisement. Christian wants the board to make a recommendation on who will do a 2 year term and who will do a 4 year term. Geni will check on terms of expiration and email it to Doug. Geni gave letters if they wanted to be reappointed.

Motion to adjourn: Casey Hopes

Seconded: Kevin Axelgard

Unanimous

A handwritten signature in black ink, appearing to read "Dennis Christensen". The signature is written in a cursive style with a large, stylized "D" and "C".

Dennis Christensen, Chair

A NOTICE OF A BOARD MEETING OF THE CARBON COUNTY RECREATION/TRANSPORTATION SPECIAL SERVICE DISTRICT AND LOCAL BUILDING AUTHORITY

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Notice is hereby given that the Carbon County Recreation and Transportation Special Service District, Carbon County, State of Utah, will hold a regular meeting in the first floor conference room of the Carbon County Administration Building, 751 East 100 North, Price Utah, and Commencing at 4:00 p.m. on Monday October 14, 2024. Members unable to attend please call 435-636-3226.

AGENDA

Local Building Authority

1. Roll Call
2. Consideration and possible approval of the Local Building Authority check register
3. Consideration and possible approval of the Local Building Authority financial report
4. Approval of P.O.'s, payments and bids over \$2,000
5. Adjourn as the Local Building Authority and Convene as the Carbon County Recreation/Transportation Special Service District

Recreation and Transportation Special Service District

1. Approval of Special Service District Minutes
2. Golf Course Update –
3. Consideration and possible approval of travel expense and hourly payment form
4. Current Budget and Future Budget review by Budget Committee – date and time
5. Signing of Fraud Risk Assessment for 2024 - Doug
6. Approval of P.O.'s, payments and bids over \$2,000
7. Consideration and possible approval of Special Service District check register
8. Consideration and possible approval of Special Service District financial
9. Conflict of interest forms – Christian Bryner
10. Other District Business – Discussion of Board terms expiring and changing length

In compliance with the Americans with Disabilities Act, persons needing auxiliary services for these meetings should call the Carbon County Commission Office at (435)636-3226 at least 24 hours prior to meeting.

Type	Date	Num	Adj	Name	Memo	Split	Debit	Credit	Balance
Ordinary Income/Expense									
Income									
360-000 · Miscellaneous Revenue									
361-000 · Interest Earnings Escrow Acct									
Deposit	09/30/2024			Interest		1110 · LB...		1,463.65	1,463.65
Total 361-000 · Interest Earnings Escrow Acct							0.00	1,463.65	1,463.65
Total 360-000 · Miscellaneous Revenue							0.00	1,463.65	1,463.65
Total Income							0.00	1,463.65	1,463.65
Expense									
441-000 · Administration									
441-250 · Insurance									
Check	09/16/2024			Service C...	1100 · Lo...		5.00		5.00
Total 441-250 · Insurance							5.00	0.00	5.00
Total 441-000 · Administration							5.00	0.00	5.00
Total Expense							5.00	0.00	5.00
Net Ordinary Income							5.00	1,463.65	1,458.65
Net Income							5.00	1,463.65	1,458.65

10:46 AM

10/08/24

Accrual Basis

Carbon County Rec & Trans Local Building Authority
Profit & Loss Budget vs. Actual
 January through September 2024

Ordinary Income/Expense	Jan - Sep ...	Budget	\$ Over Bu...	% of Bud...
Income				
360-000 · Miscellaneous Revenue				
361-000 · Interest Earnings Escrow Acct	13,408.87	13,000.00	408.87	103.1%
Total 360-000 · Miscellaneous Revenue	13,408.87	13,000.00	408.87	103.1%
Total Income	13,408.87	13,000.00	408.87	103.1%
Expense				
441-000 · Administration				
441-250 · Insurance	5.00	4,000.00	-3,995.00	0.1%
Total 441-000 · Administration	5.00	4,000.00	-3,995.00	0.1%
Total Expense	5.00	4,000.00	-3,995.00	0.1%
Net Ordinary Income	13,403.87	9,000.00	4,403.87	148.9%
Net Income	<u>13,403.87</u>	<u>9,000.00</u>	<u>4,403.87</u>	<u>148.9%</u>

Carbon County Rec & Trans Local Building Authority

Balance Sheet

As of September 30, 2024

	<u>Sep 30, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
1100 · Local Building Authority-Zions	3,894.20
1110 · LBA General-PTIF 8016	<u>332,902.85</u>
Total Checking/Savings	<u>336,797.05</u>
Total Current Assets	<u>336,797.05</u>
TOTAL ASSETS	<u>336,797.05</u>
LIABILITIES & EQUITY	
Equity	
32000 · Retained Earnings	323,393.18
Net Income	<u>13,403.87</u>
Total Equity	<u>336,797.05</u>
TOTAL LIABILITIES & EQUITY	<u>336,797.05</u>

**CARBON COUNTY RECREATION AND TRANSPORTATION SPECIAL SERVICE DISTRICT
LOCAL BUILDING AUTHORITY**

MEETING MINUTES – September 9, 2024

IN ATTENDANCE:

OTHERS ATTENDING:

Dennis Christensen, Chair

Laurie Bowman, Clerk

Wendy Berryman, Board Member

Casey Hopes, Commission Board Member

Kevin Axelgard, Treasurer

Christian Bryner, Legal Counsel - Absent

Smuin Rich & Marsing, Financial Consultant – Doug Rasmussen, Janell Jensen

Carbon County Golf Course – Brett Johnson

Geni Hawk, Secretary

The meeting was called to order at 4:00 p.m. in the 1st floor Conference Room of the County Administration Building by Dennis Christensen.

1. Roll call – See above
2. Local Building Authority Check Register - None
3. Local Building Authority financial report See attached financial report – The only thing received was interest earnings 1,530.76. Budget to actual shows 11,945 interest earnings and no expenditures. Balance sheet a little over 335,000 in checking and savings and no liabilities.

Motion - Casey

Seconded – Wendy

Unanimous

4. Approval of P.O.'s, Payments and bids over \$2,000 – None
5. Adjourn as Local Building Authority and Convene as Recreation Transportation SSD.

Motion – Casey

Seconded – Kevin

Unanimous

Recreation and Transportation SSD

1. Approval of minutes

Motion - Laurie

Seconded – Wendy

Unanimous

2. Golf Course update – Punched and sanded the front nine, ½ of the back nine, the sand spreader broke but was able to use a fertilizer spreader. Cody will look at to see if it is an easy fix. The green river sand has been awesome and Green fees are up from last year.
3. Approval of P.O.'s payments and bids over & 2,000. None

4. Consideration and possible approval of Special Service District check register

Motion - Casey

Seconded – Laurie

Unanimous

5. Consideration and possible approval of Special Service District financial report – Doug, General fund received 48,000 total 128,236 total income 145,000 for august. Expenditures 5,200. Year to date mineral lease payments 1,379,000. Interest earnings almost 62,000. 1,441,000 in total income. Total expenses 51,284.88 we have net income of a 1,389,000. Balance sheet for the general fund, 2,323,526.61 in checking and savings. Capital projects fund, interest earnings for August 29,151. The insurance reimbursed that was talked about at the last meeting has been deposited. Expenses payment to on call resources and waste and water 2,905.69. Balance sheet for capital projects 6,370,229.20 in savings and checking and no liabilities. Year to date for capital projects fund – total income 232,488. The majority is interest earnings. Total expenditures 60,518.22. Net income of 172,000 for the year so far.

Motion – Casey

Seconded – Wendy

Unanimous

6. Other District Business: Brett is checking on lease for mowers, he will check into it over the winter, also Garley wash held during the helper flood.

Doug – Discussion of travel expenses form that used to be used, does the Board want to approve the form and the hourly rate for approval. Geni will add Doug's question to next meeting

Motion to adjourn:

Seconded:

Unanimous

Dennis Christensen, Chair

10:33 AM

10/08/24

Accrual Basis

Carbon County Rec&Trans SSD General Fund

Profit & Loss Detail

August 31 through September 30, 2024

Type	Date	Num	Adj	Name	Memo	Split	Debit	Credit	Balance
Ordinary Income/Expense									
Income									
330-000 · Intergovernmental									
335-000 · Mineral Lease Payments									
General Jou...	08/31/202.	57srm	*	Carbon County payments	August 2...	11110 · C...		37,944.86	37,944.86
Total 335-050 · Carbon County payments							0.00	37,944.86	37,944.86
335-100 · Emery County payments									
General Jou...	08/31/202.	57srm	*	Emery sp...		11110 · C...		50,920.00	50,920.00
Total 335-100 · Emery County payments							0.00	50,920.00	50,920.00
335-200 · Sanpete County payments									
General Jou...	08/31/202.	57srm	*	Sanpete ...		11110 · C...		45,517.73	45,517.73
Total 335-200 · Sanpete County payments							0.00	45,517.73	45,517.73
Total 335-000 · Mineral Lease Payments							0.00	134,382.59	134,382.59
Total 330-000 · Intergovernmental							0.00	134,382.59	134,382.59
360-000 · Miscellaneous									
361-000 · Interest Earnings									
Deposit	08/31/202.			Interest	Interest	1110 · Ge...		10,611.29	10,611.29
Deposit	09/30/202.			Interest	Interest	1110 · Ge...		10,679.71	21,291.00
Total 361-000 · Interest Earnings							0.00	21,291.00	21,291.00
Total 360-000 · Miscellaneous							0.00	21,291.00	21,291.00
Total Income							0.00	155,673.59	155,673.59
Gross Profit							0.00	155,673.59	155,673.59
Expense									

10:33 AM

10/08/24

Accrual Basis

Carbon County Rec&Trans SSD General Fund

Profit & Loss Detail

August 31 through September 30, 2024

Type	Date	Num	Adj	Name	Memo	Split	Debit	Credit	Balance
441-000 · Road SSD Administration									
441-230 · Travel									
Bill	09/03/2024			Laurie Bowma...	milage to ...	20000 · A...	137.33		137.33
Total 441-230 · Travel							137.33	0.00	137.33
441-311 · Board Expense									
Bill	09/12/2024			Wendy Berry...	Sept pay/...	20000 · A...	150.00		150.00
Bill	09/12/2024			Laurie Bowman	Sept pay/...	20000 · A...	150.00		300.00
Bill	09/12/2024			Dennis Christ...	Sept pay/...	20000 · A...	150.00		450.00
Bill	09/12/2024			Kevin Axelgard	Sept pay/...	20000 · A...	150.00		600.00
Total 441-311 · Board Expense							600.00	0.00	600.00
441-312 · Accounting Services									
Bill	09/05/2024	49665		Smuin, Rich a...	consultin...	20000 · A...	1,888.39		1,888.39
Total 441-312 · Accounting Services							1,888.39	0.00	1,888.39
Total 441-000 · Road SSD Administration							2,625.72	0.00	2,625.72
442-000 · Property Management & Maintain									
Bill	09/03/2024	208...		High Desert E...	top dressi...	20000 · A...	1,943.20		1,943.20
Bill	09/03/2024	CD...		R & R Products	Golf cour...	20000 · A...	214.20		2,157.40
Bill	09/03/2024	302...		Turf Equipme...	Golf course	20000 · A...	579.61		2,737.01
Bill	09/12/2024	CD...		R & R Products	Golf cour...	20000 · A...	498.90		3,235.91
Bill	09/12/2024			Intermountain ...	Golf Cour...	20000 · A...	6,691.85		9,927.76
Total 442-000 · Property Management & Maintain							9,927.76	0.00	9,927.76
Total Expense							12,553.48	0.00	12,553.48
Net Ordinary Income							12,553.48	155,673.59	143,120.11
Net Income							12,553.48	155,673.59	143,120.11

10:36 AM

10/08/24

Accrual Basis

Carbon County Rec&Trans SSD General Fund
Profit & Loss Budget vs. Actual
 January through September 2024

Ordinary Income/Expense	Jan - Sep 24	Budget	\$ Over Budget	% of Budget
Income				
330-000 · Intergovernmental				
335-000 · Mineral Lease Payments				
335-050 · Carbon County payments	978,125.99	3,000,000.00	-2,021,874.01	32.6%
335-100 · Emery County payments	364,436.00	50,000.00	314,436.00	728.9%
335-200 · Sanpete County payments	171,000.85	200,000.00	-28,999.15	85.5%
Total 335-000 · Mineral Lease Payments	1,513,562.84	3,250,000.00	-1,736,437.16	46.6%
336-000 · State of Utah P.I.L.T.	0.00	148,000.00	-148,000.00	0.0%
Total 330-000 · Intergovernmental	1,513,562.84	3,398,000.00	-1,884,437.16	44.5%
360-000 · Miscellaneous				
361-000 · Interest Earnings	72,573.74	40,000.00	32,573.74	181.4%
Total 360-000 · Miscellaneous	72,573.74	40,000.00	32,573.74	181.4%
Total Income	1,586,136.58	3,438,000.00	-1,851,863.42	46.1%
Gross Profit	1,586,136.58	3,438,000.00	-1,851,863.42	46.1%
Expense				
441-000 · Road SSD Administration				
441-230 · Travel	242.63	500.00	-257.37	48.5%
441-250 · Office Supplies	98.00	750.00	-652.00	13.1%
441-290 · County Contract				
441-291 · County Contract A	0.00	1,000,000.00	-1,000,000.00	0.0%
441-292 · County Contract B	0.00	148,000.00	-148,000.00	0.0%
441-290 · County Contract - Other	0.00	10,000.00	-10,000.00	0.0%
Total 441-290 · County Contract	0.00	1,158,000.00	-1,158,000.00	0.0%
441-311 · Board Expense	5,325.00	6,000.00	-675.00	88.8%
441-312 · Accounting Services	15,191.73	24,000.00	-8,808.27	63.3%

10:36 AM

10/08/24

Accrual Basis

Carbon County Rec&Trans SSD General Fund
Profit & Loss Budget vs. Actual
 January through September 2024

	Jan - Sep 24	Budget	\$ Over Budget	% of Budget
441-314 · Legal Services	0.00	3,000.00	-3,000.00	0.0%
441-315 · Annual Audit Services	9,800.00	11,000.00	-1,200.00	89.1%
441-510 · Insurance	-2.00	5,000.00	-5,002.00	-0.0%
Total 441-000 · Road SSD Administration	30,655.36	1,208,250.00	-1,177,594.64	2.5%
442-000 · Property Management & Maintain	33,183.00	60,000.00	-26,817.00	55.3%
481-000 · Miscellaneous Contributions				
481-545 · Debt payments	0.00	1,047,000.00	-1,047,000.00	0.0%
Total 481-000 · Miscellaneous Contributions	0.00	1,047,000.00	-1,047,000.00	0.0%
482-000 · Contributions				
482-545 · Transfer to Other Funds	0.00	1,000,000.00	-1,000,000.00	0.0%
Total 482-000 · Contributions	0.00	1,000,000.00	-1,000,000.00	0.0%
Total Expense	63,838.36	3,315,250.00	-3,251,411.64	1.9%
Net Ordinary Income	1,522,298.22	122,750.00	1,399,548.22	1,240.2%
Other Income/Expense				
Other Expense				
80000 · Increase to Fund Balance	0.00	122,750.00	-122,750.00	0.0%
Total Other Expense	0.00	122,750.00	-122,750.00	0.0%
Net Other Income	0.00	-122,750.00	122,750.00	0.0%
Net Income	1,522,298.22	0.00	1,522,298.22	100.0%

Carbon County Rec&Trans SSD General Fund
Balance Sheet
As of September 30, 2024

	Sep 30, 24
ASSETS	
Current Assets	
Checking/Savings	
1100 · General Fund-Zions	14,162.01
1110 · General Fund-PTIF 8018	2,441,874.42
Total Checking/Savings	2,456,036.43
Total Current Assets	2,456,036.43
TOTAL ASSETS	2,456,036.43
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	-48.15
Total Accounts Payable	-48.15
Total Current Liabilities	-48.15
Total Liabilities	-48.15
Equity	
32000 · Retained Earnings	933,786.36
Net Income	1,522,298.22
Total Equity	2,456,084.58
TOTAL LIABILITIES & EQUITY	2,456,036.43

10:39 AM

10/08/24

Accrual Basis

Carbon County Rec&Trans SSD Capital Projects

Profit & Loss Detail

September 2024

Type	Date	Num	Adj	Name	Memo	Split	Debit	Credit	Balance
Ordinary Income/Expense									
Income									
360-000 · Miscellaneous									
361-000 · Interest Earnings									
Deposit	09/30/2024				Interest	1110 · Ca...		27,863.46	27,863.46
Total 361-000 · Interest Earnings							0.00	27,863.46	27,863.46
Total 360-000 · Miscellaneous							0.00	27,863.46	27,863.46
Total Income							0.00	27,863.46	27,863.46
Expense									
450-000 · Capital Projects									
451-753 · Scofield Property Management									
Bill	09/12/2024	109...		Waste and W...	9/9/2024-...	20000 · A...	208.33		208.33
Total 451-753 · Scofield Property Management							208.33	0.00	208.33
Total 450-000 · Capital Projects							208.33	0.00	208.33
Total Expense							208.33	0.00	208.33
Net Ordinary Income							208.33	27,863.46	27,655.13
Net Income							208.33	27,863.46	27,655.13

10:41 AM

10/08/24

Accrual Basis

Carbon County Rec&Trans SSD Capital Projects
Profit & Loss Budget vs. Actual
 January through September 2024

Ordinary Income/Expense	Jan - Sep 24	Budget	\$ Over Budget	% of Budget
Income				
360-000 · Miscellaneous				
361-000 · Interest Earnings	256,157.00	230,000.00	26,157.00	111.4%
362-000 · Pasture Lease	1,500.00	1,500.00	0.00	100.0%
363-00 · Insurance reimbursement	2,694.83			
Total 360-000 · Miscellaneous	260,351.83	231,500.00	28,851.83	112.5%
380-000 · Contributions				
382-000 · Contributions from CCRTSSD	0.00	1,000,000.00	-1,000,000.00	0.0%
Total 380-000 · Contributions	0.00	1,000,000.00	-1,000,000.00	0.0%
Total Income	260,351.83	1,231,500.00	-971,148.17	21.1%
Expense				
450-000 · Capital Projects				
451-753 · Scofield Property Management	3,739.01	2,500.00	1,239.01	149.6%
451-755 · Golf Course - Equipment	55,987.54	83,000.00	-27,012.46	67.5%
451-762 · Garley Wash	0.00	35,000.00	-35,000.00	0.0%
451-763 · Flood Mitigation	1,000.00	2,000.00	-1,000.00	50.0%
Total 450-000 · Capital Projects	60,726.55	122,500.00	-61,773.45	49.6%
480-000 · Contributions-Revenue				
482-752 · Increase in Fund Balance	0.00	1,109,000.00	-1,109,000.00	0.0%
Total 480-000 · Contributions-Revenue	0.00	1,109,000.00	-1,109,000.00	0.0%
Total Expense	60,726.55	1,231,500.00	-1,170,773.45	4.9%
Net Ordinary Income	199,625.28	0.00	199,625.28	100.0%
Net Income	199,625.28	0.00	199,625.28	100.0%

Carbon County Rec&Trans SSD Capital Projects
Balance Sheet
As of September 30, 2024

Sep 30, 24

ASSETS

Current Assets

Checking/Savings

1100 · Capital Projects Fund-Zions

2,661.58

1110 · Capital Projects fund-PTIF

6,395,222.75

Total Checking/Savings

6,397,884.33

Total Current Assets

6,397,884.33

TOTAL ASSETS

6,397,884.33

LIABILITIES & EQUITY

Equity

32000 · Retained Earnings

6,198,259.05

Net Income

199,625.28

Total Equity

6,397,884.33

TOTAL LIABILITIES & EQUITY

6,397,884.33