CASTLE DALE BUILDING COMMISSION
REGULAR BOARD MEETING
October 29, 2024

MEMBERS PRESENT		**STAFF PRESENT**
JAY MARK HUMPHREY	JACOB SHARP	ARIEL GUYMON
CRAIG JOHANSEN	DANNY VAN WAGONER	

Welcome by Chairman, Jacob Sharp at 2:00pm to the Governing Board of the Castle Dale Building Commission (CDBC).

1. **Review and Approval of Minutes of July 9, 2024**
   Motion was made by Danny Van Wagoner and seconded by Jay Mark Humphrey to accept the minutes of July 9, 2024, as prepared. Motion carried by all present.

2. **Discuss/Approve/Deny: New Janitorial Contract/Services**
   Jacob reviewed the cleaning contract with the board. After meeting with Shelly Estrada Cleaning and reviewing the contract, they signed it to stay on for another year. The commission will be paying them $800.00 a month for cleaning services.

   Motion was made by Danny Van Wagoner and seconded by Craig Johansen to approve renewing the contract with the cleaners for the same price of $800.00 a month. Motion carried by all present.

3. **Discuss/Approve/Deny: 2025 Tentative Budget**
   Jacob reviewed the actuals on the current budget through the end of September. The board reviewed the tentative budget going forward including the $10,000.00 maintenance fund.

   Jacob got a bid for the refinishing and stripping of the parking lot for around $5,000.00.

   We will be paying for insurance on the building next month for around $7,500.00.

   Motion was made by Jay Mark Humphrey and seconded by Danny Van Wagoner to approve the 2025 tentative budget.
   Motion carried by all present unanimously.

4. **Discuss/Approve/Deny: Building Maintenance Fund & Parking Lot Maintenance**
   There was a discussion about creating a building maintenance fund of $10,000 a year. This will be accounted for in the January budgets for next year. We are hoping to do a seal coat and striping on the parking lot next year.

5. **Review 3rd Quarter 2024 Financial Report**
   Jacob reviewed the numbers in the Operational Report showing where the building commission is for 3rd quarter financials. The utility fund is tracking a little high so we will be watching that.

6. **Discuss/Approve/Deny: July, August, September, and October Vouchers**

The board reviewed the July, August, September, and October Vouchers.

Motion was made by Danny Van Wagoner and seconded by Jay Mark Humphrey to approve the July, August, September, and October Vouchers. Motion carried by all present.

7. **General Operational Items**

Jay – We need to get a new American and State flag for the building. We will get one ordered and put it up on the flagpole.

8. **Adjourn**

Motion was made by Danny Van Wagoner to adjourn the meeting at 2:23pm.