CASTLE DALE BUILDING COMMISSION
REGULAR BOARD MEETING
AND PUBLIC HEARING
December 17, 2024

MEMBERS PRESENT		STAFF PRESENT
JAY MARK HUMPHREY	JACOB SHARP	ARIEL GUYMON
CRAIG JOHANSEN		

MEMBERS NOT PRESENT
DANNY VAN WAGONER

Welcome by Chairman, Jacob Sharp at 2:20pm to the Governing Board of the Castle Dale Building Commission (CDBC).

1. **Review and Approval of Minutes of October 29, 2024**
Motion was made by Jay Mark Humphrey and seconded by Craig Johansen to accept the minutes of October 29, 2024, as prepared. Motion carried by all present.

Motion was made by Craig Johansen and seconded by Jay Mark Humphrey to enter into a public hearing. Motion carried by all present.

2. **A Public Hearing for Receiving Comment on the 2025 Budget for the Castle Dale Building Commission**
No public in attendance.

Motion was made by Craig Johansen and seconded by Jay Mark Humphrey to come out of the public hearing. Motion carried by all present.

3. **Discuss/Approve/Deny: 2025 Final Budget**
Jacob Reviewed the budgets; nothing was changed between the tentative budget and the final budget. The board went over upcoming maintenance projects and putting $10,000.00 in the reserve fund annually from each entity for future maintenance needs. We will be doing parking lot maintenance in 2025.

Motion was made by Craig Johansen and seconded by Jay Mark Humphrey to approve the final budget for the 2025 year. Motion carried by all present.

4. **Review of Quarterly Financial Report**
Jacob reviewed the quarterly financial report as it currently stands.

5. **Discuss/Approve/Deny: 2024 Amended Budget**
There is no need to amending the 2024 budget.

Motion was made by Jay Mark Humphrey and seconded by Craig Johansen to leave the 2024 budget how it is and not to amend it. Motion carried by all present.

6. **Discuss/Approve/Deny: 2024 Fraud Risk Assessment/Ethical Behavior Form**
The board reviewed the fraud risk assessment.

Motion was made by Jay Mark Humphrey and seconded by Craig Johansen to approve the fraud risk assessment. Motion carried by all present.

The board will complete their ethical behavior forms and get them notarized then turn them in.

7. **Discuss/Approve/Deny: 2025 Meeting Schedule**
The board reviewed the 2025 board meeting schedule for approval.

Motion was made by Craig Johansen and seconded by Jay Mark Humphrey to approve the 2025 Board Meeting Schedule. Motion carried by all present.

8. **Discuss/Approve/Deny: October, November, and December Vouchers**
The board reviewed the October, November, and December Vouchers.

Motion was made by Jay Mark Humphrey and seconded by Craig Johansen to approve the October and November Vouchers and to table the December vouchers until the next meeting. Motion carried by all present.

9. **General Operational Items**
Jay mark Humphrey – Wanted to verify that the buildings flags were replaced. Jacob confirmed they have been replaced.

10. **Adjourn**
Motion was made by Craig Johansen to adjourn the meeting at 2:29pm.