CASTLE DALE BUILDING COMMISSION
REGULAR BOARD MEETING
MARCH 25, 2025

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. **Election of 2024 Board Officers**
   Motion by acclamation was made by Jay Mark Humphrey and seconded by Craig Johansen to cease nominations and retain Jacob Sharp as Chairman, Danny Van Wagoner as Vice Chairman, Craig Johansen as Secretary, Ariel Guymon as Treasurer and Records Officer. All those present voted for.

2. **Review and Approval of Minutes of December 17, 2024**
   Motion was made by Danny Van Wagner and seconded by Jay Mark Humphrey to accept the minutes of December 17, 2024, as prepared. Motion carried by all present.

3. **Discuss/Approve/Deny: 2024 Financials**
   Jacob reviewed the 2024 financials.

   Motion was made by Danny Van Wagoner and seconded by Jay Mark Humphrey to approve the 2024 financials. Motion carried by all present.

4. **Discuss/Approve/Deny: 2024 Financial Compliance Self-Evaluation**
   The board reviewed the 2024 Financial Compliance Self-Evaluation. There were two items that needed to be corrected. The board will make the corrections within the next 30 days.

   Once this board approves, Ariel will submit it to the state before March 31, 2025.

   Motion was made by Jay Mark Humphrey and seconded by Danny Van Wagoner to approve the 2024 Financial Compliance Self Evaluation. Motion carried by all present.

5. **Discuss/Approve/Deny: 2024 Financial Certification**
   The board reviewed the Financial Certification.

   Motion was made by Craig Johansen and seconded by Danny Van Wagoner to approve the 2024 Financial Certification and authorize the Chairman and Treasurer to sign the documentation.

6. **Review 1st Quarter 2025 Financial Report**
   Jacob went over the 1st Quarters Financial Report explained that the misc. construction fund was a little higher this year due to the $5,000.00 that has been budgeted for the parking lot maintenance.

7. **Discuss/Approve/Deny: Parking Lot Maintenance**

Jacob reminded the board about the coating and stripping bid that was done at the end of 2024 for the parking lot. There was discussion on whether we should move forward with the parking lot maintenance this year or wait until next year.

Motion was made by Craig Johansen and seconded by Jay Mark Humphrey to approve getting updated quotes for the parking lot coating and stripping and moving forward with the project. Motion carried by all present.

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

The conflict-of-interest disclosure needs a notary for it to be signed. The board will get them signed and then return them.

9. **Discuss/Approve/Deny: Approval of December 2024, January, February and March 2025 Vouchers**

The board reviewed the December 2024, January, February and March 2025 Vouchers

Motion was made by Danny Van Wagoner and seconded by Jay Mark Humphrey to approve the December 2024, January, February and March 2025 Vouchers. Motion carried by all present.

10. **Adjourn**

Motion was made by Danny Van Wagoner to adjourn the meeting at 2:18pm.