

**CASTLE DALE BUILDING COMMISSION
REGULAR BOARD MEETING
OCTOBER 28, 2025**

MEMBERS PRESENT

JAY MARK HUMPHREY
CRAIG JOHANSEN

JACOB SHARP
DANNY VAN WAGONER

STAFF PRESENT

ARIEL GUYMON

Welcome by Chairman, Jacob Sharp at 2:08pm to the Governing Board of the Castle Dale Building Commission (CDBC). All present.

1. **Discuss/Approve/Deny: Minutes of June 26, 2025**

Motion was made by Jay Mark Humphrey and seconded by Craig Johansen to accept the minutes of June 26, 2025, as prepared. Motion carried by all present.

2. **Discuss/Approve/Deny: New Janitorial Contract/Services**

Jacob reviewed contract we have with the janitors and said they have agreed to continue services for another year. Jay brought up the possibility of giving them a pay increase as they have been cleaning for us for many years now.

Motion was made by Jay Mark Humphrey and seconded by Craig Johansen to approve a new janitorial contract and to increase the janitors' pay by another \$100.00 monthly. Motion carried by roll call vote: Jay Mark Humphrey – yes; Danny Van Wagoner – yes; Craig Johansen – yes; Jacob Sharp – yes.

3. **Discuss/Approve/Deny: 2026 Tentative Budget**

Jacob reviewed the tentative budget for the 2026 year. There was discussion on whether the board wanted to contribute towards putting another \$10,000.00 into the reserve fund again this year. They agreed it would be wise to do so in case of any needed maintenance or issues. We are looking at increasing our cleaning, maintenance, and janitorial funds to \$14,300.00 in the budget. We are looking into the insurance and how much is being paid this year in case we need to add to that portion of the budget.

Motion was made by Danny Van Wagoner and seconded by Craig Johansen to approve the tentative budget as discussed and presented. Motion carried by roll call vote: Jay Mark Humphrey – yes; Danny Van Wagoner – yes; Craig Johansen – yes; Jacob Sharp – yes.

4. **Review 3rd Quarter 2025 Financial Report**

Jacob reviewed the financials for the 3rd quarter of 2025. The utilities are running a little higher this year but that is expected as most companies are raising their rates.

5. **Discuss/Approve/Deny: Approval July, August, September, and October 2025 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 2025 Vouchers. Motion carried by all present.

6. **Adjourn**

Motion was made by Danny Van Wagoner and seconded by Craig Johansen to adjourn the meeting at 2:27pm.