DRAFT MINUTES OF REGULAR PUBLIC MEETING
Northwestern Special Service District
October 20 2026 at 6:30 PM
Brookside Fire Department
436 E Wells Fargo Rd, Brookside UT 84782

Board Members Present:
Mike Johnson – Chair
Mark Cain – Vice Chair
Slade Hughes – PIO
John Leavitt – Director (6:47pm)
Rosemary D'Amato – Treasurer (Via Phone)

Fire Chief's Present:
District Chief Guthrie
Central Chief Flores
Veyo Chief Larsen

1. The meeting was called to order at 6:32 pm, followed by the Pledge of Allegiance and an invocation from staff. A quorum of the board was present. Director Leavitt arrived at 6:47pm. No members of the public were present.

2. The minutes from the September 8, 2026 board meeting were discussed. A motion to approve the minutes was made, seconded, and passed unanimously, 4-0.

3. Financial Report and Discussions
   - PTIF (Public Treasurers' Investment Fund): Current balance approx. $116,400
   - Zions Bank: Approx. balance: $33,000
   - One eCheck was written in September; $2,400 to Pelorus for 4th QTR pmt.
   - Visa charges were verified with receipts on file.
   - The District is authorized to use red-dyed diesel fuel in our vehicles per Utah Tax Commission pursuant to Utah Code.

   A motion to approve the Financial Reports was made, seconded, and passed unanimously.

4. A modification to 2027 typical meeting schedule was discussed. The State of Utah only requires quarterly meetings for SSD boards. We previously discussed reducing the meeting schedule to January, March, May, August, September, October, and the final annual meeting in November, 2027. Jan/Mar/Oct/Nov to be held at 6:30 pm, May/Aug/Sept to be held at 7:30 pm. November meetings to be held at Central Fire in order to accommodate the annual budget public hearing. After a brief discussion, a motion to approve the new 2027 Regular Meeting Schedule was made, seconded, and passed unanimously, 5-0 (A copy of the Schedule is attached herein).

5. Updates to our database for the 2027 annual billing period will be conducted in January, 2027 prior to the bills being mailed. A new credit card vendor will also be selected. PayStar® is vendor used by other local entities. We will determine their rates. We also need

to automate the process to add a $10 late fee for accounts that pay after the due date in 2027.

6. After a brief discussion, a motion to move the November 10, 2026 meeting(s) from Veyo to Central Fire Department in order to accommodate room for a public hearing was made, seconded, and passed unanimously, 5-0.

7. After a brief discussion, a motion was made to hold a Public Hearing on November 10, 2026, at Central Fire Department, presenting the 2027 NWSSD proposed budget, followed by discussion and possible approval of the 2027 Budget at the subsequent Regular Meeting. The motion was seconded, and passed unanimously, 5-0.

8. After a brief discussion, a motion was made to use the Zions Visa rebate funds for volunteer appreciation expenditures for a December appreciation event. The annual $500 budgeted for Board use may be used for the event costs. The date, time and location will be determined by the Chief staff. The motion was seconded, and passed unanimously, 5-0.

9. After a brief discussion regarding the outstanding personal sacrifices made over the years by our fire chiefs, a motion was made to issue a one-time stipend of $1500 to each Fire Chief (Guthrie, Larsen, and Flores). The motion was seconded, and passed unanimously, 5-0.

10. After a brief discussion to conclude the District's annual business at the November 2026 meeting, and cancel the December 8, 2026 Regular Meeting in lieu of the Volunteer Appreciation Event, a motion was made and seconded to accept the foregoing, and passed unanimously, 5-0.

11. The Chief's were called to an emergency at 7:15pm.

Station Chief's Reports:

Chief Flores - CFD – Responding to an Emergency Call
Chief Larsen - VFD – Responding to an Emergency Call
District Chief Guthrie – GFD/BFD – Responding to an Emergency Call

Directors / Staff Comments:

District Clerk Paula Guthrie – No comment
PIO Slade Hughes – No comment
Director Leavitt – No comment

Treasurer Rosemary D'Amato – No comment
Vice Chair Mark Cain – No comment
Chairman Mike Johnson – No comment

Final Staff Comments: None

Final Public Comments: None Present

Adjournment: The meeting was adjourned at 7:15 pm.