

# Approved minutes of the Southwestern Special Service District Meeting

held on Tuesday, September 20, 2016, 7:00 pm  
at the Winchester Hills Fire Station, Winchester Hills, Utah

## I. Call to Order

Invocation: Don Reusch

Pledge: Cheryl Christensen

Board members present

Larry Meyers

Ferris Emery

Cheryl Christensen

Jaron Hunt

Don Ruesch

Public comment was not listed on the agenda. Larry decided to take public comment.

**Gay Bastian** – inquired if we were electing a new Board member? Larry explained – no.

**Jenny Fairey** – Stated they were at the meeting to support the Board as is.

## II. Business:

- A. Don: SWSSD Board discussion, handling of District funds  
(specifically recent check issued to Snow Nelson \$1,837.56 with no Board discussion/approval)

At the beginning of the meeting Ferris made a motion to discuss item B on the agenda before item A.

2<sup>nd</sup> – Jaron

Vote 3-2 motion failed

Ferris – yes

Jaron – yes

Don R. – no

Cheryl – no  
Larry – no

Don R. questioned what happened with the payment, asked where the authorization came from to write a check to Snow Nelson? Procedure question. The Board held a regularly scheduled meeting on Sept 1, 2016. The check was cut within a week after that meeting. There was no mention of a need for this check at the Sept 1 meeting? Ferris read from the SWSSD purchasing policy.

The following paragraphs are pertinent to the discussion:

**Authority to Purchase:**

The Southwestern Special Service District (SWSSD) Administrative Control Board shall approve all expenditures of the district. No individual may make purchases on behalf of the District unless authorized by the SWSSD ACB as designated purchasing agents.

**Purchasing Agent:**

The SWSSD ACB may authorize purchasing agent(s) to make routine purchases for routine expenditures, such as utility bills, payroll related expenses, supplies and materials. All expenditures made by the purchasing agent(s) will be reviewed by the SWSSD ACB subsequent to the purchase.

The purchasing agent(s) may not have accounting or bookkeeping responsibilities or have access to the accounts.

**Prior Authorization:**

Prior authorization by the SWSSD ACB is required for all purchases that exceed \$2,500 and for all purchases not considered routine as noted above. Purchases exceeding \$2,500 require approval of a majority of SWSSD ACB members.

Don R – also read from the SWSSD Bylaws that state:

**VIII3. Signing Authority**

b. The Clerk or other designated person not performing Treasurer duties shall prepare the necessary checks after having determined that the claim was authorized by the Board, does not overspend the appropriate departmental budget established by the Board, and was

approved in advance by the Board or complies with the Boards purchasing policy.

VIII.6 Purchasing. The Board shall establish a purchasing policy and approves all SWSSD expenditures in accordance with the purchasing policy. No individual may make purchases on behalf of the SWSSD unless authorized by the Board. All purchases shall be made in accordance with the Boards purchasing policy.

Larry explained his understanding of the SWSSD purchasing policy. Apologized for the misunderstanding and stated he has learned.

Jaron explained that the purchasing policy says anything under \$2,500 does not require Board preapproval. He felt like the debt was long owed to Snow Nelson so he wanted to get them the money as soon as possible.

Ferris stated that he had been to “all meetings this year” and stated that he had heard nothing about a debt that SWSSD owed Snow Nelson? Our meeting was on Sept 1 and this happened on Sept 8. Stated he did not think this was a “routine” expenditure.

Cheryl stated that she did not believe it was a “routine” expenditure either. That it should have been brought to the Board for approval before being paid. Stated that a refund of a refund that was created by an error of 941 tax overpayment in 2014, in her opinion would ever be considered “routine”.

Motion – Jaron to approve the check to Snow Nelson  
2<sup>nd</sup> – ... No second

Discussion – Some Board members did not feel that there was enough information provided to the Board to know if the refund to Snow Nelson was appropriate or not.

Jaron stated that Hinton Burdick had researched it and said they felt it was money owed to Snow Nelson.

Snow Nelson (old accountant) had emailed Hinton Burdick (new accountant) about the overpayment.

Question was asked if there was a bill ever sent from Snow Nelson to SWSSD for the debt? No bill has been received.

It was questioned that Kurt Nelson, of Snow Nelson, had been present in SWSSD meetings and had not raised the topic of overdue funds?

B. Don: Clarification or Modification of the Boards authority to purchase and purchasing policy

Motion - Don R. that all expenses need to be approved by the SWSSD Board prior to expending SWSSD funds, per the purchasing policy.

2<sup>nd</sup> – Cheryl

Discussion:

Don R. stated he felt like that would solve the problem and meets the purchasing policy. SWSSD Board (all 5 members) have the responsibility to make sure all of the SWSSD funds are spent appropriately. If they spent inappropriately and we do or say nothing we are held responsible. The check written inappropriately to Snow Nelson would qualify as a felony.

Much discussion was had on this topic.

Jaron - felt like SWSSD should amend the purchasing policy to send all expenses to the Chief's for approval. Prior to sending them to the accountant to have the checks cut. General consensus was no amendment to the policy.

Larry - stated that the entire SWSSD board needs to be on the same page as far as what "routine" means in the policy. Stated that it sounded like everyone was ok with bringing the checks to the regular SWSSD meetings.

He & Jaron do not think they are the only ones that can sign the checks. It has just been convenient. Frankly, he isn't going to sign anymore checks. Larry agreed with Ferris, that the entire SWSSD Board needs to be more involved.

Ferris – Questioned about the utility bills, if the statement comes and due date is before the meeting? Would like to clarify "routine" and "purchasing agent" thinks that the accounting responsibilities need to be adjusted to meet the definition in the State of Utah Little Manual. Thinks the Clerk should be getting the bills and statements from the Post office. Ferris questioned who currently picks up the SWSSD mail? It was explained that Jaron currently gets the mail from the SWSSD PO Box at the Post Office on Main Street.

General agreement was that Cheryl & Ferris would go meet with Hinton Burdick to get more information on the check that was written to Snow Nelson.

Don R. withdrew the motion.

C. Don: Election of new SWSSD Board positions

Don R. explained he felt like the expenditure – check cut to Snow Nelson – was improper enough to change the Treasurer.

Ferris – thinks it would be beneficial if Jaron worked with a member of the Board to assist in the transition.

Ferris was tasked with assisting Jaron in the Treasurer duties for the next 3 months. They will perform the duties together. This will be good and make the transition go more smoothly. Also will increase understanding of the process.

Larry – stated that he agreed to serve as the SWSSD chair “felt like he could keep the peace” feels like the positions should rotate every year. New person that will be the Treasurer next year should be working with the Treasurer now to make the transition. Larry stated he felt that next year Cheryl should be Treasurer. Ferris should be SWSSD Chair in 2017.

Jaron – stated he felt like the SWSSD board should advertise the upcoming opening and get that person in the meetings to become familiar.

Motion – Jaron

Ferris be the perspective Treasurer

2<sup>nd</sup> – Ferris

Motion passed - Unanimous

Don R - Motion to Adjourn the meeting

2<sup>nd</sup> – Ferris

Unanimous

Next meeting October 6, 2016, 7 pm, at the Diamond Valley Fire Station

**SWSSD Board members**

Larry Meyers [lawandliberty@yahoo.com](mailto:lawandliberty@yahoo.com)

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Jaron Hunt [jaron-hunt@leavitt.com](mailto:jaron-hunt@leavitt.com)

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**MINUTES APPROVED AT THE OCTOBER 6, 2016 SWSSD MEETING**