

1. Pledge of Allegiance

2. Roll Call: Justin Alder; here, Yvoone Larsen; here, Heather Myers; here, Tami Privett; here and Mayor Keenen Pearson; here.

Staff Present: Kris Winkel.

Other attendees present: Mark Otten.

Meeting called to order at 7:07

3. Reading of Minutes from Previous Meeting

4. Approval of Minutes from Previous Meeting

Discussion on Utah code for minutes. Advisement to not keep to the script and instead generalize. Because there is a recording, a direct transcript is not necessary. Proposed changes to minutes is to change Pelors annual fee to quarterly fee on payment of bills. Tami makes a motion to approve the minutes as amended. All those in favor; Justin, eye; Tami, eye, Heather absent. Motion passes.

5. Discussion and vote on the purchase of a water leak detection system

Justin has talked with Jim and the one they looked at is \$2500 and Jim is very impressed with this one. This would come out of the water fund. No vote is necessary due to it coming out of the master fund.

6. Discussion and vote on changing remaining Master Meters to Badger Meters.

Tami talks about the grant to the State of Utah could help pay for the new meters.

Yvoone states there are 48 meters left to purchase. Some places are necessary to put a meter on due to the fact that they are seasonal, some are turned off. Justin suggests we purchase half of them this year (\$8,900) and the other half next year.

Tami will look into the grant for paying for the meters and the leak.

Mayor explained that he submitted the CIB grant and we were missing a few things (Towns Water Master Plan and Asset List) and was instructed to re-apply early next year. Mayor will contact Curtis about the drinking water grant in the meantime.

Discussion on the Block Grant which Heather will be able to attend this week which will help with water and the fire station.

7. Discussion of Uah Code standards, and separation of duties.

Discussion about the anticipated length of time needed for the Deputy clerk to train the new clerk. Kris stated a job description would be helpful.

8. Discussion of the Self Examination assessment completed at the previous council meeting.

Tami explains that it's mostly concerned with the treasurer and the clerk and that some does apply to all of us and we need to all be aware of it. It needs to be on the Agenda and reviewed/performed annually.

9. Discussion and vote of Fraud Risk Assessment for the 2021-2022 fiscal year audit.

Council reads and answers each of the questions for the basic separation of duties.

BASIC SEPARATION OF DUTIES QUESTIONNAIRE:

1. Does the entity have a board chair, clerk, and treasurer who are three separate people? **Yes.**
2. Are all the people who are able to receive cash or check payments different from all of the people who are able to make general ledger entries? **Yes**
3. Are all the people who are able to collect cash or check payments different from all the people who are able to adjust customer accounts? **Yes**
4. Are all the people who have access to blank checks different from those who are authorized signers? **Yes**
5. Does someone other than the clerk and treasurer reconcile all bank accounts OR are original bank statements reviewed by a person other than the clerk to detect unauthorized disbursements? **MC** (mitigating control. *The only check the clerk can sign is the Treasurer's paycheck.*)
6. Does someone other than the clerk review periodic reports of all general ledger accounts to identify unauthorized payments recorded in those accounts? **Yes.**
7. Are original credit/purchase card statements received directly from the card company by someone other than the card holder? **Yes.**
8. Does someone other than the credit/purchase card holder ensure that all card purchases are supported with receipts or other supporting documentation? **Yes.**
9. Does someone who is not a subordinate of the credit/purchase card holder review all card purchases for appropriateness (including the chief administrative officer and board members if they have a card)? **Yes**
10. Does the person who authorizes payment for goods or services, who is not the clerk, verify the receipt of goods or services? **Yes.**
11. Does someone authorize payroll payments who is separate from the person who prepares payroll payments? **Yes.**
12. Does someone review all payroll payments who is separate from the person who prepares payroll payments? **Yes.**

Council picks up where they left off last time on the fraud risk assessment.

FRAUD RISK ASSESSMENT:

Year-end financial reports/statements or OSA financial survey, continued:

10. Local and Special Service (Including Conservation) Districts which operate a general fund (fees for services e.g utilities, water assessments, etc, are generally accounted for in an enterprise fund. If the district only operates an enterprise fund this question does not apply. Was the entity's unrestricted general fund balance (amount in all bank accounts as the end of the year) less than or equal to: the

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most recently adopted budget, pulse 100% of the current fiscal year's property tax revenue? **Yes.**

Reporting:

11. Does it appear that financial records (documentation) are maintained to support transactions, balances, adjustments, etc., and the preparation of the financial reports? **Yes.**
12. Were financial reports prepared and presented to the governing body monthly (municipalities) or quarterly (district)? **Yes.**
13. Did the reports include a comparison of actual expenses/revenues to budgeted amounts? **Yes.**
14. Do the financial records match the reports presented to the board/council? **Yes.**

Bank Statements:

15. Are reconciliations (i.e., a comparison between the bank statement and the entity's books) being performed monthly for all bank and investment accounts? **Yes.**
16. If the person performing the bank reconciliation can also write checks and make deposits, does someone else also perform a detailed review of the monthly bank/investment reconciliations? **Yes.**
17. For each individual receipt selected, review the corresponding bank statement and determine that the receipt was deposited into the bank. **Yes.**
18. Review the canceled checks (if applicable). (a) were they signed by only those who are authorized? **Yes.**
19. Were the payments supported by invoices and other documentation detailing the items/Services purchased or funds transferred? **Yes.**
20. Were the transactions consistent with the entity's purpose? **Yes.**
21. Are purchasing/credit card transactions reviewed by someone other than the card holder for appropriateness and for supporting documents, such as receipts? **Yes.**
22. Does it appear that purchase card holders are required to submit receipts for all purchases made? **Yes.**

Open and Public Meetings Act:

23. Did the entity give proper notice of the meeting at least 24 hours before each meeting by posting the notice on the Utah Public Notice Website? **Yes.**
24. Did the governing body take final actions only on those topics listed as agenda items? **No.** *This is in regards to the previous year votes being taken while not on the agenda.*
25. Within three days of the meeting minutes being approved, were the minutes posted to the Utah Public Notice Website? **Yes.**
26. If a portion of the meeting was closed to the public, answer the following questions: (a) Before the meeting was closed, was the reason for holding the closed meeting documented in the meeting minutes and a roll call vote taken? **Yes.** (b) Was the reason for closing the meeting permitted under statute? **Yes.** (c) Was an audio recording of the closed meeting made, OR if the meeting was closed to discuss (a) the character, professional competence, or health of an individual or (b) the deployment of security personnel, devices, or systems, did

the person presiding at the meeting sign a sworn statement affirming that the sole purpose for closing the meeting was to discuss those matters? **Yes.**

27. Per your knowledge or review of the board/council meeting minutes, did the presiding officer of the governing body ensure that members of the governing body were provided with annual training on the requirements of Open and Public Meetings Act? **Yes.**

Other Compliance:

28. Is the entity compliant with State nepotism and hiring laws and the entity's own policies and procedures regarding nepotism? **Yes.**
29. Did the entity's designed records officer complete an online training course on the requirements of GRAMA (completed annually)? Obtain the copy of the training certificate to verify. **Yes.**
30. Local and Special Service districts only: Did each member of the board of trustees, within one year of each appointment/election, complete Board Member Training. Obtain the copy of the training certificate to verify. **N/A.**
31. Did the entity register on the Local Government and Limited Purpose Entity Registry. **No.**
32. Is the Treasurer properly bonded or insured in accordance with Utah Administrative code R628-4-4 for the money management council? **Yes.**

Fraud, Illegal Acts, or noncompliance Issues:

33. (a) Does the entity have a schedule of fees assessed that has been adopted by the governing body? Yes. (b) Have all fees assessed been approved by the governing body? Yes. (c) If fee revenues exceed fee expenses, does the entity track excess revenues to assure they are expended only for the provision of the service for which the fee is assessed? **Yes.**
34. Has the entity been free of acts of fraud, illegal acts, or noncompliance? **No. In reference to the town being "on hold" status.**
35. If fraud, illegal acts, or noncompliance occurred, was sufficient action taken to minimize the risk of recurrence of fraud, illegal acts, or noncompliance? **Yes**
36. Was the Fraud Risk Assessment Questionnaire completed and presented to the governing body before the end of the fiscal year? **No.**
37. For any "No" responses, have corrective actions been detailed above or in attached documentation? **Yes** (pending).

10. Discussion on all Council members to complete OPMA for the 2022 fiscal year and email copies of the certification of completion to Kris.

Council members and Staff will complete the OPMA training annually and present the certificates to the clerk.

11. Review and approval of Kristina K. Winkel as an authorized individual to the Public Entity Resolution/Office of the State Treasurer.

Yvonne makes a motion to approve Kristina Winkel as an authorized individual to the Public Entity resolution/Office of the State treasurer. Heather seconds the motion. All those in favor: Justin, eye; Yvonne, eye; Heather, eye; Tami, eye. Motion passes.

12. Review and approve the addition of Kristina K. Winkel to become a notary Public.

Yvoone makes a motion to approve Kristina K. Winkel to become a Notary Public. Heather seconds the motion. All those in favor: Justin, eye; Heather, eye; Tami, eye; Yvonne, eye. Motion passes.

13. Discuss code on location of buildings on properties, code on portable containers and P&Zs review of this information.

This was discussed and reviewed at the previous council meeting.

14. Discussion on gas for equipment (dump truck and general equipment)

This was discussed and resolved at the previous council meeting.

15. Discussion and vote on equipment rental fee from Jim Butcher

Council discusses how to reimburse Jim for the rental fee for use of his equipment. It would not be on payroll, and instead Jim would provide an invoice for the rental and labor. Justin suggested any equipment needed for water services/maintenance should be purchased by the town and kept in a specific place.

16. Discussion of Mileage Reimbursement

Discussion on agreeing to reimburse Jim for mileage when he uses his own vehicle. Justin suggests that in the future we should work on grants for a town vehicle. Heather makes a motion that we will have mileage reimbursement at the Federal rate. Yvonne suggested we reimburse him for his trips to Richfield and Utah County based on the federal rate at the time of travel.

Heather makes a motion to reimburse Jim at the federal rate. It is agreed that he will be reimbursed from the date of hire. Tami seconds the motion. Justin eye; Yvoone; eye, Heather; eye, Mayor Pearson; eye. Motion passes.

17. Purchase of a usable Master Meter by Mark Otten to monitor leaks at a Stock Water split connection.

Mark summarized that the connection allowing stock water to be drawn from Palisade lake during the winter was installed in 1977 and when there is a leak there is a challenge finding it. Mark requests a new meter which would be much easier to shut water off and help monitor leaks and know how much water he is using and be able to turn the water off. He has been splitting a bill three ways with two other farmer/ranchers and he would like to have a better understanding of how much water he uses. He would like to put it on his property line and he will install it. Justin and Yvoone agree to give him a meter. Mark was instructed by Mayor Pearson, Justin Alder and Yvoone Larsen to contact Jim Butcher about getting the meter.

18. Discussion on the existing Stock Water Agreement.

Discussion on the history of the stock water agreement. Mark mentioned the agreement required year round payment. Justin agrees with Mark that at this point, Mark is working off a regular water connection and not necessarily a stock water agreement.

19. Discussion on a separate appeal authority for Planning and Zoning.

Discussed at the previous council meeting.

20. Report of Officers–Boards–Committees

Yvonne–Discussion on Max and Janet Otten’s two water connections they left to a family member Yvonne confirms there are two connections on and near Max Ottens home. Justin states the family would like it in the name of Kami or Jeff Jacobs. Justin suggests the water be allotted to the property (connected to the parcel) they own. Tami will go to the County to get the parcel numbers and get them to Yvonne. Council agrees to tie the water shares to the property.

Heather–Loves how the cemetery is looking. We need to buy tires for the fire trucks and a new battery. I will be turning in the paperwork so the firefighters can be paid. Tami will call workers comp liability insurance to clear up that we do pay volunteer firefighters. Six tires will cost \$3,200. Yvoone suggested dusk/dawn solar lights be installed at the fire Department.

Justin–Covered in Agenda.

Tami–Trying to set up a meeting for any town members for the steering committee.

21. Approve Payment of Bills

Apparatus Equipment & Services \$2,962.80 for fire shelter and generator

Badger Meter \$81.40 for Sep Service.

Blue Stakes of Utah \$ 69.81 for annual membership.

Fire District #2 \$693.50 for Sept (*was originally under wrong vendor, Badger Meter*)

Dominion Energy \$16.11 for utilities

Gunnison Implement Co \$83.92 for blademower, mandrel, bolts and screws.

Main Auto \$27.17 for antifreeze

Hermansen’s \$54.93 for hose, SDS bit set.

Jensen Excavating \$200.00 for Jensen Grave.

Glen Justesen \$7.74 refund

Manti Telephone \$106.90 for Sept service.

N. Sanpete Disposal \$156.10 for August service

Tami Privett \$ 9.80 for office supplies

Risk Managers \$200.00 for insurance renewal.

Rocky Mountain Power \$1744.27 for electricity Sept

Sanpete County Fire District #2 \$487.25 August

Sanpete County Treasurer \$261.50 Bookmobile 1st half.

Sanpete Sanitary Landfill Coop \$536.40 August

Sterling Country Store \$347.43 for unleaded and diesel gas

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Zions Bank Visa \$332.78 for fire department
Payroll Taxes \$674.84 (paid online quarterly)

Yvoone makes a motion to pay bills as presented; Heather seconds the motion. All in favor; Heather, eye; Tami, eye with a correction (Badger Meter got put in as the wrong vendor); Justin, eye. Motion to pay bills passed.

Addendum: Add Curt Ludvigson \$240.00 for graves

Tami makes a motion to add Curt Ludvigson to the bills to be paid. Justin seconds the motions. All those in favor; Justin, eye; Yvonne, eye; Tami, eye; Heather, absent. Motion passes.

Payroll presented to council and reviewed.

Yvonne makes a motion to approve payroll as presented. All those in favor; Justin, eye; Tami, eye; Yvonne, eye, Heather, absent. Motion passes.

22. Adjournment.

Tami makes a motion to adjourn the meeting. Yvonne seconds the motions. All those in favor; Justin, eye; Yvonne, eye; Tami, eye. Motion passes.

Meeting adjourned at 9:48 PM