

“MINUTES”

SEPO BOARD (SPECIAL) MEETING

Tuesday, December 19, 2023 @ 1 PM

“Hybrid” Meeting: Retzlaff Hall and Google Meet

1. CALL TO ORDER Share Nelson called the meeting to order at 1 PM.

2. ROLL CALL Share Nelson, Jim Kennedy, Mark Owen, Tom Perrier, Randy Davis, Frank Tewell and Tony Adams were all present in Retzlaff Hall.

3. GOOGLE MEET RECORDING The meeting was recorded via Google Meet and can be viewed at this link: https://video.wixstatic.com/video/2851bf_5df87bd1f57640679c375ae8eb42b7e0/1080p/mp4/file.mp4

4. AGENDA

a. Posting: Share reported the agenda was made available to the community by the required day/time. **b. Amendments to this agenda (by the Board):**

Share requested to add the announcement of Election Committee chairperson to the published agenda. There were no objections to adding this.

5. NEW BUSINESS

a. Agenda Amendment: Election Committee for 2024.

- i. Beth Parrish has volunteered to be the 2024 Election Committee chairperson. Tom Perrier moved and Mark Owen seconded to accepted Beth to this position. The motion passed unanimously.
 - Beth is in the process of forming this committee. If you are interested in assisting on this committee please contact Beth. The bulk of this committee’s work will be in stuffing the ballots and counting them on election day.

b. Clarify and amend the budget as to bank fees.

- i. Tracy Wagner (Board Treasurer’s Assistant) spoke on this topic for Mark, who has a voice issue right now.
- ii. There were no changes to Income or the Directors’ areas.
- iii. Changes made were in the General Operations area / Administrative.
 - 1) Depreciation – Was increased due to the large amount of purchases that were made this year.
 - 2) Payroll Tax – It had been questioned why there was such a decrease for 2024 to what the figure had been for 2023. It was determined 2023 was probably budgeted too high. Review indicated the 2024 figure should be increased ever so slightly more.
 - 3) Water – On the initial release of the 2023 budget the number had been incorrectly stated. Therefore, the 2024 number was increased only slight over what 2023 should have been.
 - 4) Legal & Professional – After reviewing the 2024 budget figure it was determined it was more than likely too high and was decreased for the revised budget.
 - 5) Telephone – This was increased slightly based on additional 2023 actual figures. 6) Accounting – We increased this figure based on the fact that we would more than likely need to rely on an outside ‘Quickbooks’ expert to assist SEPO at times.
 - 7) Bank Fees – This figure was decreased based on a re-review of actuals from 2023. 8) Property Taxes - This figure was decreased based on a re-review of actuals from 2023.

Tracy said she and Mark feel confident that the revised budget more closely reflects projected expenditures for 2024. Mark added that any excess dollars these revisions created will go into the Electric category. We will be renegotiating our contract in June 2024 and don’t know what the increase will be until then.

Concerning Legal Fees, Randy stated there is a good possibility that we will be seeking a new attorney in 2024, which will more than likely result in an increase in the fee structure currently being charged by our current attorney.

Tony moved and Frank seconded to approve the amended 2024 Budget. The motion passed unanimously.

- c. Clarify and amend the budget as to bank fees and the manner of purchasing the mower.** i. Mark indicated the interest rate on the \$37,000 that was paid for a fairway mower is now up to around 8%. We have decided we will pay off this debt with cash, which the Bylaws allows us to do. This will save us about \$8000 in interest fees.
- ii. Randy moved and Mark seconded we pay for this mower outright. The motion passed unanimously.

6. Executive Session

The directors then moved to Executive Session for the purpose of discussing possible amendments to the Employee Handbook.

7. ADJOURNMENT

Randy moved and Tom seconded we adjourn the meeting. The motion passed unanimously. The meeting was adjourned at 1:12 pm and the Google Meet recording and session were stopped. The Board then convened to an executive session that is closed to Board only.

Summary of Executive Session:

The directors approved the following revisions to the Employees' Handbook:

Employee must work the regularly scheduled day before and after a paid holiday to receive holiday pay, unless time off has been previously approved. The exception is if Christmas Eve and Christmas Day and New Years Eve and New Years Day fall on a weekend, the employees will have off the Friday before and the Monday following with pay.

Vacation days do not carry over from one year to the next.

Employees may be paid for up to forty (40) hours of vacation days they have accumulated in any given year. The employees must make this decision known to their supervisor no sooner than November 15, and no later than December 1 in that year.

Respectively submitted,

Tony Adams