**Board of Directors Meeting. February 10, 2025, 7:53 p.m. located at 7740 W. 900 S. West Warren UT 84404.**

**I. Welcome & Introductions**

* Briefly welcome staff members
  + Joe opened the meeting. Jeremy Jacob, Steve Davis, Riley Skinner and Amy Coleman were in attendance. Joe Giordano attended remotely via phone. Chris Clem and Jeff Daivs excused.
* Acknowledge any new staff or guests
  + Joe welcomed Amy as a new staff member, and Steve as the Treasurer to present the 2024 financial reports.

**II. Review of Previous Meeting Minutes (3 minutes)**

* Quickly review and approve the minutes from the last meeting
  + Joe motioned to approve the minutes as written, Riley seconded it. Jeremy, Joe and Riley voted Aye. Motioned carried.

**III. Governance Actions (10 minutes)**

* Steve Davis, Budget Update
  + 2024 Budget Statements were presented to the Board. Amy has extras for those not in attendance. The reports show actual expenditures in comparison to the budget. Steve went over budget, capital projects and depreciation schedules. Payroll taxes and Clerical line items need to be added.
* W-2 Payroll Taxes
  + The tax laws have changed. The state wants each member of the board and an employee to be paid as w-4. There will be a quarterly payroll report. Steve will meet with Amy to set up those accounts. Reimbursements don’t count towards those fees only director fees.
  + Joe motioned to put any employees of the park district on a w-2 to do payroll taxes. Riley seconded it. All board members voted Aye. The motion carried.
  + Amy will text Chris and Jeff to get their forms to them. Amy will create an ETPS account. Board Members, Amy, and those cleaning the park will be using the payroll system. A decision will be forth coming on Beau.
* Website Access
  + Streamline access was granted to Amy. Amy will change all the bills to her address.
* Invoices/Checks
  + Five checks to be paid. Clerical Services for Amy Coleman 11 hours, West Warren Water, Warren Irrigation Company, Streamline Website and UASD. Joe moved to renew with UASD and approve all checks. Jeremy seconded the motion. All board members voted Aye.

**IV. Discussion Topics (20-30 minutes)**

* **Public Comment:** Allow members of the public to provide feedback or express their opinions on a proposed government action or policy
  + No Comments
* **Open Forum:** Allow time for general discussion, questions, and suggestions from staff members
  + No Comments

**V. Decision-making: (5 minutes)**

* **No Further Action**

**VI. Adjournment**

**Joe motioned to adjourn. Riley seconded the motion. All board members voted Aye. Meeting adjourned. At 8:04 p.m.**