

**JSDC Executive Committee Meeting**  
**Thursday, January 11, 2024**  
**Official Minutes**  
**JSDC Lower-Level Conference Room**

**Members Present:** Tory Hart, Jeremy Rham, Marlee Siewert.

**Members Absent:** Nick Schauer, Dwaine Heinrich, Mark Klose.

**Staff Present:** Corry Shevlin, Jamie Czapiewski.

**Staff Absent:** Alyssa Looyesen.

**Call to order:** 12:05 PM by Tory.

**Conflict of Interest:** None.

**A) Approval of May 4, 2023, Meeting Minutes:** The Minutes were provided in the One Drive for review.

*Jeremy moved to approve the May 4, 2023, minutes as presented, Marlee seconded, and the motion passed by unanimous voice vote.*

**B) Flex PACE De-obligation of Unused Funds:** Alyssa's memo regarding the de-obligation of Flex PACE funds from 2021 and 2022 was in the One Drive. Alyssa recommended de-obligating the unused funds back to the city and county in their respective amounts.

The de-obligation amounts for 2021 are \$90,964.55 for the city and \$22,741.14 for the county.  
The de-obligation amounts for 2022 are \$128,194.09 for the city and \$32,048.52 for the county.

The New and Existing Business committee recommended the de-obligation of the unused funds to the Board of Directors.

**C) Amendment of Breck A. Leach Flex PACE:** Alyssa's updated memo regarding the Breck A Leach, DMD Flex PACE request was in the One Drive. The loan will now be signed to the limited liability corporation "Keeman, LLC." Keeman, LLC is a Utah corporation with sole member Bubbyboo LLC which is an Alaska LLC, Bubbyboo LLC is owned by Breck and Morgan Leach 50/50. This is the only asset in Keeman, LLC.

The New and Existing committee recommended the approval of the amendment to the Board of Directors.

**D) 2023 Budget Review:** The December 2023 financials were in the One Drive and highlighted the budgeted versus actual amounts spent in the 2023 fiscal year. On the Operations side, there was a roughly \$38,000 overage. This stems from having additional employee expenses, as there was more overlap between Connie and Alyssa than was previously anticipated. In addition, Connie's vacation time also had to be paid out at cessation of employment.

**E) 2023 Audit:** The Engagement Letter concerning the 2023 Audit from Schauer & Associated was in the One Drive. This document needs approval so that they can begin work on the audit.

The audit will be done later than usual this year, and Schauer has stated that they can have it finished by May 31, 2024 at the latest. This is after the usual date for the Annual Meeting, when the audit is presented. The audit is typically approved by the Board of Directors at the Board meeting prior to the Annual Meeting.

There is nothing indicating that the Annual Meeting has to be held on the last Wednesday of April. Moving the date back so that the audit can be presented is an option.

The Finance Committee recommended the following to the Board of Directors:

- The approval of the engagement letter from Schauer & Associates
- The approval to move the Annual Meeting to the third Wednesday in June
- The approval of giving the JSDC staff the authority to put out bids for the 2024 through 2027 audits.

**E) Project Updates:** Corry provided project updates.

**Adjourned:** Adjourned at 12:29 PM. by Tory.

Respectfully submitted,

Jamie Czapiewski, Operations Coordinator