



Date: Thursday, January 26<sup>th</sup>, 2023,  
Time: 20:01  
Place: 90 North Main Street, Tooele, Ut, 84074  
Tooele City Hall

Board Members Present

Jeff Hammer; Chairman  
Jed Winder; Treasurer  
Brian Roth; Board  
Member  
Amanda Graf; Maintenance  
Coordinator

OTHERS PRESENT:

Travis Brady; Independent CPA  
Justin Brady; Tooele Councilman  
Chris Springer; Jensen Family

**Jeff Hammer:** It is January 26th, 2023, at 8:01. All the board members are here except Katrina Call.

1. Open Forum for Public Comment
No Comments
20:01-20:01 Min 0

2. Tooele Community Development Representative
Presented By: Jim Bolser
<b>Jeff Hammer:</b> Jim Bolser will not be here tonight; he has no updates at the moment. If anyone has any questions let me know or feel free to email.
20:01-20:01 Min 0

3. City Council's Member Report
Presented By: Justin Brady

The Crestview rezone project on 2400 north, that Steve Evans has spoken about. Has been put on hold. They are trying to obtain water rights, that project probably won't be moving too quickly.  
Some fees were changed for the Dow James pool, and the teen center.

There are a ton of water requests for businesses.

Napa Auto Parts and Bert Brothers are going in southeast of Lydiard's.

We are officially part of Tree City USA; I'll get a sign to put up in the springtime.

Approx 60 Town homes were approved to go in East of Overlake Elementary, they will be part of the district.

The fence situation (from a few months ago) is still in process, The church is working with their insurance to pay for the damages, if not the city will cover the cost. Also, the seminary building was approved to go in on the Northwest side of the school.

**Amanda Graf:** Do you know if there are any construction plans for repaving the roundabout road?

**Justin Brady:** There's been discussion about this because of the increased traffic, and the other subdivisions going in there. The city generally covers it, but if there's a lot of growth in the area, they ask the developers to cover it.

**Amanda Graf:** Has there been any discussion about finishing the connection from the high school to Berra by the Home Depot?

**Justin Brady:** The school district said before the school opens, they'll have their portion of the road going around the school from 400 to Berra complete. Berra will go from 2400 north and connect to Home Depot. I think the school is only doing the South side of the road with only one lane.

**Jeff Hammer:** I was asking Russ S. What was going on with moving the drainage pond by the temple. Russ stated, "No one has approached him as of yet." The costs of it are developer driven, or the church.

**Justin Brady:** Holiday is working on 200 West and 1000 N. UDOT will be putting in the lights, they're saying it's a year and a half out. But the last I heard that the city is discussing putting a cost towards putting in reusable temporary lights, that would hang on a cable until we get the permanent lights. I think that is what is being considered at the moment.

4. Maintenance Coordinator's Report on Past and Present Actions

Presented By: Amanda Graf

**Amanda Graf:** There's two lights out in the neighborhoods and three that are blinking. Two at 2240 North, one on Cerroni, one on Dean, and one on Berra.

**Chris Springer:** There's one that has no globe on it, it rapidly blinks like a seizure. Just north of 2000 north on 170 just west of the school.

**Jeff Hammer:** The city put in a city standard light west of the school on 170 west closer to the south end of the school right across the street from the parking lot in some trees. We've asked them to replace it a long time ago, but nothing.

**Amanda Graf:** I will add it.

20:13-20:16 Min 3

5. Jensen Family Landscape, LLC

Presented By:

Chris Springer

**Chris Springer:** Our invoice is for November through January for \$8,500. Listed is fence work, fertilizer, pruning, snow removal, cleanup down by the bridge. Two of those logs were cracked and pretty much gone, those were taken out and need to be replaced. We replaced one or two about five or six years ago, some were painted a year or two ago. We got a post set on 2000 the concrete is secure, and some temporary fencing up. The Posts split in cold weather so when there is a warm day, we can get it put in. Some were fixed down into Providence, some going up past the temple. We are waiting to repair the ones on the bridge until the rails and slots are put in. And one west of 2000 North.

**Jeff Hammer:** When did you send the invoices? Because I haven't got them? You can just email them to the whole district or bring them in with you.

20:16-

20:20 Min 4

6. Invoices and Budgets

6.1 Vice Treasurer's Report- Approval of Invoices and Reimbursements

Presented By: Jed Winder

**Jed Winder:** There are three invoices to be approved; one for Jensen Valley Landscape from November to January for \$8,500. The second for Kelly's invoice for 4.3 hours for \$120. The third for Travis Brady the two items on

Travis's invoice, \$75 dollars for his service fee, which includes the reporting, and a subscription to Quicken it has all the service districts transactions clear back to 2003, and the reports to submit to the state, it costs \$3.99 per month with a 7% tax, just over \$4 a month, \$51.23 a year, so I paid for it with my credit card. Quicken, it has all the service districts transactions credit back in 2003. Oh, I thought you would probably get anything back more than that. Travis's Total invoice coming to \$126.23.

Motion to Approve Invoices Submitted by Jed Winder

1. Jensen Family Landscape- \$8,500.00
2. Kelly- \$120.00
3. Travis Brady- \$126.23

Approved By: Brian Roth

Seconded By: Amanda Graff

No Objections

Approved

20:20-20:25 Min 5

6.2 Invoices and Budgets- Status of Budget/ Expenses for Fiscal Year 2023

Presented by

Travis Brady

**Travis Brady:** I sent in the new proposal, I stuck with the \$50 a month for 12 months equaling \$600. The state added in a few reports for November. It's set up for me to do a quarterly report the first month of every quarter, I submit it to the state, it takes approximately 30 minutes, I will charge \$75 for each of those quarterly months. And \$50 for reconciling the bank statement, preparing the fund balances every other month. I sent a proposal for July statement for \$100. There are taxes, state reports, sending approved budget, financial report, fraud, risk assessment report, self-evaluation form, deposit, and investment report, and then the quarterly report. A report that Jeff Hammer and I would sign saying that last year's financial statements are accurate. It would be going up to \$75 a year. It's broken out differently. I didn't charge you for December this last year, I didn't do anything. That's where I was spreading out the \$5 a month. But now it's going up this year. That's my proposal, I wanted to make sure there's no questions or concerns first. I don't plan on changing this unless the state adds more reports. I did have this in the proposal two years ago that service district provides discount software, since quicken went 4annual. I did add that in the original proposal for that was agreed upon. I did the \$75 for January then \$50 for the next two months. The fund balances, the property taxes came in, there were two checks. One for 107,835.00, the other for 12,795 total \$119,583.00. Our total revenue is at 125,678 now. Expenditures- Landscape is halfway spent, that doesn't include the 8,500 just now. Water was charged in November and December.

**Jed Winder:** I contacted the water department about this issue. Our water was shut off on October 21st. They stated nobody told them that. The agreement was they would suspend our account, so we don't get monthly charges. That didn't happen, all 15 accounts were charged, adding up to around \$1,000. They will either refund us or credit us. We need to remember to have them suspend our account in winter and activate in the spring.

**Travis Brady:** After the 8500, there's about \$53,000 excess right now. About 30,000 of that is spent in the spring and winter time frame going to Jensen family landscape and water for May and June it and like a few thousand I would assume, there's going to be around \$15,000 to \$20,000 excess next year. It's up to the board to decide what you want to do with that. Tree trimming like the past two years. It's up to the board to decide what you want to do with that excess. You're supposed to, as a government entity, end around zero. It can also be saved in a capital fund. Currently there's \$24,589 in the Capital Projects Fund. I would recommend a board member bringing in a proposal next month such as planting trees because a lot of them are cut down, torn down, there's been talk of moving some of the bigger trees.

**Amanda Graf:** I would like to have the light poles redone, even if it's just one section of the district at a time. There's peeling paint everywhere, it just looks awful.

**Chris Springer:** In the last five years there's been 15 to 20 trees lost. Three have been struck by lightning.

**Travis Brady:** There's \$44,000 in the bank investment fund, not including the 120 that just came in. Water was lower than expected, because of this, in the next six months when the taxes change you might want to lower the taxes to be more in line with water expenses from the last two years. Last year's water was budgeted for 39,000 and only 18,500 was spent. This year it's at 20,776, including the thousand dollars that's going to be potentially put back. There will probably be one or two grand in the spring by the end of the fiscal year. You could be conservative and put 26-27 grand into the expense fund that way you still have a little bit of a buffer. Since there is nowhere it's going to be added. I've been trying to put most of the savings into that public investment fund. The rates up to 3.85%. If you have \$100,000 and you make four grand a year.

Motion to Approve

Travis Brady Proposal for Pay increase.

Approved By: Amanda Graff

Seconded By: Brian Roth

No

Objections

Approved

20:25-20:39 Min 14

7. RESOLUTION 2023-01

A RESOLUTION OF THE NORTH TOOELE CITY SPECIAL SERVICE DISTRICT ADMINISTRATIVE CONTROL BOARD ESTABLISHING THE DATES, TIME, AND PLACE OF ITS PUBLIC MEETINGS FOR CALENDAR YEAR 2023.

**January 26, 2023, at 8 p.m.** (Meet in Conference Room: 224, Tooele City Hall, 90 North Main Street)

**February 23, 2023, at 8 p.m.** (Meet in Conference Room: 224, Tooele City Hall, 90 North Main Street)

**March 23, 2023, at 8 p.m.** (Meet in Conference Room: 224, Tooele City Hall, 90 North Main Street)

**April 27, 2023 (No meeting will be held; there will be training.)** Training is due April 27, 2023 (Please email me and Kelly Monteleone with your certificate of completion for the training.)

**May 18, 2023,** at 8 p.m. (Meet in Conference Room: 224, Tooele City Hall, 90 North Main Street)

**June 15, 2023,** at 8 p.m. (Meet in Conference Room: 224, Tooele City Hall, 90 North Main Street)

(The reason this is on June 15<sup>th</sup> is that generally our tax rate information is due to the county treasurer by June 20<sup>th</sup>.)

**July 2023 (There is no NTCSSD meeting held this month.)**

**August 24, 2023,** at 8 p.m. (Meet in Conference Room: 224, Tooele City Hall, 90 North Main Street)

**September 28, 2023,** at 8 p.m. (Meet in Conference Room: 224, Tooele City Hall, 90 North Main Street)

**October 26, 2023,** at 8 p.m. (Meet in Conference Room: 224, Tooele City Hall, 90 North Main Street)

**November 16, 2023,** at 8 p.m. (Meet in Conference Room: 224, Tooele City Hall, 90 North Main Street)

**December 2023 (There is no NTCSSD meeting held this month.)**

Motion to Approve RESOLUTION 2023-01	
Approve Dates and Times for the Calendar Year 2023-01	
Approved By: Jed Winder	
Seconded By: Brian Roth	No
Objections	
	Approved

20:39-20:41 Min 2

Motion to Approve Election of Board Officers for Calendar Year 2023	
Brian Roth: I move that the board keeps the same positions.	
Approved By: Brian Roth	
Seconded By: Amanda	
	Approved

20:41-20:44 Min 3

8. Chair Report	
	Presented By: Jeff Hammer
Following up from November about the signs that Russ Tolbert put up, I spoke to him and after giving Russ two weeks and after many excuses I spoke with the sign and ordinance office. They spoke with Russ; everything was taken down without too much hassle.	

20:44-20:47 Min 3

10. Motion to Approve Minutes from Meeting Held on November 17, 2022	
Approved By: Brian Roth	
Seconded By: Jed Winder	
	No Objections
	Approved

20:47-20:48 Min 1

There being no further business, the meeting was adjourned at 20:50

Total Minutes: 49

