

# North Tooele City Special Service District

Administrative Control Board Business Meeting Minutes

Wednesday, November 8, 2017

Conference Room 224, Tooele City Hall

90 North Main, Tooele, Utah

**Board Members Present:** Jeff Hammer, Maresa Manzione, Erik Brondum, Travis Brady, Jed Winder, Mike Maloy, and Katrina Call

**Board Members Excused:** None

**Others Present:** Michael Jensen, Jensen Family Landscape  
Debbie Winn, Tooele City Council

Minutes prepared by Andrea Cahoon

The Board members congratulated Debbie Winn for her win as the new Tooele City Mayor. The meeting was called to order by Chair Hammer at 8:16 P.M.

## **1. Open Forum for Public Comment**

Chair Hammer closed the open forum at 8:16 p.m.

## **2. Approval of Minutes from the Meeting Held on October 11, 2017**

**Ms. Manzione moved to approve the minutes from the meeting held on October 11, 2017, as presented.** Mr. Brondum seconded the motion. All members present voted, "Aye."

## **3. City Council Report**

Presented by Councilwoman Debbie Winn

Councilwoman Winn stated that she has learned a lot working with them and this would be her last meeting as the City Council representative. She invited them to contact her with any concerns that they may have in the future so that the City can get the things taken care of that they need done.

Mike Maloy arrived at 8:18 p.m.

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

Presented by Mike Maloy

Mr. Maloy stated that he had contacted Intermountain Traffic Safety and explained that they wanted repairs done first and then they would look at getting cosmetic issues addressed. He instructed them to begin working on the repairs.

Jeff Hammer welcomed Laney Riegel, a local Realtor to the meeting. She asked the board what standards would be required for development of areas that are in the service district? She stated she had met with Paul Hansen and Rachelle Custer who told her they did not have the standards to give her. The board determined that she needs just the lighting and sign standards for the development that she is helping with. Councilwoman Winn stated that Paul Hansen and Rachelle Custer at the city do have the standards and that she should get back in touch with them.

Jed Winder arrived at 8:24 p.m.

Mr. Jensen said that Russ (Perry Homes) had asked what kind of trees the district wanted installed on the new area they are working on. The board instructed him to plant 2" caliper Washington Hawthorne trees.

Mr. Brondum asked what street light repairs had been completed? Councilwoman Winn stated she would contact Shilo Baker and find out how the repair list is going and get an update. Ms. Manzione was concerned that there was some miscommunication about street light replacements in the future. She wanted existing street lights replaced with the same type that is being replaced, not the new standard. She thought the new standard was just for new phases. Mr. Maloy said that when he spoke with Paul Hansen, that is what he said. Councilwoman Winn said she would ask the City if they were going to replace street lights with the existing type that is in place and not the new standard when light poles need replaced. The board wondered about having a city staff member attend the district meetings to address board issues when they come up. Councilwoman Winn said she would check into the light replacement policy and see if they can get a staff member to attend the service district meetings and then she would report back to Mr. Hammer.

Ms. Manzione asked if she was still needed to complete inventories of the areas for other board members? It was determined that she will do the area inventories for Erik Brondum and Jed Winder before the next meeting.

Mike Jensen said Sunset Estates has done a good job of doing what they were asked to do. He noticed there is a signature line on the document for the district to sign off on. He wondered what it was for and when it should be signed. The board did not know.

## **5. Treasurer's Report**

Presented by Jed Winder

Katrina Call arrived at 8:42 p.m.

### **a. Approval of Invoices and Reimbursements**

The following invoices were presented for payment:

- Andrea Cahoon in the amount of \$96.00 for secretarial services

- Jensen Family Landscape in the amount of \$2,852.00 for landscape maintenance
- Utah Association of Special Districts in the amount of \$73 for annual dues

**Mr. Brondum moved to pay the invoices as presented.** Ms. Manzione seconded the motion. All members presented voted, "Aye."

**b. Status of Budget/Expenses for Fiscal Year 2017**

Mr. Winder provided a copy of the Combined Income Statement, budgets and Account Balances to the board members. A copy of this is included with these minutes as Exhibit A.

Mr. Winder reported that they received about \$365 in tax revenue from the county since the last meeting.

**6. Board Stipend Review**

The following stipend amounts were reviewed for 2017:

- Jeff Hammer: Service as Chair and 9 meetings attended--\$500
- Erik Brondum: 9 meetings attended--\$225
- Jed Winder: Service as Treasurer and 9 meetings attended--\$525
- Maresa Manzione: 9 meetings attended--\$225
- Mike Maloy: Service as Maintenance Coordinator and 7 meetings attended--\$475
- Katrina Call: 3 meetings attended-- \$75
- Andrew Wallentine: Service as chair for one month and 3 meetings attended--\$100
- Travis Brady: 3 meetings attended--\$75

**Mr. Brondum moved to pay the board stipends as outlined.** Mr. Brady seconded the motion. All members present voted, "Aye."

**7. Chair's Report**

Presented by Jeff Hammer

Andrea Cahoon updated the board that the reappointments to the service district board were made by the Tooele City Council at their meeting in October so they had a fully staffed board to begin the new year.

The board determined that they would hold their regular meetings for 2018 on the 2<sup>nd</sup> Wednesday at 8 p.m. unless otherwise noted. The meetings will be held on the following days:

January 10 <sup>th</sup>	February 21 <sup>st</sup>	March 14 <sup>th</sup>	April 11 <sup>th</sup> Training
May 9 <sup>th</sup>	June 13 <sup>th</sup>	July – No meeting	August 8 <sup>th</sup>
September 12 <sup>th</sup>	October 10 <sup>th</sup>	November 14 <sup>th</sup>	December No Meeting

**8. Adjourn**

**Mr. Brondum moved to adjourn the meeting.** Ms. Manzione seconded the motion. The meeting adjourned at 8:55 p.m.

# EXHIBIT A Combined Income Statement, Budgets, and Account Balances

**NORTH TOOELE CITY SPECIAL SERVICE DISTRICT**  
 Current Fiscal Year Summary And Changes In Fund Balance - All Governmental Fund Types  
 For Fiscal Year Ended June 30, 2018

	FY18 General Fund		FY18 Capital Projects Fund		FY17 Total All Funds Actual
	YTD	Budget	YTD	Budget	
<b>Revenues:</b>					
Property Taxes:	\$ 471.20	\$ 35,423.00	\$ -	\$ -	\$ 34,298.04
Other: Fees	\$ 1,498.10	\$ 1,000.00			\$ 3,631.88
Dividends & Interest	\$ 152.08	\$ 500.00			\$ 485.07
Total Revenues	\$ 2,121.38	\$ 36,923.00	\$ -	\$ -	\$ 38,414.99
Available Reserve from Capital Projects Fund			\$ 24,589.21	\$ 24,589.21	\$ 24,589.21
<b>Expenditures:</b>					
Landscape Maintenance:	\$ 14,519.00	\$ 38,243.00			\$ 33,668.24
Legal, Professional, Clerical:	\$ 240.00	\$ 1,500.00			\$ 1,062.00
General Administration, Board Stipends:	\$ 209.30	\$ 3,000.00			\$ 2,374.50
Liability Insurance:	\$ -	\$ 1,900.00			\$ 5,086.77
Streetlight Maintenance:	\$ -	\$ 15,000.00			\$ -
Traffic Sign Maintenance:	\$ -	\$ -			\$ -
Capital Outlay - Landscape Construction, Addit'l Signs/Lights	\$ -	\$ -	\$ 12,000.00	\$ -	\$ -
Capital Outlay - Future Landscape Maintenance Projects	\$ -	\$ -	\$ 12,589.21	\$ -	\$ -
Total Expenditures	\$ 14,968.30	\$ 59,643.00	\$ -	\$ 24,589.21	\$ 42,191.51
Excess (Deficiency) of Revenues over Expenditures	\$ (12,846.92)	\$ (22,720.00)	\$ 24,589.21	\$ -	\$ 20,812.69
<b>Other Financing Sources (Uses):</b>					
Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers Out	\$ -	\$ -	\$ -	\$ -	\$ -
Total Other Financing Sources (Uses)	\$ -	\$ -	\$ -	\$ -	\$ -
Excess (Deficiency) of Revenues and Other Financing Sources over Expenditures	\$ (12,846.92)	\$ (22,720.00) *	\$ 24,589.21	\$ -	\$ 20,812.69
<b>FUND BALANCE, Beginning:</b>	\$ 57,017.36	\$ 57,017.36 *	\$ 24,589.21	\$ 24,589.21	\$ 81,606.57
<b>FUND BALANCE, Ending:</b>	\$ 44,170.44	\$ 34,297.36	\$ 24,589.21	\$ -	\$ 77,830.05

FY17

**CASH & INVESTMENT ACCOUNT BALANCES:**

Updated:	Account	Balance	Approximate Rates
11/8/2017	HWCJ Prime Share (Savings)	\$4,128.62	0.01%
11/8/2017	HWCJ Checking	\$24,580.21	0.00%
11/8/2017	HWCJ Premier Money Market	\$0.00	0.00%
11/8/2017	Utah Public Treasurers Investment Fund (PTIF)	\$40,050.82	0.53%
	<b>Total</b>	<b>\$68,759.65</b>	

\*Note: General Fund 'reserve' used to fund deficiency

NTCCSSD 11/8/2017

# Exhibit B

Board Member	Jan	Feb	Mar	Apr	May	Jun	Aug	Sep	Oct	Nov	Total Meetings Attended	Amount \$ Per Meeting	Chair/Maint. Coord & Treasurer \$	Total Stipend Amount
Jeff Hammer		X	X	X	X	X	X	X	X	X	9	25-	275-	500-
Erik Brondum	X	X	X	X	X	X		X	X	X	9	25-		225-
Jed Winder	X	X	X	X		X	X	X	X	X	9	25-	300-	525-
Maresa Manzione	X	X		X	X	X	X	X	X	X	9	25-		225-
Michael Maloy	X		X	X		X	X		X	X	7	25-	300-	475-
Katrina Call							X	X		X	3	25-		75-
Andrew Wallentine	X		X		X						3	25-	25-	100-
Travis Brady								X	X	X	3	25-		75-

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