

North Tooele City Special Service District

Administrative Control Board Business Meeting Minutes

Wednesday, September 12, 2018

Conference Room 213, Tooele City Hall

90 North Main, Tooele, Utah

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

Board Member Absent: Mike Maloy

Others Present: Mike Jensen, Jensen Family Landscaping

Minutes Prepared by Andrea Cahoon

The meeting was called to order by Chair Hammer at 8:01 p.m.

1. Open Forum for Public Comment

No one from the public came forward with any issues to discuss.

2. Approval of Minutes from Meeting Held on August 8, 2018

Ms. Manzione moved to approve the minutes from the meeting held on August 8, 2018 as presented.

Mr. Brady seconded the motion. All members present voted, "Aye."

3. City Council Report

Presented by Melody Gochis

Ms. Gochis was not present to make her report.

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

Presented by Katrina Call

Ms. Call reported that the City has removed the frisbee park lights. They also repaired the lights in the walk through, so they will not need to replace those lights yet. Mr. Brondum will take the replacement light fixtures for the walk through to Shilo Baker in the Mayor's office. The board did not receive an answer about how the City wants to handle the damaged sidewalks (from tree roots). The district will have to remove the trees to fix the problems. It was suggested that they paint the raised concrete yellow so that people don't trip on them. Mr. Jensen said that would help pedestrians but will not help him when he does snow removal. The problem areas are along the south side of 2000 North.

The light that GTM broke has been repaired. They replaced the square light too.

Ms. Manzione was hoping Ms. Gochis would be in attendance because she wanted to have her pass along thanks from the District to the City for keeping the weeds down along 400 West and getting the street lights repaired.

Mr. Jensen said that the trees got trimmed. They think one tree was struck by lightning and they got it taken care of. They put Super Iron fertilizer on the lawns today and they will do the fall fertilizer as late as they can. He also mentioned there are little fencing repairs that need to be made along 400 West that they will take care of.

Jed Winder arrived at 8:08 p.m.

Chair Hammer asked if they had noticed a problem with voles? Mr. Jensen said it doesn't appear that the voles are in the public spaces.

5. Treasurer's Report

Presented by Jed Winder

a. Approval of Invoices and Reimbursements

Mr. Winder presented the following invoices for payment:

- Andrea Cahoon in the amount of \$88.00 for secretarial services
- Jensen Family Landscape in the amount of \$6,458.00 for landscape maintenance and tree trimming, he had forgotten spring fertilizer on an earlier bill so that was included, and a little bit of sprinkler repair.
- David Manzione for creation of the new financial spreadsheet and review of the district's financials in the amount of \$180.00
- Tooele Transcript Bulletin in the amount of \$231.00 for the Truth in Taxation Hearing Notice publication
- Tooele City water bills in the amount of \$1,976.78 for August water use. There was an incorrect charge for a street light fee on one of the invoices in the amount of \$0.71. That should be removed prior to paying it.
- Tooele City for street light repairs (2) poles and headlights (1558 Durocher and one on Dawson) in the amounts of \$228 and \$208 for a total of \$436 as the District's portion of the repairs.

Mr. Brondum moved to approve the invoices as presented minus the \$0.71 to Tooele City. Mr. Brady seconded the motion. All members present voted, "Aye."

b. Status of Budget/Expenses for Fiscal Year 2018

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.

David Manzione attended the meeting to give a report on the financials. He informed the District that their 10% tax increase is not going to be enough to cover their expenses in the coming years. He suggested that they raise the taxes 30% each year for the next 2 years so that they can cover their expenses and maintain reserves for capital repairs that will need to be done as the infrastructure is all 20 or more years old. It was determined that they will further discuss the tax increases that need to be made when they discuss the tentative budget next spring. Mr. Jensen said he will reduce water use on the landscaping when the weather cools to save them some money.

6. Chair's Report

Presented by Jeff Hammer

Chair Hammer reported that The Providence at Overlake got annexed into the NTCSSD at the last City Council meeting.

He reminded them that the next NTCSSD meeting will be held on October 10, 2018.

7. Adjourn

Ms. Manzione moved to adjourn the meeting. The meeting adjourned at 8:28 p.m.