

North Tooele City Special Service District

Administrative Control Board Business Meeting Minutes

Wednesday, October 10, 2018

Conference Room 224, 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
Melody Gochis, Tooele City Councilwoman

Minutes Prepared by Andrea Cahoon

The meeting was called to order by Chair Hammer at 8:00 p.m.

1. Open Forum for Public Comment

No one was present to make any comments.

2. Approval of Minutes from Meeting Held on September 12, 2018

Ms. Manzione moved to approve the minutes from the meeting held on September 12, 2018, as presented. Mr. Brondum seconded the motion. All members present voted, "Aye."

3. City Council Report

Presented by Melody Gochis

Councilwoman Gochis reported that a developer came to visit with the City Council (Zenith Developer and Lexington Greens) and they want to create a local district to bond and pay for infrastructure for a development south of the Perry property. The City Council has hired outside legal counsel to advise them about it.

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

Presented by Katrina Call

Ms. Call emailed more specific information to Shilo Baker about the sidewalks and is awaiting the City's response.

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 \$80.00 for secretarial services
- Jensen Family Landscape in the amount of \$2,820.00 for landscape maintenance.
- Tooele City Water Bills in the amount of \$1,645.38
Mr. Jensen suggested that they discuss billing with Tooele City as no water will be used November-March. He will have the water shut off Nov 1 and then they don't use water again until March 31 or later depending on the weather. The District should not receive any bills during that time.
- Utah Association of Special Districts annual membership dues in the amount of \$74.00

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

Ms. Gochis will ask the Finance Department about combining the water bill invoices so there are not separate bills sent for each meter. She will also talk to them about the water being shut off on October 31 and there should be no water use, and thus no bill, for the months of November through March and then report back at the next meeting.

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.

Mr. Winder reported that three checks they received from Tooele County did not clear. He contacted Mike Jensen (at Tooele County) and he reissued the checks. The District was charged \$60 in fees for the bounced checks. Mr. Winder is going to keep on Mr. Jensen to get the \$60 in fees reimbursed to the District by the county. The board suggested that Mr. Winder ask the bank to waive the fees.

Mr. Winder is completing the certificate of annual financial report for the state and is also working on the transparency report for the state.

6. Chair's Report

Presented by Jeff Hammer

Chair Hammer said there is an online training course located at www.auditor.utah.gov that each member needs to complete. Each member of the Board is supposed to take the course within their first year of service and then every four years after that.

7. Adjourn

Ms. Manzione moved to adjourn the meeting. The meeting adjourned at 8:25 p.m.