

**North Tooele City Special Service District**  
Administrative Control Board Business Meeting Minutes  
Wednesday, January 23, 2019  
Conference Room 224, Tooele City Hall  
90 North Main, Tooele, Utah

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

**Board Member Absent:** None

**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 November 14, 2018**

**Ms. Manzione moved to approve the minutes from the meeting held on November 14, 2018 as presented.** Mr. Brady seconded the motion. All members present voted, "Aye."

**3. City Council Report**

Presented by Melody Gochis

Councilwoman Gochis asked them to give her their questions and concerns. Chair Hammer asked about the District not being billed from the City water department during their non-water use months. The water is completely shut off and there is no reason for them to be billed during that time. Ms. Gochis and Jed Winder will talk to the water department about the situation.

Ms. Gochis reported that she continues to get emails from residents about the rezone requests for the land by the railroad tracks. She assured them that no decisions have been made. Many of the people comment that they would still like it to become a park, but the City can't enforce that on a developer. She stated that she is taking all comments into consideration.

Howard Schmidt's development will be joining the district. The board members wanted the city and developer to be clear that the district does not maintain drainage ditches. Mr. Jensen said he spoke to Paul Hansen about a couple of issues. He reminded him that Howard Schmidt (and any other developer who wishes to join the district) must meet the district standards. The district has developed standards that have been adopted and should be adhered to.

Mr. Jensen assured Paul Hansen that the board would not accept the landscape until everything has been done correctly and has been inspected by Mike Jensen.

Ms. Cahoon encouraged them to put all the standards together and adopt them by resolution so that there is a final copy of all their standards to provide to everyone who develops that is going to join the district.

Jed Winder arrived at 8:10 pm

Mike Jensen will forward those documents containing the standards to Chair Hammer and to Andrea Cahoon. A packet of all the information will be given to the city as well.

It was stated that in this development the service district will maintain the grass area in the retention pond. They felt that if it ended up being a soccer field or other park type amenity that the district should not be responsible to pay for the water. The parks and recreation department should be responsible for that. All the district has agreed to do is mow it.

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

Presented by Katrina Call

Ms. Call had nothing to bring up at the time of the meeting. It was discussed that the lights are still on the bridge, and the City is supposed to remove them. Erik Brondum gave the extra lights that he had to the City. The City is not going to install them until the old lights need to be replaced as the current ones are working.

The buckling sidewalks in the district were discussed. Mike Busico had informed the board that the city has shaved some of the sidewalks down, but some of them are just too bad and can't be shaved any more. The city needs to take care of the roots growing up that are buckling the sidewalks.

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

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

Mr. Winder presented the following invoices for payment:

- Andrea Cahoon in the amount of \$108.00 for secretarial services
- Jensen Family Landscape in the amount of \$1,970.00 for clean-up and snow removal.
- Tooele City Water Bills were presented but there was no consistency to the billing, and it needs to be sorted out. The 2 East 2000 North bill needs to be verified to see if it is the district's property. The district determined they were not going to pay them until they are straightened out.

**Ms. Manzione moved to approve payment of the invoices to Andrea Cahoon and Jensen Family Landscape, but not the Tooele City water bills at this time.** Chair Hammer 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.

He reported that the district should be receiving the property tax checks soon. He received a letter that they are holding something until the transparency report is submitted. He also received the information from the Utah Local Government's Trust that they need to fill out for their liability insurance. He said he would fill out the paperwork and get it sent back to them. Mr. Winder reported that he and the auditor have been trying to reach each other to get the transparency report completed, but they have not been able to connect yet. The auditor will walk him through it.

## **6. Chair's Report**

Presented by Jeff Hammer

Sunset Homes is developing Phase 7 and he just signed off on their site plan. Phase 7 is just north of the Junior High School.

Chair Hammer has received letters of resignation from Michael Maloy and Erik Brondum. They need to appoint two more board members.

## **7. RESOLUTION 2019-01 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 2019**

The board amended the resolution presented so that the January 10, 2019 meeting was changed to January 23, 2019 on the resolution.

**Ms. Call moved to approve Resolution 2019-01 with the January meeting date changed to January 23, 2019.** Mr. Brady seconded the motion. All members present voted, "Aye."

## **8. Election of Board Officers 2019**

The following Board Officers were elected for 2019:

**Chair:** Jeff Hammer

**Vice Chair:** Maresa Manzione

**Treasurer and Vice Treasurer:** The board proposed that two people be elected to these positions since the job was becoming much larger than it had been in the past. Travis Brady was elected as Treasurer and Jed Winder was elected as Vice Treasurer. They will divide up the responsibilities and bring a proposal to the board members for adoption.

**Maintenance Coordinator:** Katrina Call

As to the board vacancies, Katrina Call said that Amanda Graff may be interested. Ms. Manzione suggested that they find someone to the east side of the neighborhood to represent that area. They wondered if Brandon Ushio may be a good candidate. Chair Hammer will also ask the Mair's. The board members were asked to find people who are interested in serving and then have them email a letter of interest to Jeff Hammer.

9. Adjourn

**Ms. Manzione moved to adjourn the meeting.** The meeting adjourned at 8:53 p.m.