

North Tooele City Special Service District
Administrative Control Board Business Meeting Minutes
Thursday, February 21, 2019
Conference Room 224, Tooele City Hall
90 North Main, Tooele, Utah

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

Board Member Absent: Katrina Call

Others Present: Mike Jensen, Jensen Family Landscaping

Minutes Prepared by Andrea Cahoon

The meeting was called to order by Chair Hammer at 8:08 p.m.

1. Open Forum for Public Comment

No one was present to make any comments.

2. Approval of Minutes from Meeting Held on January 23, 2019

Ms. Manzione moved to approve the minutes from the meeting held on January 23, 2019 as presented. Mr. Hammer seconded the motion. All members present voted, "Aye."

3. City Council Report

Presented by Melody Gochis

Councilwoman Gochis had asked to be excused from the meeting.

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

Presented by Katrina Call

Ms. Call was not in attendance at the meeting.

Mr. Jensen said he would prepare a landscape maintenance proposal for 2019 and have it ready for the March meeting. He also reported that he had emailed the District's standards to Jeff Hammer so that the district has the copy to provide to the city and to potential developers who want to join the district. The District will adopt them by resolution at their March meeting, though they have been in place for some time.

Tooele city is still supposed to remove the lights from the bridge area.

5. Treasurer's Report

Mr. Winder distributed a proposal of how they were going to divide the Treasurer and Vice Treasurer duties in the District. A copy of the proposed duties is included with these minutes as Exhibit A. Travis

Brady will perform the Treasurer duties and Jed Winder will perform the Vice-Treasurer duties. Mr. Winder asked what they wanted to do for a stipend for the Vice Treasurer position? Ms. Manzione proposed that they just do the same stipend of \$25 per month for the Vice Treasurer. The rest of the board members agreed.

Ms. Manzione moved that since the Board created a new job of Vice Treasurer to separate the financial duties, the board will approve a stipend of \$25 per month. Mr. Brady seconded the motion. All members present voted, "Aye."

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 \$1,162.50 for snow removal.
- Transcript Bulletin in the amount of \$24.20 for publication of Resolution 2019-01
- Tooele City for street light repairs—One invoice from November for a light at 1800 Aaron Drive in the amount of \$520.00 and a second invoice from December for a light at 1393 N Durocher in the amount of \$1,041.00
- Tooele City Water Department in the amount of \$116.00. Mr. Winder reported that he had discussed the water bill with Casey and Tooele City will be suspending the water accounts over the winter months when the water is shut off. The district will have to notify the city each fall when they shut the water off for the winter.

Ms. Manzione moved to approve payment of the invoices as presented. Mr. 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 B.

Mr. Brady said he will do the transparency report so the hold will be released for their funds.

6. Chair's Report

Presented by Jeff Hammer

Chair Hammer stated that he received a letter of interest from Amanda Graff, who is willing to serve on the board. He forwarded it to Melody Gochis so the City Council can get it approved. The board still needs to find one more person to serve.

Melody Gochis sent an email to Chair Hammer. Her email mentioned a reconnect fee for the water. Jed Winder is going to verify that there will not be a reconnect fee each year for each account.

Chair Hammer stated that the next meeting will be held on March 14. Ms. Manzione stated she needed to be excused from that meeting. Chair Hammer stated they are hoping to have Amanda appointed by then.

Howard Schmidt arrive at the meeting and brought a plat with him to discuss his development. He told the board that the City had them bond for the landscaping and light fixtures. He continued that the

fixtures were back ordered, but he has been told he will have them by March 20. Mr. Jensen said he has not seen a landscape plan yet and needs one. Mr. Schmidt said he will get one together and sent to them. Mr. Jensen said he wanted it to include a sprinkler plan too.

The board training will be held in April. They all need to take the Open Meeting training. Ms. Manzione checked the auditor's website and it indicated that each member also needed district training. The board members will complete both trainings in April. Ms. Cahoon will bring the computer to hook up to the board room equipment and Ms. Manzione will bring the cable to do so.

7. Adjourn

Ms. Manzione moved to adjourn the meeting. The meeting adjourned at 8:58 p.m.