

North Tooele City Special Service District
Administrative Control Board Business Meeting Minutes
Thursday, August 8, 2019
Conference Room 224, Tooele City Hall
90 North Main, Tooele, Utah

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

Board Member Excused: Amanda Graf, Katrina Call, Melodi Gochis (City Council)

Others Present: Mike Jensen, Family Landscaping
Mayor Debbie Winn
Steve Evans

Minutes Prepared by Andrea Cahoon

The meeting was called to order by Chair Hammer at 8:03 p.m.

1. Open Forum for Public Comment

No one was present from the public to make any comments.

2. Approval of Minutes from Meeting Held on June 20, 2019

Ms. Manzione moved to approve the minutes from the meeting held on June 20, 2019 as presented. Ms. Scribner seconded the motion. All members present voted, "Aye."

3. Mayor Debbie Winn – Tooele City Public Improvements in NTCSSD

Mayor Winn informed the board the City was prepared to install the landscaping along 400 West. Tooele City sold the Dow James ball field to the school district and is taking a portion of the proceeds from that sale to install the missing landscaping. They are also planning to create a memorial at the ballpark for Dow and James and are working with their families. She proposed that the landscaping match the existing landscaping across the street on the west side and asked if they were okay with that? It will have grass, trees, and sprinklers installed. The Service district will have to pay for watering the new landscaping. She mentioned that Mike Jensen has been keeping track of the new developers and making sure the lines are in properly and that the bid package for the new landscaping is being prepared right now. The City will just complete the project from 2000 North to where Providence starts on the east side of the street. They will not be completing the west side of 400 West.

Ms. Manzione asked if someone from the city has been talking to the new developers coming in about the benefits of joining the district? Mayor Winn responded, "Yes."

A discussion ensued as to if there would be sprinkler plans provided so that the bidding is consistent between submitters? Mayor Winn said that Paul Hansen was involved and was checking the water pressure and flow to make sure that the coverage will be adequate that they install. Steve Evans said they will be doing a sprinkler

plan to put out for bid, but they are not preparing a full landscape plan. Mayor Winn said she would follow up on it to make sure the bids are for the same scope of work when they come in. The board told Mayor Winn that they did want it to match the existing west side as she had outlined.

Mayor Winn explained to the board that the City has a streetlight program in place and some areas of town have never had streetlights and do not have the electrical infrastructure to have them installed in a cost-effective manner. The City had contacted Black and McDonald and asked to try some solar lights in some of those areas to see how they work. The City bought two different styles of lights and installed them at Westland Mobile Estates at 400 South and Coleman to see how they work and how bright they are. Steve Evans went and checked the lights out, and he reported they are good lights...brighter than the old lights the City had. He reported that he checked them at 5:21 a.m. and they were still good after being on all night.

Mayor Winn explained that they were bringing this up because there is a resident in Overlake who calls several times a week to see why the streetlight behind his house has been removed and to get it replaced. They researched and there was originally a streetlight in the back yard of his neighbor. The streetlight has been completely removed by someone. To reinstall one, they would have to tear up the neighbor's yard and alley. The City believes they could put one of these in the back of his lot or in the alley as it will be more cost effective and get the light reinstalled there. She provided the board with pictures of the proposed light and said they could drive to Westland Mobile Estates to view the one installed there if they wanted to see it in person. They knew the light did not meet the standard light fixtures in the District, but asked permission to have this one installed as an exception to take care of the problem. Mr. Winder suggested that the City check with the neighbors because they probably don't want a light in their back yard and that is probably why it disappeared. The board was also concerned that if this one is installed, how many other residents will request these and where do they stop?

Mayor Winn said she thinks it's a special circumstance because there was a light there before and it is now missing. She said the City would pay for the fixture, not the district. The Board told her that the District would never agree to it if it was in the front of a home because it does not match their standard fixture, but with it being in the alley so no one will see it is different, they would make an exception if the other residents didn't oppose it. Mayor Winn said the light would not come out of the NTCSSD budget.

Chair Hammer said they need to meet with Jim Bolser to clarify that the District needs to be involved in approving the landscaping that has been installed by developers before the City signs off approving it. There have been instances where the landscaping has not been installed properly and the City has gone ahead and approved the public improvements without any service district input. Mayor Winn explained that the current city code does not require the landscaping to be maintained by the developer for a year as has been the practice in recent years. She explained that once it is approved, the district needs to start maintaining it. She further explained that the City holds a bond for one year so if there are problems with the improvements, they can repair them. Ms. Manzione said the city is approving the landscape before the district sees it and that is not how it is supposed to be.

Mr. Jensen said Herriman City makes the developers maintain the parks that they install for one year. He explained that it was his opinion that the developers should be required to maintain it during the one year warranty period because if it was not maintained properly by the city, and then the city wanted to keep some of the bond money to make the repairs, the developer could argue that it was not maintained properly by the city and they are not responsible to make those repairs. If the developers are the ones maintaining it, they are fully responsible for any repairs that are required if they neglect to maintain it properly. Mayor Winn said she could see his point and said she would discuss it with Jim Bolser.

The district asked that Mike Jensen and the Chair be contacted before any landscaping in the district is accepted and that they be involved in the inspection so that the City does not accept landscaping and other public improvements without the district making sure it meets their standards.

Mr. Jensen said he has not been maintaining the improvements at Sunset Estates Phase 7 at this time--someone else is mowing it right now and that area should not be accepted as there are repairs that need to be made. Mayor Winn asked if it would be helpful to have someone from the Community Development Department attend the District's meetings? The board thought it would be.

Mayor Winn said that if the District ever runs into problems, she would like them to email them to her so she can make sure they are taken care of.

Jed Winder showed Mayor Winn a stack of envelopes sent to the district every month to illustrate the waste that is being generated with the City billing process. He informed the board that he did set the District bills up on express pay and auto pay now so the bills will be paid on time, even if they don't have a meeting that month.

Chair Hammer informed Mayor Winn that when the Providence subdivision was brought forth the district agreed to maintain the detention pond in grass, but that they would only do that on the condition that the district does not have to pay the water bill for it. They did not want to have a weed patch there, but the city will have to take care of that water bill. Mayor Winn said she will ask Roger Baker about that process since she is unsure about how that will be handled. She said the City is beginning to take over detention basins in the City since they are being neglected.

4. Steve Evans – Water including Secondary Water

Mr. Evans discussed the secondary water situation with the district. He provided a map of the system to discuss it and explained that he can get water to 400 West and 2000 North, but there are too many leaks in the system to get it to homes in the area. He has been tasked with getting what secondary water they have online and running, but there is not much water available after The Links golf course has used what they want. With what water is left he will first be taking it to Clarke Johnsen Junior High to use it in watering the lawn. As the city grows there will be more reuse water to use, so more will become available for use. Their second priority is to get the water to the elementary school, then to the churches, and then the new high school. He stated he was not sure if he has enough water to water the school yard at this time as the golf course is allowed to use as much as they want. They will install a double check valve and an RP at Clarke Johnsen so that they can go back between the secondary and culinary water as needed. On October 15, 2024 the current water agreement will be renegotiated, and he will have more water at that time. Secondary water is a little cheaper than culinary water, but not by as much as you would think.

They thanked him for his information and time.

5. City Council Report

Presented by Councilwoman Gochis

Councilwoman Gochis was not present to make her report.

Mr. Evans said that Melodi Gochis was going to bring up tree trimming in Overlake, but in her absence, he brought it up to them. A Tooele City fire truck just broke a mirror in the Overlake subdivision on an untrimmed

tree. The tree canopies must be 16 feet above the road. Many trees in the subdivision are not trimmed appropriately and he will be sending letters out to the homeowners to get them to trim their trees. If it is not taken care of by the homeowners, the City will come in and trim them as needed how they want them done.

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

Presented by Katrina Call

Ms. Call was not present to make her report.

Mike Jensen updated the district on the landscaping and said they will be going to work to repair fences next. He is keeping an eye on the new developments to make sure that the landscaping is being installed properly.

7. Treasurer's Report

Presented by Jed Winder and Travis Brady

a. Approval of Invoices and Reimbursements

Mr. Winder presented the following invoices for payment:

- Andrea Cahoon in the amount of \$84.00 for secretarial services
- Jensen Family Landscape in the amount of \$5,579.00 for landscape maintenance, fertilizer, sprinkler repairs.
- Jensen Family Landscape in the amount of \$6,695.00 for flowers in roundabout (from May)
- Tooele City Corporation for water in the amount of \$2,489.25

Ms. Manzione moved to approve payment of the presented invoices and to approve Mr. Winder setting up the water bills set up on auto pay as presented. Mr. Brady seconded the motion. All members present voted, "Aye."

b. Status of Budget/Expenses for Fiscal Year 2019

Mr. Brady had emailed a copy of the Combined Income Statement, Budgets, and Account Balances to the Board members prior to the meeting. A copy of this is included with these minutes as Exhibit A. It shows the fiscal year end for 2019.

Mr. Brady proposed moving \$7,000 from the streetlight maintenance line item to the landscape maintenance line. This would reduce the streetlight maintenance amount to \$3,000. The landscape maintenance will be \$42,250.

8. Chair's Report

Presented by Chair Jeff Hammer

Chair Hammer reported that everything that he wanted to discuss was taken care of in their discussions with Mayor Winn and Steve Evans. Ms. Manzione had brought up that there were two homeowners that have damaged and/or removed the fencing from their yards and those items needed to be addressed. There is a yard along 2000 North that has so much stuff leaning against the fence from inside the yard that it is bowing out. The other is a home on 400 West (next to detention pond) that has completely removed the fence so that they can drive their RV onto the property. The board requested that Chair Hammer discuss the problems with Roger Baker and have him draft letters to remedy the situations.

9. Resolution 2019-04 A Resolution of the North Tooele City Special Service District Administrative Control Board Adopting the Final Budget for Fiscal Year 2019-2020

Presented by Jeff Hammer

Ms. Scribner moved to adopt Resolution 2019-04: A Resolution of the North Tooele City Special Service District Administrative Control Board Adopting the Final budget for fiscal year 2019-2020. Ms. Manzione seconded the motion. All members present voted, "Aye."

10. Adjourn

The next meeting will be held on September 12, 2019. Ms. Manzione stated she needed to be excused from that meeting.

Ms. Manzione moved to adjourn the meeting. The meeting adjourned at 9:48 p.m.