

North Tooele City Special Service District
Administrative Control Board Business Meeting Minutes
Thursday, September 12, 2019
Conference Room 224, Tooele City Hall
90 North Main, Tooele, Utah

Board Members Present: Jeff Hammer, Travis Brady, Kari Scribner, Amanda Graf, Jed Winder and Katrina Call

Board Member Excused: Maresa Manzione, Melodi Gochis (City Council)

Others Present: Mike Jensen, Family Landscaping
Jim Bolser, Tooele City

Minutes Prepared by Andrea Cahoon

The meeting was called to order by Chair Hammer at 8:02 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 August 8, 2019

Mr. Brady moved to approve the minutes from the meeting held on August 8, 2019 as presented. Mr. Hammer seconded the motion. All members present voted, "Aye."

3. Tooele Community Development Director—Jim Bolser

Mr. Bolser reported that Sunset Estates Phase 7 is done, Sunset Estates Phase 8 is ready to start soon. Providence 2 is complete, and the inspection will be done soon. That will include the drainage ditch. The developer is beginning Providence 3.

Katrina Call arrived at 8:04 p.m.

Mr. Bolser informed the Board that Providence Phases 1 and 2 are in the district. Providence Phases 3, 4, 5, and 6 will not be joining the district. The developer chose not to add the other phases in. Lexington Greens will not be part of the district. Chair Hammer asked who will be taking care of the snow removal on the sidewalks in that area that is not part of the District? Mr. Bolser explained that if there are double frontage lots, they will have to have an HOA who will take care of that. Mr. Winder asked Mr. Bolser if the City offers incoming developers the opportunity of joining the district? Mr. Bolser responded that they explain that and offer it to each developer. He also said that either himself or Andrew Aagard will be attending the North Tooele City Special Service District meetings each month.

Chair Hammer asked Mr. Bolser for further clarification as to why the homeowners on the west side of 400 West have not been required to join the NTCSSD? Mr. Bolser explained that the way the plat was drawn the west side

of 400 West, but not the lots to the west, was included in the district when the original plat was made for the first phases of Overlake, so that became the district boundary.

Chair Hammer asked Mr. Bolser about the drainage pond that is in Providence phase 2 and that from the beginning the district has agreed to maintain (mow) the retention basin but will not pay for watering that area. Mr. Bolser responded that the City administration and the district need to sit down together and determine who is paying for that water. He did inform them that it very well could end up being the district's responsibility to pay the water bill for that area.

Chair Hammer asked when the 400 West landscaping was going to be installed? Mr. Bolser answered that they are preparing the bid package at this time.

4. City Council Report

Presented by Councilwoman Gochis

Councilwoman Gochis was not present to make her report.

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

Presented by Katrina Call

Ms. Call reported that the fence by the junior high has lots of rock holes that need to be repaired. Ms. Graf reported that there was a day burner light along 400 West just south from 2000 North that needed repaired. She was going to double check it and get the exact address of the pole. Mr. Winder said there was a streetlight out by the bridge.

Mr. Jensen said by the new detention basin on the south end of 400 West, there is a portion of the fence that was taken down by the homeowner and it needs to be reinstalled.

Chair Hammer said the Mayor was going to get back with him about the installation of a solar light in the alleyway for the man who called the City to complain all of the time. The City was going to check with the surrounding homeowners to see if they were ok with a light being installed, but he had not heard anything back on that project from last month.

Ms. Graf informed the Board that this morning along 2000 North there were several tree branches in the road (between Clemens and 170 West). Mr. Jensen called his crew during the meeting to have them go check on it. He then reported that they did find a few downed branches, but it was evident they had not been cut down and must have been blown down in the storm. They removed them.

Ms. Call asked Mr. Jensen how the sidewalk was along 2000 North? Mr. Jensen responded that he was not sure if the sidewalks were being raised by the roots again as they have not been shoveling and plowing snow for a while. He stated he would check on it.

6. 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 \$112.00 for secretarial services
- Jensen Family Landscape in the amount of \$5,954.50 for landscape maintenance, trimming trees
- Tooele City Corporation for streetlight repairs in the amount of \$520.89; the light was at 201 W Drysdale. A pole and the streetlight head were replaced
- Tooele City for water in the amount of \$2,411.00
- Tooele Transcript Bulletin in the amounts of \$18.40 and \$231.00 for Truth in Taxation Notices

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

b. Status of Budget/Expenses for Fiscal Year 2020

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.

The Service District annual convention will be held in November. Shilo Baker had sent the information to them and they had received a brochure in the mail with the information if anyone was interested in attending. It will be held November 6-8 in Davis County. Chair Hammer forwarded the information to all the Board members.

7. Discussion to Create a Fence Maintenance Document governing how Tooele City and the North Tooele City Special Service District will enforce the maintenance of the fence that is owned and maintained by the NTCSSD in the Overlake Development

Chair Hammer spoke with Roger Baker about the two fence problems that they currently have with Overlake residents...the one along 400 West where the homeowner removed a portion of the fence and it needs to be reinstalled, and on 2000 North where the homeowner has piled materials against it and it is bowing out. Roger Baker asked that the district go talk to the homeowners before he sends letters to them. Chair Hammer asked what the district's policies and procedures should be to make sure the fences are maintained properly? What should be required if the homeowners damage the fence?

Nothing was decided at the meeting, but Chair Hammer will talk to Chief Kirby about patrolling by the junior high to try to discourage the kids from throwing things at the fence. He will also contact Roger Baker to see what language they could use for the letter. They did discuss giving notice to the homeowner, then 30 days to rectify/repair the fence. If it's not done and the district has to pay to get it taken care of, the bill could be filed as a lien against their property. Ms. Graf suggested that they look at the Tooele City Code Enforcement policy as a guide.

Mr. Winder reminded the board members that they do have a NTCSSD Gmail drive that they can put things like letters on there for the district to use.

Mr. Jensen stated his concern about the detention basin and that valve boxes in the area were improperly installed lower than grade. He also wanted to know if he is supposed to maintain Sunset Estates along 400 West yet. He suggested that they add into their own design standards that the developer must maintain the newly installed landscaping for a year even if Tooele City is not requiring that. Mr. Jensen said he would follow up with Mayor Winn to see what was doing on.

Ms. Scribner said there is a large pipe on the east side of the detention pond that she has seen kids playing around and she was concerned it was a safety issue. She is going to check on it some more to see if it is grated.

8. Chair's Report

Presented by Chair Jeff Hammer

Chair Hammer summarized that he was going to check on the retention pond with Mayor Winn about the district agreeing to mow, but not pay for the water for that area. He would check with Chief Kirby about patrolling the junior high area when the kids get out of school, and he will contact the two homeowners about the fence problems and then work on the fence letter with Roger Baker.

He reminded them that their next meeting will be held on October 10, 2019, but he would not be in attendance.

Ms. Cahoon asked that the Board approve the minutes from the Truth in Taxation hearing held in August. **Ms. Scribner moved to approve the minutes from the Truth in Taxation Hearing.** Chair Hammer seconded the motion. All members present voted, "Aye."

9. Adjourn

Chair Hammer moved to adjourn the meeting. The meeting adjourned at 9:10 p.m.