

**North Tooele City Special Service District**  
Administrative Control Board Business Meeting Minutes  
Thursday, November 14, 2019  
Conference Room 224, Tooele City Hall  
90 North Main, Tooele, Utah

**Board Members Present:** Jeff Hammer, Maresa Manzione, Kari Scribner, Amanda Graf, Jed Winder and Katrina Call

**Board Member Excused:** Travis Brady, Melodi Gochis (City Council)

**Others Present:** Jim Bolser, Tooele City  
Kelly Odermott

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 October 10, 2019**

**Ms. Manzione moved to approve the minutes from the meeting held on October 10, 2019 as presented.** Mr. Winder seconded the motion. All members present voted, "Aye."

Kari Scribner informed the board there is a good chance she will be moving in the next 6 months and will have to resign from the board.

**3. Tooele Community Development Representative—Jim Bolser**

Mr. Bolser stated he didn't have anything new to report. Chair Hammer asked if the City had put the 400 West landscape project out to bid yet? He answered they had, but they didn't like the numbers they received and wanted to put it out for rebid in the spring. They were going to change the scope to see if they could get a broader base to bid on the job.

**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

The two lights by the bridge at 400 West and 1500 North are still out (not on the bridge). There are also a couple of day burners on 400 West and one on 2000 North (east of Overlake elementary school). The three new lights by the detention basin are on all day long as well and need repair.

The board discussed the lights at 400 W and 1500 North as it seems there is an electrical problem there. Mr. Jensen stated that the sprinkler clock in that area does not work either (located at the north side of the bridge). It seems someone must have cut a line doing work and it needs to be determined who dug it up and make them come back and repair it.

Ms. Call stated she would email those concerns to Shilo Baker to get them taken care of.

Ms. Graf asked if they can get Melodi Gochis to let them know if she doesn't plan on coming any more, and if that is the case, if someone else can be assigned to be their City Council representative.

Mike Jensen said they are working on getting the fence repairs done. They used up their existing supplies and traveled to Lehi to get more materials to continue the fence repairs.

The board discussed the need to report vandalism that they see occur. They will put a notice on the Women of Overlake Facebook page. There is also there is a Sunset Estates page and the Overlake HOA page that they could post the information on so that the homeowners in the area know who the North Tooele City Special Service District is and what their responsibilities are.

Chair Hammer reported that he had spoken with Police Chief Kirby and he is going to talk to the resource officer at Clarke Johnsen Junior High to make them aware of the vandalism problems. Ms. Manzione stated that she spoke to the principal at the school about the kids vandalizing the landscaping and fencing and he was going to keep an eye out. Chair Hammer is going to write up something about the district to put on the Facebook pages.

The Mayor has not come back with anything on the detention pond watering question yet.

## **6. 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 \$92.00 for secretarial services
- Tooele City Corporation for water in the amount of \$626.77 for last water bill of this calendar year.
- Rocky mountain power bill \$12.19 for one sprinkler clock that is metered. Mr. Jensen said that there is another one (at the detention basin) that will be coming on that the district will be paying a power bill on as well as the pedestal there has a dedicated meter. The bill was for September.
- UPS Store for PO Box rental in the amount of \$300.00
- Jensen family Landscape in the amount of \$2,909.00 for fence materials, repairs, part of the fall clean up, sprinkler winterization and maintenance.

**Ms. Scribner moved to approve the invoices as presented with the understanding that Mr. Winder will check with the UPS store to see if they can get a discount on the PO Box rental.** Ms. Manzione 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.

Mr. Winder wondered what it would cost to change the lights along 400 West to the new lights that were just installed at the new subdivision, so they match along the entire road. Ms. Call is going to ask Shilo Baker to check on pricing for that. Mr. Winder felt they should have 400 West and 2000 North all uniform.

**7. Board Stipend Review—See attached Exhibit B for details**

Jeff Hammer in the amount of \$525 for 9 meetings and serving as chair

Maresa Manzione in the amount of \$175 for attending 7 meetings

Jed Winder in the amount of \$500 for attending 8 meetings and serving as treasurer

Travis Brady in the amount of \$525 for attending 9 meetings and serving as co-treasurer

Katrina Call in the amount of \$500 for attending 8 meetings and serving as maintenance coordinator

Amanda Graf in the amount of \$125 for attending 5 meetings

Kari Scribner in the amount of \$175 for attending 7 meetings

**8. Set Meeting Dates for Calendar Year 2020**

The board determined that they would meet on the 4th Thursday of each month at 8pm for 2020. The dates are as follows:

January 23—Maresa Manzione will be absent

February 27

March 26

April 23--training

May 21

June 25

July No Meeting

August 27

September 24

October 22

November 19

December No Meeting

**9. Chair's Report**

Presented by Jeff Hammer

Chair Hammer reported that Drew Hall came before the Planning Commission and proposed a rezone to allow for multi-family residential on the corner of 1000 North and 600 West. The planning commission approved it 4-3.

Chair Hammer thanked Andrea Cahoon for her 20 years of service to the board and stated they would miss her.

**10. Adjourn**

**Ms. Manzione moved to adjourn the meeting.** The meeting adjourned at 9:01 p.m.