

North Tooele City Special Service District

Administrative Control Board Business Meeting Minutes

Thursday, November 19, 2020

Conference Room 224, Tooele City Hall

90 North Main, Tooele, Utah

Board Members Present: Jeff Hammer, Amanda Graf, Jed Winder, Travis Brady, Katrina Call, Maresa Manzione

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

Minutes Prepared by Elisa Jenkins

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 October 22, 2020

Ms. Manzione moved to approve the minutes from the meeting held October 22, 2020. Ms. Call seconded the motion. All members present voted "Aye".

3. Tooele Community Development Representative

Presented by Jim Bolser

Mr. Bolser stated that Perry Subdivision Phase 3, 1L has been submitted.

Ms. Graf asked how much land Perry Homes owns.

Mr. Bolser said they own the land to the golf course.

Ms. Manzione asked when Aaron Blvd will be opened?

Mr. Bolser said the utilities on Aaron Blvd are making multiple connections so it has taken awhile, they should be paving within the next week.

Ms. Graf asked if the City Council annexed the subdivision, they talked about in the previous board meeting, into the City.

Mr. Bolser said that it was an administrative decision that was made instead of annexing them in to the City.

4. City Council Report

Presented by Councilman Justin Brady

Councilman Brady had nothing to report.

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

Presented by Amanda Graf

Ms. Graf referred to the sheet she emailed before the meeting that has items within the District that need to be fixed. (This is included with the minutes as Exhibit A). She indicated that right now the only way of communicating with others in the District is on the Women of Overlake Facebook page. She posted on Facebook and asked if there were any updates from residents within the District and she received two responses that said their issues were not taken care of yet. She noted that the item on the page reported on 11/9 has been taken care of. Someone had asked about the lights on the far north at the end of Hallmark homes that have been turned off, cars park there and there are no lights. Ms. Baker, with the City said that Rocky Mountain Power needs to turn the lights on.

Ms. Graf said that she will drive around and check on these items, and make sure things are fixed and taken care of.

Mr. Winder asked where the bridge has been cut across to fix the power, if it will be fixed soon? He noted that the area is getting bad.

Mr. Jensen talked to Darwin about the area; the City was pushing the contractor to cold patch it until it can be fixed in the spring.

Mr. Jensen was also informed by Darwin that the sidewalk that is buckling on 2000 North is on the City's emergency list to be fixed.

Mr. Jensen said that Darwin, with Tooele City, told him that Russ Tolbert, with Hallmark Homes, has approached the City and is willing to tap into the waterline on 2000 North on west end, and east of 400 west. Mr. Jensen noted that there is only a 1-inch line in this area. They can tap into main water line and run a water line from the street and put it on the east side of the road and put in a 2" water meter. Between the City and Hallmark, they are willing to get a water meter in place and 2" line. Ms. Graf asked if that will help the water on the north side of 2000 North. Mr. Jensen said they want to know if the District willing to put in a stop and waste and

back flow valve. Mr. Jensen suggests a 2" stop and waste. It would cost about \$4,000. Mr. Jensen stated that they would be able to run more than one station at a time and won't have to water in the middle of the day. The main line right now is 1". They would get more volume of water. He said that is a fraction of the cost of what the City and Hallmark are doing. Mr. Jensen said that this would be beneficial to the District to do it if they can.

Ms. Manzione said it would make sense to spend some money to get better flow, and end up saving money on the water. It would be a good thing for the District to participate in. She would like to get an amount to approve. The grass is dying in this area because of the water pressure.

Mr. Jensen wanted the board to be aware that the possibility of tapping into this waterline is coming. The board will wait to hear when it happens before they approve it.

Mr. Jensen said that 400 West is done and it looks really nice. He also said that they have lots of gophers, they will have to keep an eye on them because he does not want them to destroy the trees. Mr. Jensen said they are doing fall clean up with the leaves. They have also mowed the new detention basin, and they blew out the back-flow valve on the detention basin and the back-flow valve on the north end of Overlake for the winter. He line-itemed those on the invoice.

Ms. Graf said that at the last meeting the board talked about not shoveling on the interior (east side) of the detention basin on 400 W, but she feels that it should be shoveled so it's not a liability. Mr. Jensen said that there is also an interior of the detention basin on the north end that the City maintains. Mr. Jensen said not to do the outside, because it doesn't go anywhere. Ms. Graf said that the east side of 400 W is a potential hazard and she feels that it should be shoveled. Mr. Jensen said that they don't usually shovel until the snow is done, the City Ordinance states that you have a certain number of hours to clear snows after it snows. He said that it would not be much more money while they are already out. The board would like Mr. Jensen to use his best judgement if it needs to be shoveled.

Mr. Winder said that they still need the fence fixed on 2000 N. Mr. Jensen said the post should be in tomorrow and they will get it fixed.

6. Treasurer's Report

Presented by Travis Brady

a. Status of Budget/Expenses for Fiscal Year 2020-2021

Mr. Brady 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 B. Mr. Brady reviewed the budget and expenses with the board. They are almost \$7,000 over their budget for water. He said they are tracking close to what they were last year on water. He said that they could use their capital funds for the \$4,000 mentioned earlier in the meeting.

Mr. Brady said that he proposes \$50 a month to keep doing the responsibilities that he currently takes care of, after he moves outside of the District and is no longer a Board Member. If there were any updates on the software the District would pay for them. If there was any out of scope work, he would charge \$50 an hour. Currently the board pays \$300 a year.

Ms. Graf suggested that she would like to see a packet of items that the board needs to look at the week before they meet (similar to what is done for City Council). It would require everyone to be on the same page. All of the information would be sent to Ms. Jenkins, Board Secretary prior to the meeting and she could send it to everyone along with the agenda. Mr. Winder said that they don't have a lot of items each month. Mr. Brady noted that if there are bigger items, Chair Hammer usually sends out the information before the meeting. The board would rather see it continue the way it is right now.

Ms. Graf asked if Mr. Travis Brady needs to sign a contract with the City so he is protected. Mr. Winder said that the District is hiring him not the City. The District would renew his contract every year.

The Board consensus was that they would like to hire Mr. Brady to take care of the financial responsibilities of the District.

Ms. Manzione moved to approve the proposal by Travis Brady. Mr. Winder seconded the motion. All presented voted "Aye".

Vice Treasurer's Report

Presented by Jed Winder

b. Approval of Invoices and Reimbursements

Mr. Winder presented the following invoices for payment:

- Elisa Jenkins in the amount of \$96.00 for secretarial services.
- Transcript Bulletin for \$21.00.
- Jensen Family Landscape for lawn maintenance/snow removal in the amount of \$4,836.00.

7. Board Stipend Review

The Board stipend is attached to the minutes as Exhibit C.

Ms. Manzione moved to approve the invoices and the board stipend as presented. Mr. Travis Brady seconded the motion. All present voted "Aye".

8. Set meeting dates for 2021 Calendar Year

January 28

February 25

March 25

April – Training

May 13

June 24

July – No Meeting

August 26

September 23

October 28

November 18

December – No Meeting

9. Chair Report

Presented by Jeff Hammer

Chair Hammer did not have anything to report.

Mr. Hammer reminded the board that the next meeting will be held January 28, at 8:00 p.m.

10. Adjourn

Ms. Manzione moved to adjourn the meeting. The meeting adjourned at 9:02.

Minutes approved this 28th day of January 2021