

North Tooele City Special Service District

Administrative Control Board Business Meeting Minutes

Thursday, February 25, 2021

Council Chambers, Tooele City Hall

90 North Main, Tooele, Utah

Board Members Present: Jeff Hammer, Amanda Graf, Jed Winder, Katrina Call

Board Member Excused: Brian Roth

Others Present: Maresa Manzione, Tooele City Council
Travis Brady, Controller
Jim Bolser, Tooele City

Minutes Prepared by Elisa Jenkins

The meeting was called to order by Chair Hammer at 8:05 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 January 28, 2021

Mr. Winder moved to approve the minutes from the meeting held January 28, 2021. Ms. Graf seconded the motion. All members present voted "Aye".

3. Tooele Community Development Representative

Presented by Jim Bolser

Mr. Bolser noted that the Board has been working with Mr. Jensen, with Jensen Family Landscaping and the Tooele Parks Department on the landscaping standards for the District. He informed the Board that the landscaping standards will go before City Council for potential adoption next Wednesday March 3rd. Mr. Bolser also stated that the development, Drewmore Phase 2, should be starting soon. He also said that Providence, Phase 5 has a preconstruction meeting on Monday. Mr. Bolser said that piece of land between Providence and Drewmore is in for an application and will be an extension of Providence. It will tie the two developments together. Perry's developments on either side of 2000 N, IL Phase 3 and 2A Phase 2, are nearing the end.

Ms. Graf asked if the Providence subdivision will connect to 400 W.?

Mr. Bolser said that Providence will have a connection through its prior phases to 400 W. That development will meet Berra all the way down.

Ms. Graf asked if they are going to widen 400 W? Mr. Bolser said there will be some additional widening as development continues.

4. City Council Report

Presented by Councilwoman Manzione

Councilwoman Manzione said that the sidewalk on 400 W. that was dug up will be replaced but cannot be done until the weather gets warmer.

She also reported that Russ Holbert with Hallmark Homes is moving forward tapping into the waterline on 2000 North and will put in a meter. She said that whatever Mr. Jensen will charge the District for labor to tap in into the line and install a stop and waste valve is all it should cost the District. Mr. Jensen will extend the waterline and make the connections. Darwin with the City is in charge of this project, Chair Hammer will touch basis with Darwin.

Councilwoman Manzione said the City will take care of the sidewalk and the tree on 2000 N where the root ball is lifting the cement. Chair Hammer said he spoke with the City today and the City is going to take care of the removal of the tree and the District will not have to pay.

Councilwoman Manzione also checked on the maintenance on the west side of 400 W, that the City was considering taking over. She stated City Council will have to approve the City taking over management of that area. The Mayor is gathering information of the cost of maintenance. It hasn't come before the Council yet.

Councilwoman Manzione said that 2000 North is going to be restriped and the City took out the right turn only lane that turned to the hospital.

Chair Hammer asked if the round about is slated to be repaved?

Councilwoman Manzione said that there was a road study done recently and there are grades on each of the roads in the City and the round-about is down on the list.

Ms. Graf asked who owns the land between the rehab center and Berra?

Mr. Bolser said that Tooele School District owns that land.

Ms. Graf noted that some people were upset about the Xeriscaping in the detention basin that the City is maintaining on 400 West. They didn't like the look.

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

Presented by Amanda Graf

Ms. Graf noted that Ms. Baker, with the City has added the work orders numbers to the spreadsheets. The City is working on the projects and things are starting to come off the list. No one has given her anything new since the last meeting.

6. Independent CPA

Presented by Travis Brady

a. Status of Budget/Expenses for Fiscal Year 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 A. Mr. Brady reviewed the budget and expenses with the board. He is recommending an increase in taxes this year. He will do an analysis in the next few months.

Ms. Graf asked Mr. Bolser how many houses Hallmark Homes Phase 9 will have? Mr. Bolser said 46.

Councilwoman Manzione stated that the District will still collect the same amount of tax with the new homes, it is redistributed so everyone will pay less.

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 \$112.00 for secretarial services.
- Utah Association of Special Districts in the amount of \$77.00 for 2021 dues.
- Utah Local Governments Trust for liability insurance in the amount of \$2,080.
- Travis Brady in the amount of \$100.00. (This is for January and February)

The District received a check from the County in the amount of \$1,200 for miscellaneous items.

Ms. Graf moved to approve the invoices as presented. Chair Hammer seconded the motion. All present voted “Aye”.

7. Review of recommended updates to the NTCSSD Interlocal Agreement and NTCSSD Policies and Procedures to recommend to the Tooele City Council for their review and approval.

Chair Hammer apologized to the Board he thought he was sending out a document to the Board that they could type their comments and suggests on but it wasn't, it was a Word Doc. He will look into getting a document sent to the Board that they can make comments and suggests on, like a Google Document. Mr. Winder sent some suggestions that clarified the job descriptions of the Treasurer and CPA. Chair Hammer would like to move from a seven-member board to a five-member board. He also noted that compensation needs to be updated for treasurer. The agreement also states that the secretary will mail the Board 5 days before the meeting that needs to be changed to email or just notified. Chair Hammer said that when they are finished with the changes and it is approved, he will make sure they post the agreement to the website.

Mr. Brady suggested to change the wording so the Board can have an independent CPA or they can have a board member, take care of the finances. Chair Hammer suggested also changing the wording for the Secretary, they might be a board member instead of a contract employee. Mr. Brady suggested using the wording unless otherwise contracted.

Chair Hammer said that the Board will revisit this item again next month.

8. Chair Report

Presented by Jeff Hammer

Chair Hammer said that fiber optic lines are being installed in their area. He also said to make sure to report street lights that need to be fixed to Ms. Graf.

Mr. Hammer reminded the board that the next meeting will be held March 25, at 8:00 p.m.

9. Adjourn

Chair Hammer moved to adjourn the meeting. The meeting adjourned at 8:40 p.m.

Minutes approved this 25th day of March 2021