

# North Tooele City Special Service District

Administrative Control Board Business Meeting Minutes

Thursday, May 13, 2021

Conference Room 224, Tooele City Hall

90 North Main, Tooele, Utah

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

**Others Present:** Maresa Manzione, Tooele City Council  
Travis Brady, CPA  
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 March 25, 2021

**Mr. Winder moved to approve the minutes from the meeting held March 25, 2021. Ms. Graf seconded the motion. All members present voted "Aye".**

## 3. Tooele Community Development Representative

Presented by Jim Bolser

Mr. Bolser said that there are a few phases of Lexington Greens that began construction a little early and had to be stopped, but now they are almost ready to move forward. He also mentioned that Prosperity at Overlake to the east of Providence has preliminary approval, they should be moving forward to final plat soon. He stated that Drewmore Phase 2 is underway and, Overlake 1L Phase 3 is getting close to begin construction.

Ms. Graf asked if there has been any movement on the land to the east of Hallmark? Mr. Bolser said no. Ms. Graf asked who owns it? Mr. Bolser said that the owner is a former owner of Hallmark Homes. He said that they need to secure more water rights before anything can happen.

## 4. City Council Report

Presented by Councilwoman Manzione

Councilwoman Manzione said she did not have anything new to report. Mr. Bolser covered what she had to report.

Councilwoman Manzione asked where the Board was with updating the NTCSSD Interlocal agreement? Chair Hammer thought that she was going to take the changes to Mr. Baker. He said that the Board has made their updates and asked Councilwoman Manzione to give them to Mr. Baker. Chair Hammer also said that the agreement does not specify if you can have a meeting over Zoom. Ms. Graf said she would add that in case they need it. Councilwoman Manzione asked the Board to let her know when they are ready, and she will get the turned in to Mr. Baker.

Chair Hammer asked if the water line has been installed on 2000 N. Councilwoman Manzione said that the NTCSSD should be taking care of tapping into the line and installing the stop and waste valve. Jensen Family Landscaping should be taking care of it.

Ms. Graf asked if the City has taken over the west side of 400 W. The City will cover the water and the NTCSSD will cover maintenance. Councilwoman Manzione said “yes”.

Ms. Graf asked about the striping on 2000 N. Councilwoman Manzione said it will still be a while.

#### **5. Maintenance Coordinator’s Report on Past and Present Action**

Ms. Graf e-mailed the spreadsheet to the Board of the items that need to be taken care of within the District prior to this meeting. The spreadsheet is attached to the minutes as Exhibit A. She posted to the Women of Overlake Facebook Page. There were some things that were taken care of and taken off the sheet since the last meeting. She asked Mr. Bolser if residents should contact the City directly for concerns with sidewalks. Mr. Bolser said “yes”.

Councilwoman Manzione also stated that where the root ball was lifting the sidewalk on 2000 N has been fixed.

Chair Hammer stated that the fence pole has been installed at the house on 400 West where the wind blew the fence over, but the slats are not in yet.

#### **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 B. Mr. Brady reviewed the budget and expenses with the board.

Mr. Brady stated that since 2016 the District has been operating in a deficiency. He included some historical data in his email. (This data is included with the minutes under Exhibit C.) He stated that to date the NTCSSD has received \$75,000 plus another \$2,000 that he just received in tax revenue which is not reflected yet. He said the tax revenue needs to be around \$120,000 by fiscal year 2022. He presented four different options to the Board.

Mr. Winder asked if the \$120,000 are the anticipated expenses. Mr. Brady said "yes".

Mr. Brady stated that the goal of the Board is to get the property taxes to equal the expenses. He said that Jensen Family Landscaping is budgeted at \$34,000 now, plus another \$25,000 - \$30,000 that will bring their total to about \$63,000 for this year. He is anticipating an additional \$10,000 this year for maintenance on 400 West. Mr. Brady said that the trees are getting mature and need trimming, which will probably become a yearly expense. He said that there was also a change in the water expenditure this year. He said that going forward he anticipates water being about \$39,000. (He based that on the square footage from Jensen Family Landscaping). Liability Insurance goes up a little each year. This is how he got to \$120,000 in expenses.

Mr. Brady is making four suggestions to the Board to get the tax revenue to \$120,000 in the next two years. 1) 30% increase each year 2) 40% increase this year and then 20% next year 3) 50% increase this year and 10% next year or 4) increase 65% this year. (Included with minutes as Exhibit C).

Mr. Brady suggests the 65% or 50% option. Once they get to the \$120,000 in property taxes there should not be any new additions to the District. He would like to see it all done at once.

Mr. Hammer agrees that he would rather raise property taxes 65%, and then be done.

Ms. Graf mentioned that she would like to raise the taxes in a two-year increment, to equal the 65% that is needed. She would prefer 50% the first year, then 10% - 15% the following year.

Mr. Brady also mentioned that the meeting will need to be moved up in June so the tax rate can be entered to the County by June 22. Right now, the meeting is set for June 24.

**Ms. Call moved to propose an increase the NTCSSD taxes 65% this year. Chair Hammer seconded the motion. All present voted “Aye” except for Ms. Graf who voted “Nay”.**

Mr. Hammer proposed to move the June 24 meeting to June 22 to get the tax proposal to the County on time.

### **Treasurer’s Report**

Presented by Mr. Winder

#### **b. Approval of Invoices and Reimbursements**

Mr. Winder presented the following invoices for payment:

- Elisa Jenkins in the amount of \$80.00, for secretarial services.
- Travis Brady in the amount of \$100.00, for CPA services (for last month and this month).

Mr. Winder did not have any invoices this month from Family Jensen Landscaping.

**Mr. Roth moved to approve the invoices as presented. Mr. Hammer seconded the motion. All present voted “Aye”.**

#### **7. Chair Report**

Presented by Jeff Hammer

Mr. Hammer reminded the board that the next meeting will be held June 22, 2021, at 8:00 p.m.

#### **8. Adjourn**

**Chair Hammer moved to adjourn the meeting.** The meeting adjourned at 8:45 p.m.

*Minutes approved this 22 day of June 2021.*