

North Tooele City Special Service District

Administrative Control Board Business Meeting Minutes

Tuesday, June 22, 2021

Conference Room 224, Tooele City Hall

90 North Main, Tooele, Utah

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

Board Member Excused: Amanda Graf

Others Present: Travis Brady, CPA
Jim Bolser, Tooele City
Mike Jensen, Jensen Family Landscaping
Chris Springer, Jensen Family Landscaping

Others Excused: Maresa Manzione, Tooele City Council

Minutes Prepared by Elisa Jenkins

The meeting was called to order by Chair Hammer at 8:00 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 May 13, 2021

Mr. Winder moved to approve the minutes from the meeting held May 13, 2021 as presented. Chair Hammer seconded the motion. All members present voted "Aye".

Tooele Community Development Representative

Mr. Bolser was not on the agenda because he was not going to be able to attend this meeting but, some things changed and he was present at the meeting and he gave a brief report.

Mr. Bolser stated that Lexington Greens Phase 2 should begin construction next week.

Chair Hammer noted that the intersection between 1000 N and 600 W will be closed to be repaved between June 24-27. Mr. Bolser said that 200 W will be closed between July 14-17 for pavement. UDOT will be conducting one way traffic on SR-112 beginning in the next few days. State Road 112 will be repaved from Main Street, Tooele to Main Street in Grantsville. There is a section at the very end of Berra Blvd that will be closed tomorrow for a few weeks to complete tie ins for the Drewmore Phase 2 subdivision.

Mr. Winder asked when the road will go through Providence coming East? Mr. Bolser said that Providence coming east will not finish Berra Blvd, there is a second project in the middle-called Prosperity, which is two phases, which will connect the road. Phase 1 of Prosperity is in final plat, they will begin construction soon. Mr. Roth asked if the road would continue Providence to 600 W? Mr. Bolser said yes, the triangle piece between Providence and Frank Drive is part of Lexington Green.

3. City Council Report

Councilwoman Manzione sent an email to the Board before the meeting and Chair Hammer read the email to the Board. The email is attached to the minutes as Exhibit A.

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

Mr. Jensen said that the trees on 400 W are very stressed because of the dry winter and the gophers in the spring. He is aware of them and gave them some fertilizer about a week ago. They will use the nurse tank to soak the trees in the next few weeks instead of using the sprinkler system to make sure they get water to the root ball. Mr. Jensen also stated that they planted all the flowers, and they are working on the weeds. Mr. Roth said that that the NTCSSD should set an example by watering on the right days, he noticed that the sprinklers were watering last Sunday on 400 W. Mr. Springer said they were trying to soak the trees.

Mr. Springer said that the fence has been fixed on 400 W. Mr. Jensen said they are waiting for the road cut on 2000 N, so they can install the valve which will give them better water flow.

5. 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 explained that the total expenditures for the NTCSSD this year will be about \$90,500. The total revenue the year is \$81,688 for a deficiency of about \$9,000. The Board budgeted for an \$11,000 deficiency. The plan has been too slowly increase taxes the last few years. Mr. Brady said he did not include fees and dividends/interest in the calculation last month, the actual tax increase would be 55.91% instead of 65% as the Board discussed last month. This would get the revenue to \$119,000. He would advise the Board to move forward with this tax increase.

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 \$88.00, for secretarial services.
- Travis Brady in the amount of \$50.00, for CPA services for this month.
- Jensen Family Landscape for repairs in the amount of \$2,188.
- Jensen Family Landscape for flowers in the amount of \$6,390.
- Jensen Family Landscape for weekly maintenance since April in the amount of \$20,752.

Mr. Roth moved to approve the invoices as presented. Chair Hammer seconded the motion. All present voted "Aye".

Mr. Winder has received some water bills, but they only amount to \$109 thus far.

6. Resolution No. 2021-02: A Resolution of the North Tooele City Special Service District Administrative Control Board Adopting the Fiscal Year 2021-2022 Tentative Budget and Establishing the Time and Place of Hearing to Consider Adoption of the Budget for the North Tooele City Special Services District.

Mr. Winder moved to approve Resolution 2021-02. Chair Hammer seconded the motion. All members present voted "Aye".

7. Chair Report

Presented by Jeff Hammer

Mr. Hammer reminded the board that the next meeting will be held August 26th at 8:00 p.m. The Truth in Taxation Hearing will be held the same day just before the regular business meeting.

8. Adjourn

Chair Hammer moved to adjourn the meeting. The meeting adjourned at 8:35 p.m.

Minutes approved this 26 day of August 2021.

From: Elisa Jenkins <mjelisa@comcast.net>
Sent: Tuesday, June 22, 2021 2:06 PM
To: Jenkins, Elisa O
Subject: Re: NTCSSD Agenda / Resolution for next meeting

Thank you Maresa! Have fun.

Elisa

Sent from my iPhone

On Jun 22, 2021, at 2:04 PM, Elisa Jenkins <mjelisa@comcast.net> wrote:

Sent from my iPhone

Begin forwarded message:

From: Maresa Manzione <maresam@yahoo.com>
Date: June 21, 2021 at 9:14:05 PM MDT
To: mjelisa@comcast.net
Subject: Re: NTCSSD Agenda / Resolution for next meeting

Hi all,

I will not be able to attend the meeting tomorrow because I will be at girl's camp, but I wanted to follow up on my assignments from last meeting.

The water meters for 400 west should now be in the city's name. The mayor said she would have Darwin Cook, parks Director make sure that was done. If there was a water charge, the city will reimburse the district.

The valve thing in 2000 N is a "go". The city has the parts and is waiting on Russ Tolbert to get the permit and then Mike can install it.

The gravel pit detention basin on N 400 W was supposed to be sprayed and cleaned up this week - it was too windy to spray the last few weeks, but they had started spraying last week and it was on the rotation.

Roger Baker is expecting the bylaws for review and once he goes through them he will send his suggestions to you all before presenting to the city council.

I think that is all for my report. Let me know if there is something else that I need to follow up on.

Thanks,

6-22-21

Exhibit B

Combined Income Statement, Budgets, and Account Balances

NORTH TOOELE CITY SPECIAL SERVICE DISTRICT
 Current Fiscal Year Summary And Changes In Fund Balance - All Governmental Fund Types
 For Fiscal Year Ended June 30, 2021

	FY21 General Fund		FY21 Capital Projects Fund		FY21 Total All Funds YTD	FY20 Total All Funds Actual
	YTD	Budget	YTD	Budget		
Revenues:						
Property Taxes:	\$ 76,435.02	\$ 72,436.00	\$ -	\$ -	\$ 76,435.02	\$ 54,196.53
Other: Fees	\$ 5,085.49	\$ 4,000.00			\$ 5,085.49	\$ 5,332.56
Dividends & Interest	\$ 168.40	\$ 800.00			\$ 168.40	\$ 911.87
Total Revenues	\$ 81,688.91	\$ 77,236.00	\$ -	\$ -	\$ 81,688.91	\$ 60,440.96
Available Reserve from Capital Projects Fund			\$ 24,589.21	\$ 24,589.21	\$ 24,589.21	\$ 24,589.21
Expenditures:						
Landscape Maintenance:	\$ 34,158.25	\$ 66,900.00			\$ 34,158.25	\$ 46,630.52
Legal, Professional, Clerical:	\$ 1,413.00	\$ 1,000.00			\$ 1,413.00	\$ 716.00
General Administration/Board Stipends:	\$ 2,588.10	\$ 3,000.00			\$ 2,588.10	\$ 2,927.40
Water	\$ 20,387.70	\$ 13,000.00			\$ 20,387.70	\$ 11,034.45
Liability Insurance:	\$ 2,080.00	\$ 1,900.00			\$ 2,080.00	\$ 1,860.00
General Maintenance/Street Lights	\$ 403.10	\$ 2,500.00			\$ 403.10	\$ 520.89
Capital Outlay - Landscape Construction, Addtl Signs/Lights			\$ -	\$ 12,000.00	\$ -	\$ 96.55
Capital Outlay - Future Landscape Maintenance Projects			\$ -	\$ 12,589.21	\$ -	\$ -
Total Expenditures	\$ 61,030.15	\$ 88,300.00	\$ -	\$ 24,589.21	\$ 61,030.15	\$ 63,785.81
Excess (Deficiency) of Revenues over Expenditures	\$ 20,658.76	\$ (11,064.00)	\$ 24,589.21	\$ -	\$ 45,247.97	\$ 21,244.36
Other Financing Sources (Uses):						
Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers Out	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Other Financing Sources (Uses)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Excess (Deficiency) of Revenues and Other Financing Sources over Expenditures	\$ 20,658.76	\$ (11,064.00)	\$ 24,589.21	\$ -	\$ 45,247.97	\$ 21,244.36
FUND BALANCE, Beginning:	\$ 47,033.68	\$ 47,033.68	\$ 24,589.21	\$ 24,589.21	\$ 71,622.89	\$ 74,967.74
FUND BALANCE, Ending:	\$ 67,692.44	\$ 35,969.68	\$ 24,589.21	\$ -	\$ 92,281.65	\$ 71,622.89

FY20

CASH & INVESTMENT ACCOUNT BALANCES:

Updated:	Account	Balance	Approximate Rates
6/19/2021	HWCU Prime Share (Savings)	\$1,501.16	0.02%
6/19/2021	HWCU Checking	\$37,696.25	0.02%
6/19/2021	HWCU Premier Money Market	\$1,000.00	0.20%
6/19/2021	Utah Public Treasurers Investment Fund (PTIF)	\$52,084.24	0.53%
	Total	\$92,281.65	

*Note: General Fund 'reserve' used to fund deficiency

U-22-21

Exhibit B

Combined Income Statement, Budgets, and Account Balances

NORTH TOOELE CITY SPECIAL SERVICE DISTRICT
 Current Fiscal Year Summary And Changes in Fund Balance - All Governmental Fund Types
 For Fiscal Year Ended June 30, 2022

* Note - FY 2021 Total All Funds Actuals is through 6/19/2021

	FY22 General Fund		FY22 Capital Projects Fund		FY22 Total All Funds YTD	FY21 Total All Funds Actual
	YTD	Budget	YTD	Budget		
Revenues:						
Property Taxes:	\$ -	\$ 114,365.00	\$ -	\$ -	\$ -	\$ 54,196.53
Other: Fees	\$ -	\$ 4,954.00	\$ -	\$ -	\$ -	\$ 5,332.56
Dividends & Interest	\$ -	\$ 200.00	\$ -	\$ -	\$ -	\$ 911.87
Total Revenues	\$ -	\$ 119,519.00	\$ -	\$ -	\$ -	\$ 60,440.96
Available Reserve from Capital Projects Fund			\$ 24,589.21	\$ 24,589.21	\$ 24,589.21	\$ 24,589.21
Expenditures:						
Landscape Maintenance:	\$ -	\$ 72,643.00	\$ -	\$ -	\$ -	\$ 46,630.52
Legal, Professional, Clerical:	\$ -	\$ 1,800.00	\$ -	\$ -	\$ -	\$ 716.00
General Administration/Board Stipends:	\$ -	\$ 2,500.00	\$ -	\$ -	\$ -	\$ 2,927.40
Water	\$ -	\$ 39,062.00	\$ -	\$ -	\$ -	\$ 11,034.45
Liability Insurance:	\$ -	\$ 2,140.00	\$ -	\$ -	\$ -	\$ 1,860.00
General Maintenance/Street Lights	\$ -	\$ 2,500.00	\$ -	\$ -	\$ -	\$ 520.89
Capital Outlay - Landscape Construction, Add'l Signs/Lights	\$ -	\$ -	\$ -	\$ 12,000.00	\$ -	\$ -
Capital Outlay - Future Landscape Maintenance Projects	\$ -	\$ -	\$ -	\$ 12,589.21	\$ -	\$ 96.55
Total Expenditures	\$ -	\$ 120,645.00	\$ -	\$ 24,589.21	\$ -	\$ 63,785.81
Excess (Deficiency) of Revenues over Expenditures	\$ -	\$ (1,126.00)	\$ 24,589.21	\$ -	\$ 24,589.21	\$ 21,244.36
Other Financing Sources (Uses):						
Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers Out	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Other Financing Sources (Uses)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Excess (Deficiency) of Revenues and Other Financing Sources over Expenditures	\$ -	\$ (1,126.00)	\$ 24,589.21	\$ -	\$ 24,589.21	\$ 21,244.36
FUND BALANCE, Beginning:	\$ 67,692.44	\$ 67,692.44	\$ 24,589.21	\$ 24,589.21	\$ 92,281.65	\$ 74,967.74
FUND BALANCE, Ending:	\$ 67,692.44	\$ 66,566.44	\$ 24,589.21	\$ -	\$ 92,281.65	\$ 71,622.89

FY21

*Note: General Fund 'reserve' used to fund deficiency

CASH & INVESTMENT ACCOUNT BALANCES:

Updated:	Account	Balance	Approximate Rates
6/19/2021	HWCU Prime Share (Savings)	\$1,501.16	0.02%
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6/19/2021	HWCU Premier Money Market	\$1,000.00	0.20%
6/19/2021	Utah Public Treasurers Investment Fund (PTIF)	\$52,084.24	0.53%
	Total	\$92,281.65	

6-22-21