

# North Tooele City Special Service District

Administrative Control Board Business Meeting Minutes

Tuesday, August 26, 2021

Conference Room 224, Tooele City Hall

90 North Main, Tooele, Utah

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

**Board Member Excused:** Jed Winder

**Others Present:** Maresa Manzione, Tooele City Council  
Travis Brady, CPA  
Jim Bolser, Tooele City  
Chris Springer, Jensen Family Landscaping

Minutes Prepared by Elisa Jenkins

The meeting was called to order by Chair Hammer at 8:24 p.m.

## **1. Open Forum for Public Comment**

Lynn Roth, 365 W 2030 N, Tooele addressed the Board. Mr. Roth asked why 2000 North is the access point for the construction trucks to go up and down to get to the Lexington Green subdivision? He thought the development should be accessed by 1000 N instead. It is constant noise. There are also two schools on 2000 N. where are kids walking. He asked if this is a City issue?

Mr. Bolser said that the City can't stop them. There is a lot of development going on 2000 N and west of 400 W. right now. The trucks have a hard time making the turn on 1000 N and 600 W. Mr. Bolser stated that under the law the trucks must use the designated truck route which one route is 1000 N. The trucks also have the legal right to enter and use any road to get to their site. The City can remind the contractors to use the designated truck route, but until development slows down the trucks will be hard to stop.

Mr. Roth asked who is responsible for putting in the road on 2400 North?

Mr. Bolser said that the construction of a final road comes with development. The high school will be responsible for half the road on the south side. (It's a little bigger than half because it would have to maintain two-way traffic). When the development develops on the other side,

they would finish that side. It is not a City road until the development comes to the City to dedicate the road.

Ms. Graf asked who owns the property between Hallmark and the High School?

Mr. Bolser said that is owned by Hallmark. Hallmark owns all the land to Berra Blvd and the school owns the east side. There is a piece of property being considered on the southeast corner for a seminary building.

Chair Hammer closed the public hearing at 8:33 p.m.

## **2. Shawn Holste from GTM Builders. Discussion about joining the NTCSSD with the development by Temple.**

Chair Hammer was hoping to have Shawn Holste from GTM Builders come and talk to the Board about possibly joining the NTCSSD.

Mr. Bolser said that GTM does not own the property yet. The property owner Mr. Holste is working with owns two, 40-acre pieces of property on the north side of 2400 North.

Chair Hammer said that it is hard to get the light poles right now that are required as part of the standards of the NTCSSD, they are on backorder and the green paint to paint the light poles is on backorder.

Chair Hammer told Mr. Holste that the Board would work with him. Mr. Holste would have to make a proposal to the Board of what he would be willing to do. Chair Hammer would like to try and work with developers in the beginning phases of development to get them to join the District.

## **3. Tooele Community Development Representative**

Mr. Bolser said that Lexington Green has begun development.

Ms. Call asked what the green space on the corner of the Lexington Green subdivision is going to be?

Mr. Bolser said that the Lexington Green Development owns the green space and as far as he is aware they are just going to keep it grass. Lexington Green has the control over the space. Mr. Roth said the Lexington Green developers approached the City in the beginning about making it a park, and the City told them they would need to install restrooms. The developers approached the Council to pay for it, but the Council said no. The ownership and maintenance of the green space are completely under the Lexington Green Development.

Mr. Bolser said that the first phase of Prosperity has had their pre-construction meeting. The second Phase of Perry 2A is getting close to their pre-construction meeting. They City also has

an application for 1L of Perry on the south side. The City is still waiting for final plans on the temple. Ms. Call asked if you will be able to access the golf course when the temple is complete? Mr. Bolser said there will be roads on three sides of the temple and one of the roads will go through and tie into the clubhouse of the golf course.

#### **4. City Councilmember's Report**

Presented by Maresa Manzione

Councilwoman Manzione told the Board that she has also encouraged Mr. Holste to talk with NTCSSD board to see if they would be willing to negotiate any items for him to join the District.

Councilwoman Manzione said she is not sure where the communication has broken down with the back flow valve on 2000 North. The District seems to be waiting for the City and the City seems to be waiting for the District.

Ms. Springer said that he is waiting for the City to cut the road so the back flow valve can be installed.

Chair Hammer said that he would get with Darwin from the City, and the developer Russ Tolbert to see how to move forward with the backflow valve on 2000 N.

Ms. Graf asked who would put the cage around the other backflow valve on 2000 N?

Chair Hammer said that the District would have to give Jensen Family Landscaping permission to install the cage and he asked Mr. Springer if he would get a bid for the District to look at.

Councilwoman Manzione also noted that every time the Parks department went to spray the rocky detention basin it has been too windy or too rainy. She doesn't think that it has been sprayed yet. The City knows that the detention basin is unsightly.

Councilman Manzione said that Mr. Baker is waiting for the ok from the District on the by-laws and then he will do a Resolution which will go to the City Council for approval.

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

Presented by Amanda Graf

Ms. Graf distributed a spreadsheet to the Board of the items that are waiting to be taken care of within the District, this is included with the minutes as Exhibit A. Ms. Graf had someone contact her at 2241 N and 370 W that told her that there is a light that is going on and off all night. Ms. Graf also received information that there are some bolts falling off the light pole on 1860 N. Ms. Graf noted a day burner on 400 W that needs to be fixed. Ms. Graf will send this

to Ms. Baker with the City, she wanted to make sure that nothing else needs to be added before she sends it.

## **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 noted that he had to do a self-evaluation, for the state, Mr. Winder reviewed it and signed it and it has been sent in. The District is doing well and is at low risk of fraud. He noted that the minutes need to be posted on the State's website within three days of approval. Ms. Jenkins will make sure that the minutes and exhibits are posted on the State's website.

Mr. Winder sent a picture of a check that was for \$1,650 for delinquent property taxes.

## **Vice 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 \$84.00, for secretarial services.
- Travis Brady in the amount of \$100 for July and August CPA services.
- Jensen Family Landscaping for maintenance in the amount of \$12,412.00.

Mr. Springer mentioned that they are in process of treating for gophers.

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

## **7. Discussion of the NTCSSD Amended By-Laws with recommendations by City Attorney Roger Baker**

Chair Hammer sent the redlines of the NTCSSD by-laws from Mr. Baker to the Board before the meeting. Ms. Graf said that Mr. Baker made a note that talks about the duties of the Treasurer

is to write checks and asked if two signatures should be required? Mr. Brady said that they have always required two signatures on the checks and said that the Board could put that in the by-laws. The Board would like to add two signatures to be required. Chair Hammer also said that there was a note by Mr. Baker about reducing seven members to five members, he inserted that at least 3 votes as a majority should be required. The Board agreed that they would like that to be inserted. Chair Hammer also liked the recommendation to follow Tooele City's procurement policy and procedures.

Ms. Graf would prefer to have a seven-member board, she said that she feels that more voices and input is better.

Chair Hammer asked the board if they should add into the by-laws that the members could join meetings by electronic means so they could still vote. Councilwoman Manzione said that they can do that as a Council, Mr. Baker probably has the language the Board could use already written.

Councilwoman Manzione noted to make sure the Board is specific of their needs in the by-laws.

Chair Hammer stated that electronic participation shouldn't be a standard practice it would be an exception. Councilwoman Manzione will suggest to Mr. Baker that the Board would like to add two signatures on the checks, a three-member majority vote, and electronic participation to the by-laws. The by-laws will come back to the board next month for review.

## **8. Chair's Report**

Presented by Jeff Hammer

Chair Hammer wanted the Board to know that he would like to work with Mr. Holste with GTM Builders.

Chair Hammer asked Councilwoman Manzione to explain the cleanup trailer. Councilwoman Manzione stated that that the Communities that Care received a grant and has purchased a trailer that is stocked with all kinds of tools to help clean up yards in Tooele City neighborhoods. It is available for Tooele City residents for free. They are asking that they have a minimum of 5 households to participate. They are hoping to build community spirit.

## **9. Resolution No. 2021-03: A Resolution of the North Tooele City Special Service District Administrative Control Board Adopting the Final Budget for the Fiscal Year 2022.**

**Ms. Call moved to approve Resolution No. 2021-03. Mr. Roth 2<sup>nd</sup> the motion. All present voted "Aye", except for Ms. Graf who voted "Nay". Ms. Graf voted "nay" because she felt like it was to much of a tax increase all at once.**

**10. Approval of Minutes from Meeting Held June 22, 2021**

**Mr. Roth moved to approve the minutes from the meeting held June 21, 2021, as presented. Chair Hammer seconded the motion. All members present voted "Aye".**

**11. Adjourn**

Mr. Hammer reminded the board that the next meeting will be held September 23<sup>rd</sup> at 8:00 p.m.

**Chair Hammer moved to adjourn the meeting.** The meeting adjourned at 9:22 p.m.

*Minutes approved this 28 day of October 2021*

# Exhibit A

Date Reported	Address	Issue	Date fixed	Work Order #
9-30-2020	walkway between Dimaggio and Dawson	off/on all night-lights are broken-wires are showing?	still out	TC2020-0096
	Alleyway between Candellaria and Durocer	one side of the light fixture has been painted black	Not sure if this is done or not. I am reissuing a work order today 02/01/2021	TC2021-0026

10-22-20	1907 <del>Dean</del> North 120 West	flickering	This light is still very dim as of 01/30/2021	TC2020-0103
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11-9-20	North end of the new Hallmark phase	lights off/cars parked over there. . . drug deals?	waiting for Rocky Mountain power to turn them on	
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02-01-2021	400 W by Junior High	Head is still missing from this light as of 4-16-21		TC2020-0035 TC2020-0097
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### Other Issues

Date Reported	Address	Issue	Date fixed
11-9-20	1910 Aaron Drive	sign blown down by wind	info sent to street sign supervisor

2/1/21	West side of 400 W by Perry homes	Hoping for the City to maintain it to save the District some \$	City Council will cover water; we'll cover maintenance--passed by City Council yet?
	water lines along 2000 N	need larger pipes; agreement with Sunset Estates to help cover the cost	
	fence along 400 W needs to be replaced	Jensens waiting on parts. . . they're on back order	

3/29/21	striping on 2000 N by hospital	right turn needs to be removed	UDOT will take care of it
	water line on 2000 N just east of 400 N on east side south of the intersection	I can't remember the issue???	

4/16/21	189 DiMaggio	sidewalk has been pushed up by a tree root	
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Date Reported	Address	Issue	Date fixed	Work Order #
2/1/21	2000 N just west of Clemens Drive	center double light-one of them is a dayburner. . . this is still not fixed as of 4/16/21	02/03/2021	TC2021-0038

4/16/21	130 W on the east side of the street by the mailbox at @ 2180 N	light goes on/off all night long		
	318 DiMaggio Dr-NE corner light	dayburner		

Date Reported	Address	Issue	Date fixed	Work Order #
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8-26-21

# 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

	FY22		FY22		FY22	FY21
	General Fund		Capital Projects Fund		Total All Funds	Total All Funds
	YTD	Budget	YTD	Budget	YTD	Actual
<b>Revenues:</b>						
Property Taxes:	\$ 146.94	\$ 114,365.00	\$ -	\$ -	\$ 146.94	\$ 76,500.55
Other: Fees	\$ 1,493.51	\$ 4,954.00			\$ 1,493.51	\$ 5,771.25
Dividends & Interest	\$ 10.33	\$ 200.00			\$ 10.33	\$ 184.29
<b>Total Revenues</b>	<u>\$ 1,650.78</u>	<u>\$ 119,519.00</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,650.78</u>	<u>\$ 82,456.09</u>
Available Reserve from Capital Projects Fund			<u>\$ 24,589.21</u>	<u>\$ 24,589.21</u>	<u>\$ 24,589.21</u>	<u>\$ 24,589.21</u>
<b>Expenditures:</b>						
Landscape Maintenance:	\$ -	\$ 72,643.00			\$ -	\$ 63,488.25
Legal, Professional, Clerical:	\$ -	\$ 1,800.00			\$ -	\$ 1,551.00
General Administration/Board Stipends:	\$ -	\$ 2,500.00			\$ -	\$ 2,588.10
Water	\$ 7,656.01	\$ 39,062.00			\$ 7,656.01	\$ 20,387.70
Liability Insurance:	\$ -	\$ 2,140.00			\$ -	\$ 2,080.00
General Maintenance/Street Lights	\$ 23.66	\$ 2,500.00			\$ 23.66	\$ 228.38
Capital Outlay - Landscape Construction, Addtl Signs/Lights			\$ -	\$ 12,000.00	\$ -	\$ 174.72
Capital Outlay - Future Landscape Maintenance Projects			\$ -	\$ 12,589.21	\$ -	\$ -
<b>Total Expenditures</b>	<u>\$ 7,679.67</u>	<u>\$ 120,645.00</u>	<u>\$ -</u>	<u>\$ 24,589.21</u>	<u>\$ 7,679.67</u>	<u>\$ 90,498.15</u>
Excess (Deficiency) of Revenues over Expenditures	<u>\$ (6,028.89)</u>	<u>\$ (1,126.00)</u>	<u>\$ 24,589.21</u>	<u>\$ -</u>	<u>\$ 18,560.32</u>	<u>\$ 16,547.15</u>
<b>Other Financing Sources (Uses):</b>						
Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers Out	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Other Financing Sources (Uses)</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Excess (Deficiency) of Revenues and Other Financing Sources over Expenditures	<u>\$ (6,028.89)</u>	<u>\$ (1,126.00) *</u>	<u>\$ 24,589.21</u>	<u>\$ -</u>	<u>\$ 18,560.32</u>	<u>\$ 16,547.15</u>
<b>FUND BALANCE, Beginning:</b>	<u>\$ 38,991.62</u>	<u>\$ 38,991.62 *</u>	<u>\$ 24,589.21</u>	<u>\$ 24,589.21</u>	<u>\$ 63,580.83</u>	<u>\$ 71,622.89</u>
<b>FUND BALANCE, Ending:</b>	<u>\$ 32,962.73</u>	<u>\$ 37,865.62</u>	<u>\$ 24,589.21</u>	<u>\$ -</u>	<u>\$ 57,551.94</u>	<u>\$ 63,580.83</u>

FY21

### CASH & INVESTMENT ACCOUNT BALANCES:

Updated:	Account	Balance	Approximate Rates
6/19/2021	HWCU Prime Share (Savings)	\$3,585.66	0.02%
6/19/2021	HWCU Checking	\$21,302.47	0.02%
6/19/2021	HWCU Premier Money Market	\$1,000.00	0.20%
6/19/2021	Utah Public Treasurers Investment Fund (PTIF)	\$30,023.36	0.53%
	<b>Total</b>	<u>\$55,911.49</u>	

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