

North Tooele City Special Service District

Administrative Control Board Business Meeting Minutes

Tuesday, October 28, 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: Councilman Justin Brady, 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 for comments. Chair Hammer closed the public hearing at 8:06 p.m.

2. Tooele Community Development Representative

Mr. Bolser had no new information to discuss. He was available to answer questions from the Board.

3. GTM Builder – Steve Evans: (Discuss possible issues that may help incentivize builders to join the NTCSSD)

Mr. Evans gave a power point presentation to the Board on behalf of GTM Builders. He stated that GTM owns two 40 acre lots northeast of the new temple, the lots are outside the District boundaries but GTM is interested in joining the District. GTM wants to work with the community, and have discussed different options regarding open space, such as a dog park, pickleball courts, a regional park, and xeriscaping. He mentioned that England Acres Park is an example of what they do not want in their area. He suggested Buffalo grass, which only needs to be mowed once a month and watered twice a month, as an option for park strips and center medians. He asked if the center median could be a combination of rock and grass as a compromise to just grass? He also mentioned that the trail system goes through their property.

Ms. Graf said if xeriscaping is done right, it looks nice, and usually nobody walks on the park strips so the buffalo grass would be a great alternative. Chair Hammer asked Mr. Evans when their plans will be ready to submit to the City. Mr. Evans said they are still waiting to obtain water rights. Ms. Call stated that she does not like all rock in a park strip or center median, but she would be open to a combination of grass and rock. Councilman Brady asked if Mr. Evans has been in contact with other developers about a regional park? Mr. Evans has been in contact with Perry Homes. Mr. Evans also noted that the County is not far from their property. Mr. Travis Brady said that one of the goals of the District was to keep conformity throughout the District. The District could agree to changing the streetlights if they are similar, but they don't want something that looks totally different.

Councilman Brady said that if they could cut the grass by 50% and add other things to the park strip and median it could conserve water.

Travis Brady reminded the Board that the need to consider the tax base. Ms. Call asked how realistic a regional park is? Councilman Brady suggested having the developer finish a park if that is what is decided. Mr. Evans said that before they proceed, they would like input from the Board. Councilman Brady said he would like to meet with the different entities to discuss the possibility of a regional park.

4. City Councilmember's Report

Presented by Councilman Justin Brady

Ms. Graf said it looks like the back flow water valve is finished on 2000 N. Chair Hammer said he will check with the Darwin with the City to see if it is finished.

Councilman Brady said on Wednesday they are having a discussion for an ordinance to see if the City can be a part of Tree City USA. The ordinance requires the Mayor to contribute a certain amount of money to trees.

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 said she posted to the Women of Overlake Facebook page for comments and hasn't heard anything from anyone. She stated that the fence on 400 W has blown over again. Ms. Graf will put that back on the spreadsheet. The Board needs to ask Jensen Family Landscaping if they have gotten a bid for a box for the backflow valve on 2000 N? Brian Roth asked if the irrigation on the south strip has been fixed? Amanda will add that to the spreadsheet, that is something they will have to check

with Jensen Family Landscaping. The new backflow valve should help with the watering and make the park strip look better.

6. Independent CPA

Presented by Travis Brady

a. Status of Budget/Expenses for Fiscal Year 2022

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. He mentioned that the water bill is down from last year. The City is paying for the water on the west side of 400 west, but the District is still paying for maintenance. There will be some more water bills in the spring, the Board should know more come February what the actual cost of the water will be. Ms. Graf asked if there were extra funds in the general fund, if it could be moved to capital to fix the light poles? Mr. Brady will have to check into it.

Vice Treasurer's Report

Presented by Mr. Winder

b. Approval of Invoices and Reimbursements

Chair Hammer presented the following invoices for payment:

- Elisa Jenkins in the amount of \$164.00, for August and September secretarial services.
- Travis Brady in the amount of \$100 for September and October CPA services.
- Tooele Transcript in the amount of \$462.00, for the truth in taxation hearing ad in the paper.

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

7. Chair's Report

Presented by Jeff Hammer

Chair Hammer stated that he will check into the backflow valve box.

Chair Hammer asked if the Board had a chance to look at the Policy and Procedures for the Board. Ms. Graf would like to have a seven-member board instead of a five-member board, she feels like if there are more people on the board there are more voices. Everything else looked good to her.

Chair Hammer said it would save the tax-payers money to go to a five-member board. He mentioned that the City Council only has five members on the Council. The Board would still have to have three members vote in approval to pass a motion. Mr. Roth feels that it is hard to fill the board positions with seven members. Ms. Graf noted that the Planning Commission has alternates which attend the meeting and they vote if necessary. Ms. Graf would like to suggest that the NTCSSD Board have two alternates, then she would feel more comfortable with a five-member board. This could be a good compromise. The Board would like to have input from Mr. Winder. The Board will continue to discuss the by-laws at the next board meeting in November.

8. Approval of Minutes from Meeting Held August 26, 2021

Ms. Graf moved to approve the minutes from the Truth in Taxation meeting and the minutes from the regular business meeting held August 26, 2021, as presented. Mr. Roth seconded the motion. All members present voted "Aye".

9. Adjourn

Mr. Hammer reminded the board that the next meeting will be held November 18, 2021, at 8:00 p.m.

Chair Hammer moved to adjourn the meeting. The meeting adjourned at 9:19 p.m.

Minutes approved this 18th day of November 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	TC2020-0098
	Alleyway between Candellaria and Duracar	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	TC2021-0028

10-22-20	1907 Deen 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	Jensen's waiting on parts. . . they're on back order	

4/18/21	189 Dimaggio	sidewalk has been pushed up by a tree root	
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8/26/21	fence along 400 W needs to be replaced		
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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 @ 2160 N	light goes on/off all night long		
	318 Dimaggio Dr-NE corner light	dayburner		

8/28/21	Street sign on 1890 N near the apartments	street sign is falling; it's missing bolts		
	400 W just North of Dimaggio on the East side of the street	dayburner.		
	2241 N 370 W	light turning on/off all night?		

Date Reported	Address	Issue	Date fixed	Work Order #
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10/28/21

Combined Income Statement, Budgets, and Account Balances

NORTH TOOLE 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 General Fund		FY22 Capital Projects Fund		FY22 Total All Funds	FY21 Total All Funds
	YTD	Budget	YTD	Budget	YTD	Actual
Revenues:						
Property Taxes:	\$ 91.55	\$ 114,365.00	\$ -	\$ -	\$ 91.55	\$ 76,500.55
Other: Fees	\$ 2,298.94	\$ 4,954.00			\$ 2,298.94	\$ 5,771.25
Dividends & Interest	\$ 28.45	\$ 200.00			\$ 28.45	\$ 184.29
Total Revenues	<u>\$ 2,418.94</u>	<u>\$ 119,519.00</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,418.94</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>
Expenditures:						
Landscape Maintenance:	\$ 12,412.00	\$ 72,643.00			\$ 12,412.00	\$ 63,488.25
Legal, Professional, Clerical:	\$ 184.00	\$ 1,800.00			\$ 184.00	\$ 1,551.00
General Administration/Board Stipends:	\$ -	\$ 2,500.00			\$ -	\$ 2,588.10
Water	\$ 15,200.24	\$ 39,062.00			\$ 15,200.24	\$ 20,387.70
Liability Insurance:	\$ -	\$ 2,140.00			\$ -	\$ 2,080.00
General Maintenance/Street Lights	\$ 47.52	\$ 2,500.00			\$ 47.52	\$ 228.38
Capital Outlay - Landscape Construction, Addtl Signs/Lights			\$ -	\$ 12,000.00	\$ -	\$ 174.72
Capital Outlay - Future Landscape Maintenance Projects			\$ -	\$ 12,589.21	\$ -	\$ -
Total Expenditures	<u>\$ 27,843.76</u>	<u>\$ 120,645.00</u>	<u>\$ -</u>	<u>\$ 24,589.21</u>	<u>\$ 27,843.76</u>	<u>\$ 90,498.15</u>
Excess (Deficiency) of Revenues over Expenditures	<u>\$ (25,424.82)</u>	<u>\$ (1,126.00)</u>	<u>\$ 24,589.21</u>	<u>\$ -</u>	<u>\$ (835.61)</u>	<u>\$ 16,547.15</u>
Other Financing Sources (Uses):						
Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers Out	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Other Financing Sources (Uses)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Excess (Deficiency) of Revenues and Other Financing Sources over Expenditures	<u>\$ (25,424.82)</u>	<u>\$ (1,126.00) *</u>	<u>\$ 24,589.21</u>	<u>\$ -</u>	<u>\$ (835.61)</u>	<u>\$ 16,547.15</u>
FUND BALANCE, Beginning:	<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>
FUND BALANCE, Ending:	<u>\$ 13,566.80</u>	<u>\$ 37,865.62</u>	<u>\$ 24,589.21</u>	<u>\$ -</u>	<u>\$ 38,156.01</u>	<u>\$ 63,580.83</u>

FY21

CASH & INVESTMENT ACCOUNT BALANCES:

Updated:	Account	Balance	Approximate Rates
6/19/2021	HWCU Prime Share (Savings)	\$3,586.11	0.02%
6/19/2021	HWCU Checking	\$18,569.90	0.02%
6/19/2021	HWCU Premier Money Market	\$1,000.00	0.20%
6/19/2021	Utah Public Treasurers Investment Fund (PTIF)	\$15,000.00	0.53%
Total		\$38,156.01	

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