

North Tooele City Special Service District

Administrative Control Board Business Meeting Minutes

Tuesday, November 18, 2021

Conference Room 224, Tooele City Hall

90 North Main, Tooele, Utah

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

Others Present: Councilwoman 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 8:02 p.m.

1. Open Forum for Public Comment

No one was present from the public for comments. Chair Hammer closed the public hearing at 8:03 p.m.

2. Tooele Community Development Representative

Mr. Bolser had nothing to report at this time.

3. Discussions with GTM Builder Steve Evans about annexing into the NTCSSD

Mr. Evans was not able to attend the meeting.

4. City Councilmember's Report

Presented by Councilwoman Manzione

Councilwoman Manzione stated that a truck had damaged some trees on 2000 N, and someone was supposed to talk to Chair Hammer about it; she asked if the trees had been taken care of? Chair Hammer said that nobody had spoken to him. Councilwoman Manzione said that the City is in process of putting up signage on 2000 N that says that it is not a truck route. Councilwoman Manzione stated that there will be a temporary road to the temple site for construction that will be gated. Councilwoman Manzione was in contact with Mr. Jensen, and he is supposed to check to make sure the trees on 2000 N were to City standards.

Chair Hammer asked if the City knows what phase GTM builders is in with the property near the temple site. Mr. Bolser said that they are still in the rezone phase.

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

Presented by Amanda Graf

Ms. Graf sent a spreadsheet to the board prior to the meeting with the items that need to be taken care of within the District. This spreadsheet is attached to the minutes as Exhibit A. Ms. Graf stated that she added three-day burners to the spreadsheet. Ms. Graf had someone ask her about the detention pond on 400 W. Ms. Graf asked if the City maintains that basin? Chair Hammer said that is correct the City maintains that detention basin. Ms. Graf said that there are a lot of weeds in that detention basin and asked if that is the area where the gophers had chewed through the wires. Chair Hammer will get with Jensen Family Landscaping and ask about that detention basin. He also needs to ask them about the bid to put in a cage on the backflow valve by Overlake Elementary. Chair Hammer mentioned that there has been no representation from Jensen Family Landscaping at the last few meetings. Ms. Graf mentioned that the fence has blown out on 2300 N and 400 W. Chair Hammer will email Jensen Family Landscaping, regarding the fence, the cage for the backflow valve, and if the wires have been fixed that the gophers had chewed through.

Ms. Graf asked Councilwoman Manzione if anything is going to be done with the rocky detention pond by the temple. Councilwoman Manzione said that she has spoken with the Mayor and she said that the detention basin is dependent on the builders that are developing that area. The water does not have to be retained, but it does have to drain. The developers need to take care of it. Russ Tolbert, Shawn Holste, and the Church have been in talks about what to do with the basin. The City will continue to maintain it until the developers work it out.

Mr. Bolser said that wherever the water goes will be a discharge point and it will have to be approved through the staff.

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. Mr. Brady said that landscape maintenance is \$12,000 so far. Jensen Family Landscaping has not submitted any

invoices for a few months. There is \$36,000 of cash remaining. Mr. Brady said that \$24,000 is set aside for lights or big items. Mr. Graf asked if all landscaping is accounted for on 2400 N, directly east of the temple. Mr. Brady said that area was not accounted for in Jensen Family Landscaping in the spring. He said that it is not a very big area, the District should have money to pay.

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 \$88.00 for October secretarial services.
- Travis Brady in the amount of \$50.00 for November CPA services.

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

7. Board Stipend Review

The board reviewed the stipend spreadsheet. The spreadsheet is attached to the minutes as Exhibit C.

Mr. Winder moved to approve the Board Stipends as presented. Chair Hammer seconded the motion. All present voted "Aye".

8. Set meeting dates for 2022 Calendar Year

January 27

February 24

March 31

April – training (no meeting)

May 19

June 23

August 25

September 22

October 27

November 17

Ms. Graf moved to approve the meeting dates for the year 2022. Mr. Roth seconded the motion. All members present voted “Aye”.

9. Chair’s Report (Discussion about NTCSSD By-Laws)

Presented by Jeff Hammer

Chair Hammer said that he will follow up with Jensen Family Landscaping about the box for the backflow valve. He will also check with Russ Tolbert to see if there is a tentative time frame for the backflow valve.

The Board talked last month about having two alternates on the Board, the alternates could vote if Board members were absent. Councilwoman Manzione asked how the Board would pay them if they were alternates? There was a concern about continuity if they do not attend meetings. Ms. Graf indicated that she would like to have a five-member board and have two alternates, she feels like the more voices, the better it is for the District. If a five-member board is approved there must be three members vote as a majority. Ms. Call said she feels that it is hard to find people to serve on the Board and a five-member board would be fine. Chair Hammer would rather have a five-member board. Ms. Call noted that the September meeting would not have been cancelled if there would have been five-member board, with a seven-member board you must have four members present for approval.

Chair Hammer moved to approve the Policies and Procedures By-Laws for the NTCSSD as stated with a five-member board. Mr. Winder seconded the motion. All members presented voted “Aye” except for Ms. Graf who voted “Nay”. Ms. Graf feels the Board is better served with more input.

Chair Hammer indicated that Mr. Baker will make the changes to the By-Laws and then present them to the City Council for approval.

Travis Brady mentioned that he will continue as a contract CPA for next year.

10. Approval of Minutes from Meeting Held October 28, 2021

Mr. Roth moved to approve the minutes as presented for the meeting held October 28, 2021. Mr. Winder seconded the motion. All members present voted “Aye”.

11. Adjourn

Mr. Hammer reminded the board that the next meeting will be held January 27, 2022, at 8:00 p.m.

Chair Hammer moved to adjourn the meeting. The meeting adjourned at 8:43 pm.

Minutes approved this day of January 27, 2022

exhibit A

Date Reported	Address	Issue	Date fixed	Work Order #	Date Reported	Address	Issue	Date fixed	Work Order #	Date Reported	Address	Issue	Date fixed	Work Order #		
9-2-2020	Corner of Drysdale and Dean	blinking	10/22/2020		9-24-2020	2200 N end 230 West side	out	fixed @ 1/20/21		2/1/21	220 W @ 2047 N	light is out	Working as of 3/25/21	TC2021-0037		
	Dinaggio between 303 and 285 and S side of the street	blinking	10/16/2020		9-30-2020	1800 N 351 W	often all night	As of 1/20 fixed		side walk along 2000 N on South side	tree root has pushed it up very high	fixed as of 5/21				
	1979 N 120 W	blinking	@ 1/11/21			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			West side of 400 W by Perry homes	tree needs to be replaced	fixed as of 1/12/21			
	1911 N 120 W	blinking	09/23/2020			1604 Dean Ave east side	blinking	Working as of 01/30/2021	TC2020-0086		1430 N and Berns	out	Working as of 01/30/2021	TC2020-0087		
Corner of Dean and Dinaggio on south side	light out	Working as of 01/30/2021	TC2020-0090	1565 Durocher Lane		often all night	Working as of 01/30/2021	TC2020-0088		1808 N 170 W	day burner	12/11/2020	TC2020-0095			
9-24-2020	197 Dinaggio south side	dim/out	Working as of 01/30/2021	TC2020-0091	10-19-2020	3083 N 170 W	often all night	Working as of 01/30/2021	TC2020-0082	3/29/21	striping on 2000 N by hospital	right turn needs to be removed	UDOT will take care of it			
	Corner of 1900 N and 170 W	blinking	01/21/2021	TC2020-0092		1900 N 210 W out de sac	blinking	Working as of 01/30/2021	TC2020-0083							
	Corner of 1900 N and 210 W	blinking	Working as of 01/30/2021			SE corner 400 W and Dinaggio	doesn't fully light up	Working as of 01/30/2021	TC2020-0084							
	Corner of 1900 N and 270 W on the north side	out	Working as of 01/30/2021	TC2020-0117		11-9-20	1773 N 170 W	light burned off	Working as of 01/30/2021		TC2020-0109					
	Center of 2000 N west of 170 W	one turns on/off at night, the other works just fine	Working as of 01/30/2021			1-26-21	90 W between 2100 N and 2200 N I am submitting 2138 North 90 West (is that correct?)	light keeps turning on/off	03/16/2021		TC2021-0035					
	Center 2000 N east of Clemens	blinking	Working as of 01/30/2021				Clemens near 1864 N	lights sometimes doesn't come on at all	02/03/2021		TC2021-0036					
1-20-21	184 W 1430 N	light turns on/off every 5-7 min	02/03/2021	TC2021-0027	1-26-21	Corner of Drysdale and Dinaggio	street light hit by a stray driver, completely gone-light is gone, what am I exposed?	4-16-21	TC2021-0016							
	1620 N Corron Drive	constantly blinking	02/03/2021	TC2021-0028												
	1380 N 185W	light turns on/off every 5-7 min	02/03/2021	TC2021-0029												
	1380 N 275 W	light is out	02/03/2021	TC2021-0030												
	Across the street from 1850 N 46 E	blinks on/off	02/03/2021	TC2021-0031												
	NE Corner of Parker's Park	blinks on/off	02/03/2021	TC2021-0032												
	Corner of 1850 and Berns Blvd	light out	02/03/2021	TC2021-0033												
Drysdale across the street from Parker's Park (170 West Drysdale?)	lights are very dim	02/03/2021	TC2021-0034													

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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 General Fund		FY22 Capital Projects Fund		FY22	FY21
	YTD	Budget	YTD	Budget	Total All Funds YTD	Total All Funds Actual
Revenues:						
Property Taxes:	\$ 92.96	\$ 114,365.00	\$ -	\$ -	\$ 92.96	\$ 76,500.55
Other: Fees	\$ 2,908.59	\$ 4,954.00			\$ 2,908.59	\$ 5,771.25
Dividends & Interest	\$ 36.33	\$ 200.00			\$ 36.33	\$ 184.29
Total Revenues	\$ 3,037.88	\$ 119,519.00	\$ -	\$ -	\$ 3,037.88	\$ 82,456.09
Available Reserve from Capital Projects Fund			\$ 24,589.21	\$ 24,589.21	\$ 24,589.21	\$ 24,589.21
Expenditures:						
Landscape Maintenance:	\$ 12,412.00	\$ 72,643.00			\$ 12,412.00	\$ 63,488.25
Legal, Professional, Clerical:	\$ 448.00	\$ 1,800.00			\$ 448.00	\$ 1,551.00
General Administration/Board Stipends:	\$ -	\$ 2,500.00			\$ -	\$ 2,588.10
Water	\$ 17,725.99	\$ 39,062.00			\$ 17,725.99	\$ 20,387.70
Liability Insurance:	\$ -	\$ 2,140.00			\$ -	\$ 2,080.00
General Maintenance/Street Lights	\$ 59.13	\$ 2,500.00			\$ 59.13	\$ 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	\$ 30,645.12	\$ 120,645.00	\$ -	\$ 24,589.21	\$ 30,645.12	\$ 90,498.15
Excess (Deficiency) of Revenues over Expenditures	\$ (27,607.24)	\$ (1,126.00)	\$ 24,589.21	\$ -	\$ (3,018.03)	\$ 16,547.15
Other Financing Sources (Uses):						
Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers Out	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Other Financing Sources (Uses)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Excess (Deficiency) of Revenues and Other Financing Sources over Expenditures	\$ (27,607.24)	\$ (1,126.00) *	\$ 24,589.21	\$ -	\$ (3,018.03)	\$ 16,547.15
FUND BALANCE, Beginning:	\$ 38,991.62	\$ 38,991.62 *	\$ 24,589.21	\$ 24,589.21	\$ 63,580.83	\$ 71,622.89
FUND BALANCE, Ending:	\$ 11,384.38	\$ 37,865.62	\$ 24,589.21	\$ -	\$ 35,973.59	\$ 63,580.83

FY21

CASH & INVESTMENT ACCOUNT BALANCES:

Updated:	Account	Balance	Approximate Rates
11/15/2021	HWCU Prime Share (Savings)	\$1,005.00	0.02%
11/15/2021	HWCU Checking	\$18,960.82	0.02%
11/15/2021	HWCU Premier Money Market	\$1,000.00	0.05%
11/15/2021	Utah Public Treasurers Investment Fund (PTIF)	\$15,007.77	0.53%
	Total	\$35,973.59	

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

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NTCSSD Meetings 2021

Board Member	Jan	Feb	Mar	April	May	Jun	Aug	Sept	Oct	Nov	Total Mtgs Attended	Amt Mtg	Total Mtgs.	Extra for (*See below)	Total Stipend Amount
Jeff Hammer	x	x	x	x	x	x	x		x	x	9	\$25	\$225	\$300	\$525
Jed Winder	x	x		x	x	x				x	6	\$25	\$150	\$300	\$450
Brian Roth	x		x	x	x	x	x		x	x	8	\$25	\$200		\$200
Katrina Call		x	x	x	x	x	x		x	x	8	\$25	\$200		\$200
Amanda Graf	x	x	x	x	x		x		x	x	8	\$25	\$200	\$300	\$500

\$25 per meeting attended

*\$300 per month for service as Chair, Maintenance Coordinator, Treasurer