

North Tooele City Special Service District
Administrative Control Board Business Meeting Minutes
Thursday, January 27, 2022
Conference Room 224, Tooele City Hall
90 North Main, Tooele, Utah

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

Others Present: Justin Brady, 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 8:00 p.m.

1. Open Forum for Public Comment

No one was present from the public for comments. Chair Hammer closed the public hearing at 8:01 p.m.

2. Tooele Community Development Representative

Mr. Bolser said the second phase of phase 2A on the north side of 2000 N and the second phase on 400 West is ready for construction. The first phase has been started; this is the second phase that will go north not quite to the temple. The City had a predevelopment meeting for the oddly shaped property between Cottage Glen and St. Barnabus Church. The developer is proposing townhomes. Mr. Roth asked about the strip of property west of the Cove apartments. Mr. Bolser said there has not been anything proposed for that property recently. Mr. Bolser stated that the lots are for sale in the second phase of Drewmore and the second phase of the Prosperity. Mr. Winder asked if those two subdivisions will connect. Mr. Bolser said that they will connect with Prosperity Phase 2, but City has not seen an application on that yet. Chairman Hammer asked Mr. Bolser if he has heard an update about the property that is being developed by Steve Evans? Mr. Bolser said the City has not heard from Mr. Evans since they presented to the NTCSSD at October meeting.

Mr. Winder asked when the road will connect on 2400 North? Mr. Bolser said that nothing has been formalized yet. Mr. Bolser also said that the new high school is under review, the school district should break ground in the fall. Chair Hammer asked if the school district will be connecting the road on 2400 N? Mr. Bolser said that school districts fall under different exemptions by state law, than other developments. The City and District are trying to work through what is their responsibility. The high school will have the road that goes by Willow

Springs, and they will have two roads that enter off Berra Blvd. The City and the school district are still in discussions regarding 2400 N.

3. City Councilmember's Report

Presented by Councilman Brady

Councilman Brady will be representing the City Council this year. He did not have anything to report at the meeting. Chair Hammer said that Mr. Baker asked him to write up a Resolution for the Policies and Procedures that the Board approved at the last meeting, he will get that to Councilman Brady.

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

Presented by Amanda Graf / Chairman Hammer

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. Chair Hammer has a day burner by his house that is on all the time, this needs to be added to the spreadsheet. There is also a bulb cover between 400 W and 2000 N, which needs to be fixed. Mr. Springer also said that there is a day burner between 2000 N and the road south that runs east to west that needs to be fixed. He will get the exact address to Chair Hammer.

Mr. Winder noted that there are several fences within the district in need of repair. Mr. Springer said that there are several spots along 400 W, 2000 N and 2400 N where the fence has blown down in the recent windstorms. The Board asked Mr. Springer to fix the fencing that has blown down within the district. Mr. Springer gave the Board an estimate not to exceed \$3,500 to install a guard shack around the back flow by the elementary and a guard shack and concrete around the new back flow by Clemens and 2000 N. The estimate includes labor. The Board asked Mr. Springer to move forward in installing the guard shacks.

5. 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. The tax revenue has been deposited in the amount of \$120,000, there was also about \$8,000 collected in back taxes and fees for a total of \$128,000. Because of the tax increase the district will not be running in a deficiency. Mr. Brady said that the expenditures and revenue should even out at the end of the

year. Mr. Brady said that the tax increase was a good step to helping the district become financially healthy.

Mr. Springer said that in the spring they would like to over seed the grass that has had a hard time recovering from the heat. This would include the north side of 2000 and the park strip south of detention basin. The Board would like Jensen Family Landscaping to give the Board a bid to over seed the grass.

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 \$96.00 for November secretarial services.
- Travis Brady in the amount of \$100.00 for December/January CPA services.
- Jensen Family Landscape for a total amount of \$20,662.50 for three invoices.
 - \$480.00 for snow removal in December
 - \$13,708.00 for lawn maintenance from August to November
 - \$6,474.50 for fall clean up
- Reimbursement to Mr. Winder for the purchase of checks for the district in the amount of \$49.75.

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

Mr. Winder moved to approve Jensen Family Landscape moving forward with the installation of two guard sheds, concrete, and labor provided in the estimate not to exceed \$3,500. Mr. Roth seconded the motion. All present voted "Aye."

6. RESOLUTION 2022-01: A RESTION OF THE NORTH TOOELE CITY SPECIAL SERVICE DISTRICT ADMINISTRATIVE CONTROL BOARD ESTABLISHING THE DATES, TIME, AND PLACE OF ITS PUBLIC MEETINGS FOR CALENDAR YEAR 2022

Mr. Roth moved to approve Resolution 2022-01. Chair Hammer seconded the motion. All members present voted "Aye."

7. Election of Board Officers for Calendar Year 2022

Mr. Winder moved to nominate Jeff Hammer as Chairman, Katrina Call as Vice Chair, Jed Winder as Vice Treasurer, and Amanda Graf as Maintenance Coordinator to the North Tooele City Special Service District Board. Mr. Roth seconded the motion. All members present voted “Aye”.

8. Chair’s Report

Presented by Jeff Hammer

Chair Hammer will get the motion mentioned earlier to Councilman Brady regarding the policies and procedures that were approved at the last meeting.

8. Approval of Minutes from Meeting Held November 18, 2021

Mr. Roth moved to approve the minutes as presented for the meeting held November 18, 2021. Chair Hammer seconded the motion. All members present voted “Aye.”

9. Adjourn

Mr. Hammer reminded the board that the next meeting will be held February 24, at 8:00 p.m.

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

Minutes approved this day of 24th day of February 2022

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	FY21
	YTD	Budget	YTD	Budget	Total All Funds YTD	Total All Funds Actual
Revenues:						
Property Taxes:	\$ 4,693.74	\$ 114,365.00	\$ -	\$ -	\$ 4,693.74	\$ 76,500.55
Other: Fees	\$ 3,528.64	\$ 4,954.00			\$ 3,528.64	\$ 5,771.25
Dividends & Interest	\$ 47.31	\$ 200.00			\$ 47.31	\$ 184.29
Total Revenues	<u>\$ 8,269.69</u>	<u>\$ 119,519.00</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 8,269.69</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:	\$ 586.00	\$ 1,800.00			\$ 586.00	\$ 1,551.00
General Administration/Board Stipends:	\$ 2,337.00	\$ 2,500.00			\$ 2,337.00	\$ 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	\$ 82.19	\$ 2,500.00			\$ 82.19	\$ 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>\$ 33,143.18</u>	<u>\$ 120,645.00</u>	<u>\$ -</u>	<u>\$ 24,589.21</u>	<u>\$ 33,143.18</u>	<u>\$ 90,498.15</u>
Excess (Deficiency) of Revenues over Expenditures	<u>\$ (24,873.49)</u>	<u>\$ (1,126.00)</u>	<u>\$ 24,589.21</u>	<u>\$ -</u>	<u>\$ (284.28)</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>\$ (24,873.49)</u>	<u>\$ (1,126.00) *</u>	<u>\$ 24,589.21</u>	<u>\$ -</u>	<u>\$ (284.28)</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>\$ 14,118.13</u>	<u>\$ 37,865.62</u>	<u>\$ 24,589.21</u>	<u>\$ -</u>	<u>\$ 38,707.34</u>	<u>\$ 63,580.83</u>

FY21

CASH & INVESTMENT ACCOUNT BALANCES:

Updated:	Account	Balance	Approximate Rates
1/24/2022	HWCU Prime Share (Savings)	\$1,005.27	0.02%
1/24/2022	HWCU Checking	\$21,685.30	0.02%
1/24/2022	HWCU Premier Money Market	\$1,000.00	0.05%
1/24/2022	Utah Public Treasurers Investment Fund (PTIF)	\$15,016.77	0.53%
Total		\$38,707.34	

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