

North Tooele City Special Service District
Administrative Control Board Business Meeting Minutes
Thursday, February 24, 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 stated that the developer is proposing a new development for the property between St. Barnabas Church and Cottage Glen because they cannot secure water. The developer wants to propose something with a very low water use, he will let the Board know when he receives something official from them. He also said that the Planning Commission approved a CUP for a new wellhouse and tank by the railroads track off Barra Blvd.

Chair Hammer asked if Mr. Bolser has heard anything about the development that was proposed by Steve Evans. Mr. Bolser said that they have not heard anything from him since October when they presented to this board. Mr. Bolser had his staff check with them a few weeks ago and they were under the impression that everything was approved, but nothing has been approved yet. Mr. Bolser will have his staff check on them again in a few weeks.

Chair Hammer asked what the church's responsibility is with 2400 N? Mr. Bolser indicated that the only responsibility that the church has is their side of 400 W. The church has expressed interest in installing and helping maintain the roundabout. If GTM joined the District, they would help with the cost of the roundabout. The District would have about a quarter part of the roundabout and would have to help pay to maintain it. The roundabout would be the in the church's best interest to maintain because it leads to the temple. There are four developers involved but they have not figured out who is doing what. The four developers are the parent

company of Hallmark, GTM, the Church and the School District. Ms. Graf asked if there has been any discussion about the detention basin. Mr. Bolser said it has been sent to the private developers to figure it out. The City is maintaining it right now. There has been some discussion about moving the detention basin to the golf course.

3. City Councilmember's Report

Presented by Councilman Brady

Councilman Brady did not have anything to report.

4. 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 asked if anyone else had anything to add. Ms. Graf said that there were some people that posted to the Women of Overlake page about some trees that had pushed the sidewalks up. Ms. Graf was not sure if the City takes care of the damaged sidewalks or the District? Mr. Bolser stated that the City will fix damaged sidewalks at a 100% but if the homeowner will pay 50% the City would pay the other 50% and it would happen sooner. Mr. Bolser said that the homeowner would have to take care of whatever the impediment is that is causing the damage first. He indicated that people interested in this program can call the public works department. Ms. Call said that there are some day burners that have been left on. Chair Hammer sent Ms. Graf an email before the meeting about fourteen day burners. Ms. Graf will add them to the spreadsheet.

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. Mr. Brady said that the property taxes came in last month. Mr. Brady noted that landscape maintenance is about at half right now which is what it was at this time last year, which should be on budget. The District spent \$20,000 for water for the last fiscal year. The District has spent about \$17,000 this year and the area that they cover has doubled. He asked why it is so much lower this year? He said that there will be an excess this year. Mr. Springer said last year the water was turned on later in the year. Mr. Brady said that there might be some excess funds this year. Ms. Graf suggested using

the excess money to replace signs. Mr. Brady said they can watch the water for a year and see how much the District will spend. He said that the money could be used for general maintenance. Chair Hammer noted that the City took over paying for water on the west side of 400 W., but the District still maintains the east side of 400 W.

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 January secretarial services.
- Travis Brady in the amount of \$50.00 for February CPA services.
- Jensen Family Landscape in the amount of \$3,407.50, for the back flow valve and snow removal.

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

Mr. Springer said as soon as the ground thaws they can work on getting the fence fixed on 400 W, the materials have been ordered.

- 6. Informational purposes only: Approved vote adopted by the board at our November 18, 2021, Meeting. This needed to be tied to a resolution: RESOLUTION 2022-02 A Resolution of the Administrative Control Board of the North Tooele City Special Service District Adopting and Amended and Restated Administrative Polies and Procedures.**

Chair Hammer said that the board approved the policies and procedures in November. This ties the approval to a resolution.

- 7. Who on the board would like to review the twenty resumes that have been submitted for the NTCSSD Secretary and interview anywhere from 3-5 people? I would recommend a board of three.**

Amanda Graf, Katrina Call and Chair Hammer will be on the committee. They will look at the resumes and give a few suggestions to Chair Hammer.

8. Chair's Report

Presented by Jeff Hammer

Chair Hammer said that his items have already been discussed during the meeting.

9. Approval of Minutes from Meeting Held January 27, 2022

Mr. Winder moved to approve the minutes as presented for the meeting held January 27, 2022. Ms. Call seconded the motion. All members present voted “Aye.”

10. Adjourn

Mr. Hammer reminded the board that the next meeting will be held March 31, 2022, at 8:00 p.m.

Chair Hammer moved to adjourn the meeting. The meeting adjourned at 8:42 p.m.

Minutes approved this day of 31st day of March 2022

11/14	fence on 400 W and @ 2300 N	needs to be replaced													
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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:	\$ 124,146.13	\$ 114,365.00	\$ -	\$ -	\$ 124,146.13	\$ 76,500.55
Other: Fees	\$ 4,632.63	\$ 4,954.00			\$ 4,632.63	\$ 5,771.25
Dividends & Interest	\$ 53.58	\$ 200.00			\$ 53.58	\$ 184.29
Total Revenues	<u>\$ 128,832.34</u>	<u>\$ 119,519.00</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 128,832.34</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:	\$ 33,074.50	\$ 72,643.00			\$ 33,074.50	\$ 63,488.25
Legal, Professional, Clerical:	\$ 831.74	\$ 1,800.00			\$ 831.74	\$ 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	\$ 93.72	\$ 2,500.00			\$ 93.72	\$ 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>\$ 54,062.95</u>	<u>\$ 120,645.00</u>	<u>\$ -</u>	<u>\$ 24,589.21</u>	<u>\$ 54,062.95</u>	<u>\$ 90,498.15</u>
Excess (Deficiency) of Revenues over Expenditures	<u>\$ 74,769.39</u>	<u>\$ (1,126.00)</u>	<u>\$ 24,589.21</u>	<u>\$ -</u>	<u>\$ 99,358.60</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>\$ 74,769.39</u>	<u>\$ (1,126.00) *</u>	<u>\$ 24,589.21</u>	<u>\$ -</u>	<u>\$ 99,358.60</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>\$ 113,761.01</u>	<u>\$ 37,865.62</u>	<u>\$ 24,589.21</u>	<u>\$ -</u>	<u>\$ 138,350.22</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	\$19,081.25	0.02%
1/24/2022	HWCU Premier Money Market	\$43,241.95	0.05%
1/24/2022	Utah Public Treasurers Investment Fund (PTIF)	\$75,021.75	0.53%
Total		\$138,350.22	

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