

North Tooele City Special Service District
Administrative Control Board Business Meeting Minutes
Thursday, March 31, 2022
Conference Room 224, Tooele City Hall
90 North Main, Tooele, Utah

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

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 that they have had an influx in applications for new building permits, and subdivisions throughout the City and especially around the new temple site. They have development applications for six of the eight lots for the multi-family portion of the Lexington Green project. They have an additional application on the same project for a zoning map amendment, which does not change the zone, but it allows them to shift configuration. They are seeking a PUD, but the overall density will not change. The first subdivision around the temple has been started by Perry Homes, which is twenty-eight homes. There is some movement on some additional property on the District's boundaries, but no applications yet.

Ms. Graf, asked with the new apartments on Franks Drive if the road will be widened? Mr. Bolser said the road will be widened as the development develops. Mr. Bolser said that the City staff has been working with UDOT on the study work for a planned light at 600 West and 2000 N. which will require some widening. They are in the study stage right now, which will take a few months.

Chair Hammer asked where Perry Homes owns property? Mr. Bolser said that the Perry Homes property runs on the west side of 400 W, on the north side of Phase 1 of Lexington Greens to the north Tooele City boundary where the sewer ends.

Ms. Call asked who owns the field behind the nursing home? Mr. Bolser said that the School District owns it, that is where the new high school will be built. The back side of the hospital will be the south end of the high school site.

Chair Hammer asked about the developer on 2400 North. Mr. Bolser said that the NTCSSD will be notified of anything in pre-development.

Mr. Roth asked about the triangle piece of property? Mr. Bolser said that Berra Blvd. has a little jog in it, that crosses the triangle piece of property, which will be developed to Franks Drive. The triangle piece will be an apartment development.

3. City Councilmember's Report

Presented by Councilman Brady

Councilman Brady stated that the City Council passed a resolution to put the PAR tax back on the ballot, the City must pass the tax every ten years, it is 1/10 of 1%. The City is hoping it gets approved.

Councilman Brady stated that the Mayor is going to start doing Mondays with the Mayor. The meeting will take place the first Monday of each month. You can attend in person or watch the meeting on the City's Facebook page. The first meeting Mayor Winn will be talking about speeding and graffiti. The Council had a discussion about water and the City's long-term plan. The Council also talked about getting secondary water to the high water uses like the temple and the new high school.

Councilman Brady said that Tooele City is having a tree ceremony on Arbor Day which is April 29. The City is participating and planting some new trees at the Dow Jones building. He invited the District to participate. He noted that there are some trees missing on 2000 N and suggested that District could re-plant them as part of Arbor Day.

Chair Hammer asked if the Council has signed the changes to the District's Policies and Procedures. Councilman Brady will follow up with Mr. Baker, he said that he thought they had signed it.

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 said that Shilo Baker has updated the spreadsheet. Ms. Graf noted that there are some issues with some lights on the walkway, Shilo Baker said she will reach out to Black and McDonald. Ms.

Graf asked if the cage was installed at the water meter by the elementary school that people had been messing with. Mr. Jensen said that has not been installed but they will take care of it. Mr. Jensen stated that the stop and waste valve with the new connection from City and Hallmark is ready to go when the water is turned on. Ms. Graf said they also talked in the fall about the gophers eating the sprinkler lines on 400 W. and asked if that was taken care of. Mr. Jensen said that he will make sure the sprinkler lines are taken care of. Mr. Roth noted that there is a globe east of the elementary school that needs fixing. Chair Hammer also noted that there is a light globe on 2029 N and 170 W that needs to be fixed.

Mr. Jensen said they have been working on getting the fence fixed on 400 W. He also said that all the grass has been aerated. Ms. Graf asked if the weeds will be cleaned up on the north end of 2000 North. Mr. Jensen said that it will be cleaned up with the spring cleanup.

Chair Hammer asked Mr. Bolser how far east the Sunset Estates Phase 8 goes? Mr. Bolser said Phase 8 is done, the new phase being developed is Phase 9. Chair Hammer is not sure how far the District is responsible for fencing. The developer of Sunset Estates is asking the District to send an email to the public works director to let them know the warranty has been accepted, but Chair Hammer has not done that before. Mr. Bolser said that Phase 8 is ending warranty. Mr. Bolser noted that with the acceptance of public improvements, there are two sign offs; there is one to start warranty and one to end warranty. When the warranty ends the maintenance becomes the responsibility of the District and the City. Mr. Bolser said that unless there is some deficiency the District has noticed they could end the warranty on Phase 8. Mr. Bolser indicated that there should not be anything that the District needs to do. Mr. Bolser noted that Phase 8 ends with the first three houses east of the detention basin and then it goes to Phase 9. He said that Phase 9 is trying to go into warranty, but they are not ready yet, there are some issues that need to be taken care of first. Chair Hammer asked if the District is notified at the beginning of warranty and at the end of warranty. Mr. Bolser said that is how the process should work.

Ms. Graf said that she received an email from the HOA about the fence on the south side of 2000 North behind the townhomes. She asked if that is the District's responsibility? Mr. Jensen said that has always been maintained by the District.

Mr. Jensen reviewed the 2022 Contract Landscape Maintenance agreement with the NTCSSD. This bid includes all the new area acquired by the district on 400 W. The price is based on 315,000 sq ft. The total maintenance agreement is for \$58,464. The bid is based on 26 weeks of maintenance. The bid does not include, sprinkler repair, fence repair and snow removal. The flowers for 2022 will be \$6,715.50.

Ms. Graf moved to approve the 2022 estimate for Family Jensen Landscape in the amount of \$58,464 and for the flower estimate in the amount of \$6,715.50. Chair Hammer seconded the motion. All members present voted "Aye."

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 noted that the water is less this year and there the new area on 400 W has been added. The budget for water is \$72,000 as of June 30 and there is still \$39,000 left at this point.

Ms. Graf asked if the District could use the money on capital projects that was set aside for maintenance if it is not used. Mr. Brady said that he will investigate it. He will send an email to the board of his findings. Ms. Graf would like to use the extra money to paint light poles. Mr. Brady said that there is some money set aside for capital projects. They could use the extra money to plant trees.

Mr. Jensen said that part of the problem with the trees on 2000 N has been the water connection. The new water connection should help. He suggests waiting to make sure the new connection is working before they plant new trees. He suggested planting trees in the detention basin on 400 W. Mr. Jensen would be happy to help with getting trees for the basin for an Arbor Day project, if the District could get people to come help plant.

Mr. Brady recommends not changing anything on the budget for next year and waiting to see where they are with the water billings.

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 February secretarial services.
- Travis Brady in the amount of \$50.00 for March 2022 CPA services.
- Utah Local Government Trust liability insurance for the NTCSSD Board in the amount of \$629.13.

Chair Hammer asked Councilman Brady if the NTCSSD would be covered under the City's insurance, since they are appointed by the City? Councilman Brady said he would look into insurance for the NTCSSD Board.

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

6. Chair’s Report

Presented by Jeff Hammer

Chair Hammer asked the Board if they want to plant trees on April 29 for Arbor Day. Mr. Roth will look at the space and see how many trees might work, and he will finalize with the Board by email. Mr. Roth will get with Mr. Jensen.

Chair Hammer sent out an email with the link for the training in April. He asked the Board to please email the certificate to him when they have completed their training. This will mark the Boards attendance for April.

7. Approval of Minutes from Meeting Held February 24, 2022

Ms. Graf moved to approve the minutes as presented for the meeting held February 24, 2022. Mr. Roth seconded the motion. All members present voted “Aye.”

8. Adjourn

Mr. Hammer reminded the board that the next meeting will be held May 19, 2022, at 8:00 p.m.

Chair Hammer moved to adjourn the meeting. The meeting adjourned at 9:20 p.m.

Minutes approved this day of 19th day of May 2022