

North Tooele City Special Service District

Administrative Control Board Business Meeting Minutes

Wednesday, March 8, 2017

Conference Room 224, Tooele City Hall

90 North Main, Tooele, Utah

Board Members Present: Jeff Hammer, Erik Brondum, Mike Maloy, Jed Winder, and Andrew Wallentine

Board Members Excused: Maresa Manzione

Others Present: Michael Jensen, Jensen Family Landscape
Debbie Winn, Tooele City Council

Minutes prepared by Andrea Cahoon

The meeting was called to order by Chair Hammer at 8:22 P.M.

1. Open Forum for Public Comment

Mike Jensen stated that Tooele City put out a request for proposals for the maintenance at Parker's Park and one other Overlake park. He did submit a bid to continue doing the work. He suggested that if the District wanted to see the good park maintenance continue they should contact their representatives at the city and let them know their opinion.

Mr. Wallentine moved to close the open forum. Mr. Brondum seconded the motion. All members present voted, "Aye." The open forum closed at 8:25 p.m.

2. Approval of Minutes from the Meeting Held on February 8, 2017

Mr. Brondum moved to approve the minutes for the meeting held on February 8, 2017 as presented. Mr. Wallentine seconded the motion. All members present voted, "Aye."

3. City Council Report

Presented by Councilwoman Debbie Winn

Councilwoman Winn reported that Sunset Estates Phase 7 will be joining the service district when it is completed. She just wanted to make sure that they were aware of that so when it is time for the approval they will be ready.

Councilwoman Winn explained that the Mayor has put his assistant, Shilo Baker, in charge of coordinating street light repairs for Tooele City with Black and McDonald. She said the new system is working and the repairs are being made. Ms. Baker had spoken with Black and McDonald as she had ordered a light to be repaired in the Overlake subdivision and they

informed her that there was a conflict and that the Overlake area had several outstanding invoices. Mr. Maloy answered that the District had two invoices that had not been paid yet as they were verifying the completion of the repairs. Mr. Maloy told her that they had confirmed the work and the invoices would be presented for payment later in the meeting.

Councilwoman Winn reported that she has been reading the interlocal agreement to see how the street light repairs were supposed to be done. She knew that in the past that procedure had not worked and at one point Tooele City gave the district approval to go ahead and take care of the repairs themselves. She asked for their opinion about having the City take that responsibility back over now that there was a procedure in place that was working. The City and District would return to the procedure that was outlined in the interlocal agreement. She told the District board that they would notify Ms. Baker what repairs need to be made and she would coordinate the repairs with Black and McDonald, who would invoice the City for the repairs. The City would then in turn invoice the district for their portion of the repair. The District's portion should be the amount of the repair minus the amount the same repair would be on a Tooele City standard street light.

Mr. Wallentine explained that it was difficult to get work done because the District is not a very big entity. He felt having Tooele City taking care of it, they would get more response due to their size. He liked the idea of going back to doing it the way the interlocal agreement outlined.

Mr. Maloy felt it would free up time to move their attention to other projects and maintenance concerns. Mr. Brondum said the problem they ran into before was that the city had no standard sheet with costs for the types of poles and the differences. The City would send an invoice to the District with no information at all as to what was done, how much it cost, and what the district's portion was. He pointed out that the street signs are supposed to be taken care of the same way.

Mr. Maloy said if the city would have a supply on hand of parts and have clear standards as to what is used he was okay with going back to the process in the interlocal agreement. Mr. Brondum was concerned about how much the city is paying for their parts. They should not be paying retail prices. Ms. Winn suggested that once the standard is determined, Mr. Brondum should get a copy of the price list from the city for those parts. If the City is paying more than they should be, he can let them know and Tooele City can renegotiate the prices. She explained that Black and McDonald has a certain amount of time to get repairs done once they are notified of the repair.

Ms. Winn asked them to continue going through what they want the standards to be and then they can take their proposal to the city and work it out with them.

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

Presented by Mike Maloy

Mr. Maloy asked if they want to put the rest of the street light repairs on hold due to the information they received from Ms. Winn? The board determined that they would like the

repairs completed for the parts that they purchased last summer/fall from Mountain States Lighting. Mr. Maloy explained that two of the poles they had ordered for installation were the wrong length. They were in the process of getting the poles shortened so they could have them installed. He stated that they also have 5 bases that need to be installed, 2 complete assemblies, and five lens covers. He had asked Black & McDonald to install those parts, but they were hesitant to install the lens covers because half of the light would be new, and half would be the ugly old part. They recommended that the board replace both parts at the same time. After discussing it further, the board determined they want the new lens covered installed without the new bottoms.

Mr. Maloy said he spoke with Dave (Mike Jensen's electrician friend) about doing the electrical work for the broken bollards at the bridge. Mr. Maloy said he has an appointment with him for Friday morning to go through the bridge and roundabout. Mr. Jensen informed Mr. Maloy that Dave also has a bucket truck and he could do other repairs.

Mr. Maloy reported that he had found out that Black and McDonald had not been doing any additional repairs due to the two outstanding invoices. He had not been told that was what was holding up the work.

Mr. Maloy further reported that the new cantilevered brackets are going to be installed and they will see how they are. He noted that they had some island markers knocked down that need replaced on 2000 North. Intermountain Traffic Safety will be out the week of March 20th to do the repairs.

Ms. Winn stated that she is meeting with the mayor Thursday at 4pm and she will see if he wants them to go ahead and get going and hand over the list of repairs to Ms. Baker. She also said the City is changing over to LED lights and the board determined they would follow suit and change to LED as well. Tooele City is also using hallophane instead of Hadco. Ms. Winn said in her meeting with the Mayor she will ask who would be stocking the parts.

The board discussed the huge spaces between street lights along 400 West. They discussed that the original plan was that they were to have double hung lights in the medians, but the medians were removed, so the lights were removed as well and now they are too far apart. They determined that may need to be adjusted.

Mr. Wallentine said that at the last HOA meeting some residents discussed another couple of fence panels that are causing line of sight problems. They felt the district should remove the two fence panels across from the ones that were removed (west side on the south corner).

5. Treasurer's Report

Presented by Jed Winder

a. Approval of Invoices and Reimbursements

The following invoices were presented for payment:

- Andrea Cahoon in the amount of \$84.00 for secretarial services
- Local Government Trust for liability insurance in the amount of \$1,910.00
- Black and McDonald invoices in the amount of \$183.50 and \$1,191.56 for street light repairs. These were the two outstanding invoices discussed previously. The work was verified as complete by Mr. Maloy and the invoices were presented here.

Mr. Wallentine moved to pay the invoices as presented. Mr. Brondum seconded the motion. All members present voted, "Aye."

Mr. Winder reported that he was working on having Steve Dale and David Manzione removed from the District bank account. He informed Jeff Hammer that he should go in and sign a new signature card to get on the account. Mr. Winder stated he did not start a new card yet, but did send a letter requesting the removal of Mr. Dale and Mr. Manzione. As soon as those are removed they only have Erik Brondum and Jed Winder as signators on the account.

Mr. Brondum stated that the Google Docs account he had set up has all the district's documentation and agreements. It also has letterhead and logos for their use.

Mr. Winder reported that when he was reconciling the bank account he found a \$323.72 withdrawal from ACH Huntington Banks. It was an automatic withdrawal and he asked if anyone knew what that was. No one from the District knew anything about it. He stated he called Huntington Banks and was told he had to file a dispute on it which he will do.

Mr. Winder said he received a letter from John Drainey from the Utah State Division of Finance. It stated that they didn't like the district submitting their reports in Excel spreadsheets and asked that they switch to QuickBooks to submit the information. Mr. Winder explained that the District has been using a very old version of Quicken for their books and then having Dave Manzione create the Excel spreadsheet for use each year. He felt it was time to upgrade.

Mr. Wallentine moved to purchase a subscription to QuickBooks online for the District to use for their financial program. Mr. Brondum seconded the motion. All members present voted, "Aye."

b. Status of Budget/Expenses for Fiscal Year 2016

Mr. Winder provided a copy of the Combined Income Statement, Budgets, and Account Balances to the board members. A copy of this is included with these minutes as Exhibit A.

6. Chair's Report

Presented by Jeff Hammer

Chair Hammer stated for his report he only wanted to go over the standards which they will do in a later agenda item. Miss Winn asked that once the District had their standards determined that they send copies to Mayor Dunlavy, Jim Bolser, and herself so they can start reviewing them.

Debbie Winn was excused at 9:14 p.m.

7. Review of Maintenance Contract for 2017 Year --Jensen Landscape Service

Mike Jensen provided a copy of the landscape maintenance proposal to the District. A copy is included with these minutes as Exhibit B. He told the District that they should not accept the landscape system that Perry Homes has installed until they charge the system and prove it is in working order and none of the pipes froze over the winter. He also told them that the Sunset Estates improvements are still not acceptable to be taken over. He told the Board members that he did not increase the maintenance price this year and that the proposal had several breakdowns for areas that they may be taking over this year.

Mr. Jensen also quoted that their standard flower order would be the same in the amount of \$4,650 to do the flowers in the roundabout. He felt that the roundabout was looking tired and overgrown and they should consider updating it. The Board agreed that they would like something that looked cleaner and was easier to maintain. They directed Mr. Jensen to bring a proposal for the roundabout revamp that used grass, some boulders in the grass areas, keeping the trees, some annual flower beds, and replacing the edging with steel edging

Mr. Jensen asked the board if they wanted him to include upgraded sprinkler timers that could be ran from smart phone apps in the landscape standards that he was drawing up? He did warn them that it would require payment of monthly cell service fees for each timer/card that they wanted on the system. The board determined that they would want the upgraded clocks so that apps could be used later if they so choose.

Mr. Jensen said that the city accepted Sunset Estates Phase 6 improvements but then it was not maintained as it should be and there is now dead grass and trees. He felt that was not acceptable and that the district should refuse to maintain that property until it was turned over in proper condition.

Mr. Brondum moved to approve the landscape contract for all of the currently landscaped areas with the modification that the spring clean-up is \$1,292 for the same area maintained last year and with the intent that the district will be taking on all of the landscaped areas shortly which will change the pricing according to the proposal given. Mr. Wallentine seconded the motion. All members present voted, "Aye."

8. Review of NTCSSD Standards

a. Landscape Standards --Mike Jensen

Mr. Jensen distributed a copy of the standards that he had sent to Perry Homes for the landscape requirements. He mentioned that Perry Homes still needs to provide the as-built drawings and to show the district that the systems work properly and then maintain it for a year. The district will determine when that year starts after Perry provides those and shows that everything is done and still works properly.

He will update the standards to show that they require Rainbird clocks that are compatible with using an app. He will also add that there must be a minimum 4" of top soil installed under sod and in shrub beds there needs to be a minimum of 12" of top soil.

Mr. Jensen updated the board members that he had ordered two new logs for the bridge to replace the one that is gone and one on the west that is ruined too. He will get them next week. It cost \$250 for the two of them and as soon as he has them he will get them installed.

b. Street Sign Standards --Mike Maloy

Mr. Maloy said he spoke to ITS to ask for the street sign standards that they have for the district. He also had a binder with all the original specs that Drew Hall had provided when the District was first created. ITS will go through the district and update the standards when they come out on March 20th.

c. Street Light Standards --Erik Brondum

Mr. Brondum said he took the West Valley street light standards and then modified them a bit. He felt that they should require a 14-foot pole height (18-foot pole, so 4 feet buried under ground) as the standard light for new construction coming in except on Berra Boulevard as those lights are taller and have a solid cap. If a pole needed to be replaced they would match it to the height of the existing poles in the area. He stated he would get with Mountain States Lighting to obtain specs for each type of lights that they have in the district. He will also specify that they are to be Hadco lights as that is what the City is going to.

Chair Hammer asked what a realistic timeframe to get the standards completed and sent to Mr. Bolser, Mayor Dunlavy, and Councilwoman Winn? The board members determined that they wanted to have copies of the standards in googledocs within 3 weeks to be sent off to the City.

Chair Hammer will contact Maresa Manzione to see what training needs to be done next month and what it will require. Andrea Cahoon will talk to the City to see how to use the equipment in the conference room for that training.

9. Adjourn

Mr. Brondum moved to adjourn the meeting. The meeting adjourned at 10:14 p.m.