

North Tooele City Special Service District
Administrative Control Board Business Meeting Minutes
Wednesday, March 14, 2018
Conference Room 224, Tooele City Hall
90 North Main, Tooele, Utah

Board Members Present: Jeff Hammer, Erik Brondum, Jed Winder, Maresa Manzione, and Katrina Call

Board Members Excused: Travis Brady, Mike Maloy

Others Present: Melodie Gochis, Tooele City Council
Mike Jensen, Jensen Family Landscape

Minutes Prepared by Andrea Cahoon

The meeting was called to order by Chair Hammer at 8:03 p.m.

1. Open Forum for Public Comment

No one was present from the public to make comments.

2. Approval of Minutes from Meeting Held on February 21, 2018

Mr. Brondum moved to approve the minutes from the meeting held on February 21, 2018 as presented. Mr. Winder seconded the motion. All members present voted, "Aye."

3. City Council Report

Presented by Melody Gochis

Councilwoman Gochis reported that the City Council has been working to maintain transparency with the Tooele City residents with regards to the budget process.

Mr. Winder asked if anything had been figured out as to who must pay for the water used on the landscape amenities in Overlake? Ms. Cahoon stated that when she looked through the Policies and Procedures and the Interlocal Agreement they didn't appear to address who pays for the water. Mr. Winder said he had come to the same conclusion.

Ms. Gochis stated she did not receive an email from Mike Jensen about the public improvements that had been installed incorrectly. Mr. Brondum said that he checked on the location of the improvements and the RPZ valve was located right by a fire hydrant.

Ms. Gochis informed the board that she had asked Jim Bolser about the light inventory with Black and McDonald. She had asked Mr. Bolser to contact Erik Brondum. Mr. Brondum said their issue with the lights right now is that Black and McDonald is installing the wrong parts when they repair the lights. Ms. Gochis asked the board to follow up with Shilo Baker to get the repairs ordered.

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

Presented by Katrina Call

Ms. Call said she is happy to be the maintenance coordinator but has no direction or idea of what needs to be done. Mr. Maloy needs to get all of the contact information and paperwork to Katrina so she has it. Ms. Cahoon gave Ms. Call Mike Maloy's contact information, so she could get the information from him.

The board members brought up the following repairs that have been completed with the wrong parts:
2000 North has the wrong cap
Drysdale and Colavito has a completely wrong fixture.
1719 Cerroni the light has been out for several years

Mike Jensen arrived at 8:18 p.m.

Mr. Brondum reported that he looked at the public improvements that were done by Sunset Estates for their latest phase. He said that in the park strip there is a power meter box, fire hydrant, and the RPZ valve. He felt it wasn't ideal but didn't feel it was worth the fight to move it.

Mr. Jensen explained that the RPZ valve is located around 2300-2400 North, on 400 West on the east side of the road where the new Sunset Estates phase is. He said they put the power pedestal right next to the tree, and right next to the road, so there is a better chance that the infrastructure could be damaged. The plans show that it should have been somewhere else. The RPZ valve is in the wrong place, not where it was shown on the plans that were approved. The board discussed that it was ultimately up to the City staff to approve or to not approve the completed public improvements. The board determined they need to contact Paul Hansen to see what to do to address it with the City. The service district must maintain the infrastructure, so they have a say in making sure it was installed according to the plans.

Mike Jensen said the trees look good to him as they were installed, except the one by the power pedestal, which as it grows will block access to the power box.

Mr. Brondum said there are a lot of repairs that need to be done to the fence. Mike Jensen said they can get working on that when the temperature is warmer.

5. Treasurer's Report

Presented by Jed Winder

a. Approval of Invoices and Reimbursements

Mr. Winder presented the following invoices for payment:

- Andrea Cahoon in the amount of \$88.00 for secretarial services
- Jensen Family Landscape in the amount of \$412.50 for snow removal
- Tooele Transcript Bulletin in the amount of \$24.20 for publication of Resolution 2018-01
- Utah Local Government Trust for the annual liability insurance premium in the amount of \$1,842.85.

Mr. Brondum moved to approve the invoices as presented. Ms. Call seconded the motion. All members present voted, "Aye."

b. Status of Budget/Expenses for Fiscal Year 2018

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.

Mr. Winder said they had received a 2017 Census of Government survey. He gave it to Jeff Hammer to fill out and turn in.

6. Chair's Report

Presented by Jeff Hammer

Chair Hammer reported he was still waiting to hear from Mike Maloy about his resignation from the board. He thanked Katrina Call for agreeing to be the Maintenance Coordinator. He felt the board members should complete a new walk through inventory of the neighborhood in April.

7. Review of Maintenance Contract for 2018 Year — Jensen Landscape Service

Mr. Jensen said that Mayor Winn had asked him to provide an estimate of how much money it would take to complete the landscape installation on 400 West from 2000 North south to the end of the houses. He reported that the total area is 78,000 square feet. He informed the district that they are already maintaining 160,000 square feet of landscaping. His bid included sod, sprinklers, and 90 trees. He said the amount could increase depending on where the water source is and what it will take to tie into that source. The amount he came up with \$200,000-\$225,000 based on an amount of \$2.50 per square foot. That would include the area being cleared, cleaned up, top soil installed, and the sprinklers, sod, and 90 trees. He stated he would install 2 wire clocks so that could be added onto later.

He will send the information to Debbie Winn

Mr. Jensen said the net increase for the landscape contract is \$575.00 for the entire year. He did increase the general labor cost to \$35 per hour and left the snow removal amount the same. He presented a separate proposal for flowers in the amount of \$6,525.00. This price included cleaning out the flower beds well, putting Roundup on it, and then adding new Nutrimulch and planting the flowers.

The proposals did not include anything for the bridge. He said he would go down to the bridge and see how much bark it needs, and they will use the salvaged cobble (from the roundabout) and refabric the area to keep the weeds down. He stated he would bring that price to the next meeting. He further stated that the proposal did not include material and labor costs for the fence repairs that need to be done. He proposed that they do time and material for fence repairs. He said he will have to go to Lehi to get the materials to repair the fence. He figured there may be some sprinkler valves and RPZs that will need to be replaced as it is an aging system now.

Mr. Winder moved to approve the landscape contract with Jensen family landscape as presented including the summer flower proposal in Exhibit C. Mr. Brondum seconded the motion. All members present voted, "Aye."

Chair Hammer will contact Paul Hansen about the RPZ valve location. Mr. Jensen is going to send the 400 West landscape estimate to the mayor and cc councilwoman Gochis.

8. Adjourn.

Mr. Brondum moved to adjourn the meeting. The meeting adjourned at 8:54 p.m.