

North Tooele City Special Service District

Administrative Control Board Business Meeting Minutes

Wednesday, September 13, 2017

Conference Room 224, Tooele City Hall

90 North Main, Tooele, Utah

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

Board Members Excused: Mike Maloy

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 8:15 P.M.

1. Open Forum for Public Comment

No one from the public was present to address the board. Mr. Hammer closed the open forum at 8:16 p.m.

2. Approval of Minutes from the Meeting Held on August 9, 2017

Ms. Manzione moved to approve the minutes from the meeting held on August 9, 2017, as presented. Mr. Brondum seconded the motion. All members present voted, "Aye."

3. City Council Report

Presented by Councilwoman Debbie Winn

Councilwoman Winn reported that she met with Mayor Dunlavy two weeks ago and asked for an update on the email list of questions she had sent over to him. Here is the information on those questions:

Street Sign Repair bid: The staff did review the bid and sent a response to Mike Maloy. The City staff felt that for the repair of 6 street signs, the amount of \$4,362.00 was high. Paul Hansen asked if they could repair the street signs instead of replacing them?

Jed Winder arrived at 8:18 p.m.

Mr. Hansen did state that if the District wanted to cover the full cost, they could go ahead and authorize the replacements, but if they wanted city participation, the City wanted the district to do more checking and get new bids in place. Mr. Maloy had not replied to Paul's response yet. The board determined they would check with Mike Maloy to see if they needed to get new bids.

Mr. Brondum thought many of the signs could be salvaged instead of replaced, but that they needed to be cemented into the ground. Ms. Winn said that she could send them the pictures of the damaged signs and what the repair bids were for those. Mr. Brondum mentioned that the city standard sign is probably only about \$150 per sign including the sign and the labor to install it. The Overlake signs are much more expensive.

Obtain a List of repairs done on the street lights in Overlake and what portion the district would be paying for:

Shilo Baker did send out a list of the lights that had been repaired within the District boundaries. At this point, the district did not need to pay anything for the repairs. She said some had been addressed and they required pole or head lamp replacements but those could not be ordered until the District determined exactly what lights they wanted as their standard. Ms. Winn explained that Black and McDonald installed three different street lights on 70 West so that the city and district could see what they look like installed. The City wanted the district board to drive past those and choose what they wanted to be the standard street light. The City standard is black with a lantern top and there are two other options provided there for them to choose from. Chair Hammer asked the board members to go look at them and then email their preference to him. Black and McDonald will be removing those after the decision is made.

Has the city accepted the Perry Homes street lights that were installed?

The mayor has not responded to this question yet.

What is going to be the final landscaping on the east side of 400 West?

The mayor has not responded to this question yet.

Ms. Winn said she will be meeting again with the Mayor on September 14 and would ask those questions again.

Mr. Winder showed the board a "Courtesy Notice" that they received from Tooele City because the weeds are too high on 400 West. They provided a copy to Debbie Winn and she said she would be addressing the issue with the City Council.

Councilwoman Winn asked what contact information the district board wanted to provide on the City's website page for the NTCSSD. She asked the members to send Andrea what contact information they wanted listed there. She said that Shilo Baker's phone number would be listed for inquiries on the website.

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

Presented by Mike Maloy

Mr. Maloy was not present to make his report. He had emailed the board members and asked them to give him a copy of their completed street light inventory. Ms. Manzione and Ms. Call said that there are several lights that are surrounded by overgrown trees so they don't emit light as they should. The city will trim a tree back if it is blocking a stop sign, but the district may

have to take care of it if a tree is blocking the light. Ms. Call and Ms. Manzione said they would email pictures of the affected lights to Mike Maloy.

Mike Jensen said that the bridge looks great and they are still working on getting the base replaced. He reported that he met with Marvin Bigler of Perry Homes about approving the landscaping that had been completed. Mr. Jensen said it looks good, but there is one sink hole that needs to be repaired. He verified the as-built drawings that were provided to him and said they were lacking in detail. The board directed him to contact Mr. Bigler and let him know that the Board met and approved the landscaping on the condition that the sink hole is repaired. He was also directed to let him know that for future reference there needs to be better as-built drawings provided to the district before they will accept the landscaping. Mr. Jensen said he will email Marvin and cc Paul Hansen when he sends that. Chair Hammer said he would email the approval letter to the city with the one exception that the district requested. Mr. Bigler asked Mr. Jensen why this part of the development was not members of the NTCSSD.

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 \$80.00 for secretarial services
- Jensen Family Landscape in the amount of \$4,059.00 for maintenance, fertilizer, and sprinkler repair.
 - Reimbursement to Jed Winder for upgrading the district's version of Quicken in the amount of \$45.00
 - Transcript Bulletin charges for something with internet legal notices being published.

Ms. Manzione moved to pay the invoices as presented except the Transcript Bulletin invoice until they determine what that is for. Mr. Brondum seconded the motion. All members present voted, "Aye."

b. Status of Budget/Expenses for Fiscal Year 2017

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 he has been working with the State Auditor's office and now he must submit a detailed quarterly report with line items listed out. He reported that the District is up to date as of now on the transparency report.

6. Chair's Report

Presented by Jeff Hammer

Mr. Hammer said he had nothing new to report but he wanted to welcome Travis Brady and Katrina Call as new board members. He asked the board members to get their street light inventory sent to Mike Maloy by Friday, September 15.

7. Adjourn

Mr. Brondum moved to adjourn the meeting. The meeting adjourned at 9:10 p.m.