

North Tooele City Special Service District

Administrative Control Board Business Meeting Minutes

Wednesday, February 21, 2018

Conference Room 224, Tooele City Hall

90 North Main, Tooele, Utah

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

Board Members Excused: Katrina Call, Mike Maloy

Others Present: Debbie Winn, Tooele City Mayor
Melodie Gochis, Tooele City Council

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 January 10, 2018

Ms. Manzione moved to approve the minutes from the meeting held on January 10, 2018 as presented. Mr. Brondum seconded the motion. All members present voted, "Aye."

3. Mayor Winn to Discuss Landscaping on 400 West

Mayor Winn invited the board members to attend a town hall meeting February 28, 2018, at City Hall to discuss the budget and then public comment will be taken on what the citizens want priorities to be in the city. She explained that the City needs to do something different with the budget. There are no other options other than to reduce spending or increase taxes.

Mayor Winn informed the board that they will probably have to raise taxes to collect enough to take care of the amenities of the district. She further told them that there is not a budget line item anywhere to complete the landscaping along 400 West. It will have to be part of a budget request to be done on the district's behalf. Mike Jensen said he would provide Mayor Winn with a general estimate of what it will cost to install the landscaping along 400 West from 2000 North to the last house in the subdivision to the south. She said she will see what they can do to get it done but can't promise anything as the City has many needs that they have not been able to find funding for at this time.

Mayor Winn told the District that the weeds along 400 West will need to be taken care of during the summer by the District.

Mayor Winn further explained that an audit was completed a couple of years ago within the City. The City Parks Department is supposed to pay for the water used on the City Parks to the water department. She noted that the water had not been taken care of in the district. She explained that the service

district does have 11 water meters that they should be responsible for, and 2 other meters that exist but are not in use. They are for the landscape, park strip, and the roundabout. Maresa Manzione said she believed that in the bylaws that the city is required to cover the water cost. Two water meters are in the name of Perry Homes. Ms. Manzione stated that one is for their HOA to water the trees and Perry Homes is responsible for the payment of the water used there. Ms. Manzione thought that the agreements between Tooele City and the District made it so the district did not pay for the water they use. That was the city's responsibility. It was determined that there needed to be a review of the interlocal agreement and the district's policies and procedures to see what they say about water.

Councilwoman Gochis requested that copies of the bylaws and interlocal agreements be sent to her. Mayor Winn said if it is determined that the district needs to pay for their own water, Chair Hammer would have to go in and put the accounts under the service district's name. That applies only if they are responsible for paying for it. Mayor Winn gave the Chairman a packet of information about the water meters and historical use for them to use for budgeting purposes if it is determined that the district must pay for the water.

Mayor Winn reminded the district that March 1 is the deadline to set a public hearing to adopt the final budget. The district will be holding that hearing on the final budget on June 13, 2018, at 8:00 p.m.. Mayor Winn said that she did some research and found that Tooele City had not raised taxes in 36 years.

Erik Brondum thanked Mayor Winn for coming and talking to them about the budgeting issues. Chair Hammer thanked her for the transparency and being forthcoming about the challenges they are facing. He noted that they had never had a Mayor attend one of their meetings before.

4. City Council Report

Presented by Melody Gochis

Ms. Gochis invited everyone to the town hall meeting next Wednesday at 7:30pm that Mayor Winn had invited them to.

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

Presented by Katrina Call

Ms. Call was not present to make a report. Ms. Manzione stated that there are tons of day burner lights right now in the district. She also said the city installed a new globe on 2000 North that is the wrong type and many of the newly installed light poles were wrong. It was determined that the board members should email those repairs to Katrina Call, so she can compile a list and forward them to Shiloh Baker.

It was also noted that the light installed at Colavito was not the district standard and the contractor did not replace the sample lights that they had installed on 170 West either.

Mr. Jensen reported that he had his crew clean up the roundabout and pick up garbage. He stated that he had not forgotten about the sod that needs replaced, but the weather isn't right to do that yet. He stated that when it warmed up there were a lot of fence repairs that needed to be taken care of as well, but with freezing temperatures the vinyl will break if they try to do those repairs yet.

Mr. Jensen told the district that he had noticed as he was driving along 400 West that the homes on the east side of the road seem to be dumping grass clippings, rocks, and other debris over their back fences. He wondered if there was a way that they can notify the homeowners that is not acceptable and give them a date (such as April 30) to clean up the areas behind their fences. He felt that if they did not comply by then, they should be given fines. Mr. Brondum pointed out that it is difficult to prove that it is the homeowners who are doing the illegal dumping on the city property. Ms. Gochis reminded the board members about the bulk waste pick up service that the city offers and thought they may be able to get the homeowners to clean up the areas and bag up for pick up.

Mr. Jensen will bring a new proposal for the landscape maintenance to the next meeting.

The board asked Ms. Gochis to ask the mayor why the service district is responsible to take care of the weeds along 400 West when the district does not own that property (it is Tooele City's) and there has been no landscaping installed and turned over for the district for maintenance? She asked them to send her an email detailing the request and she would address it.

Mr. Jensen reported that the brand-new landscape at the north end of 400 West has not been installed according to the approved plans. The timer and RPZ valves were installed in the park strip close to the street where they can be easily damaged and that is not where they were supposed to be installed. Mr. Jensen did not want the city to approve the section until the items were in the right place. Ms. Manzione felt that the city public works department should be responsible to make sure that the landscaping had been installed as per the accepted plans.

Ms. Gochis asked Mr. Jensen to send her an email explaining the situation, so she can take it to the Public Works Department. Mr. Jensen explained that he wanted the RPZ where it was on the plans, but he could understand the clock needing to be in a different location if there were issues with the distance to the power source.

6. 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 \$80.00 for secretarial services
- Jensen Family Landscape in the amount of \$1,578.75 for landscape maintenance
- Received their first bill from Tooele City for 2 light repairs. One is for a light on 194 W. 1430 North and the other is at 90 W. 2000 North (Ms. Manzione stated that was the one that was repaired with the wrong globe.) The amount was \$456.00. Other repairs were listed as well but there were not charges for the others.

Mr. Brondum said that the City is paying way too much for the light fixtures.

Ms. Manzione moved to approve the invoices to Andrea Cahoon and Jensen Family Landscape. Mr. Brady seconded the motion. All members present voted, "Aye."

b. Status of Budget/Expenses for Fiscal Year 2018

Mr. Winder reported that the district did receive the bulk of their tax revenues this past month.

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. Brondum felt they were okay to pay the Tooele City bill, but the City did install the wrong globe and that needed to be addressed with them. **Mr. Brondum moved to pay the Tooele City bill.** Ms. Manzione seconded the motion. All members present voted, "Aye." Mr. Winder stated he would hold the check for Tooele City until he heard back from Erik Brondum about the globe that was installed incorrectly.

7. Chair's Report

Presented by Jeff Hammer

Chair Hammer reported that he spoke to Mike Maloy who has taken a new job with Herriman City and Mr. Maloy indicated he would be resigning from the board. Chair Hammer felt that they needed to get someone to do the Maintenance Coordinator job as Katrina Call does not want to do it. He reminded the board members that their next meeting will be held on March 14th at 8p.m.

8. Adjourn.

Mr. Brondum moved to adjourn the meeting. Ms. Manzione seconded the motion. The meeting adjourned at 9:09 p.m.