

North Tooele City Special Service District
Administrative Control Board Business Meeting Minutes
Thursday, March 14, 2019
Conference Room 224, Tooele City Hall
90 North Main, Tooele, Utah

Board Members Present: Jeff Hammer, Travis Brady, Jed Winder, and Katrina Call

Board Member Excused: Maresa Manzione

Others Present: Melodi Gochis, Tooele City Council
Mike Jensen, Jensen Family Landscaping

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

Melanie Hammer, a resident of Overlake and member of the Service District, and former board member of the service district, expressed her concern about a gate installed by the homeowner at 2021 N 220 West. It is a pass-through type gate (this is a separate gate from the RV gate which the city disallowed years earlier). Chair Hammer and she had discussed this gate with Roger Baker and had differing opinions about the legality of it.

Ms. Hammer felt that the board should not approve Amanda Graff to serve on the District's board as she does not hold the same vision for the neighborhood as what the board has tried to maintain to keep the neighborhood looking nice. Amanda Graff is the homeowner who just installed the walking gate. Ms. Hammer felt that a bunch of gates along the fence was not the look they wanted for the neighborhood. She stated that the District has spent a lot of money to keep the fence in repair. She felt that the precedent was set that the district maintains the fence and gates would complicate the maintenance.

Mike Jensen said the he was not as concerned with a gate for someone to walk through, but very concerned about someone driving over the district's landscaping, so there could not be RV/drive through gates. He further stated that this gate was wide enough that it has compromised the integrity of the fence.

Ms. Call said it sounds like they need to set fence requirements and say no gates at all. Mr. Brady read in the district's policies and procedures in 8.03e that the service district is required to maintain the fences and features of the 30 foot right of way.

Chair Hammer said when he spoke with Roger Baker, Roger was of the opinion that the city does not own the fence and they can't dictate what homeowner's do with the fence, but the district must maintain it. Mr. Baker said if it was a big gate the homeowner could drive through, that would not be allowed. Melodi Gochis suggested that they talk to Jim Bolser to amend the District's Policies and Procedures and tell them no gates. She said they may also want to have Roger Baker clarify his stance based on what the District's Policies and Procedures say. Mr. Brady asked if someone installs a gate, does that make the service district responsible to maintain the gate since it is part of the fence?

Chair Hammer will email Roger Baker and let him know that they had discussed the issue as a board and that they would like this clarified in the Policies and Procedures. He will explain to him that they have no control over how the gates would be installed and it can affect the integrity of the fence. They also wish to maintain the look and aesthetics of the District and keep people from driving on the landscaping. They want to maintain the fence as it was accepted from the developer when the development was approved.

2. Approval of Minutes from Meeting Held on February 21, 2019

Mr. Brady moved to approve the minutes from the meeting held on February 21, 2019 as presented. Chair Hammer seconded the motion. All members present voted, "Aye."

3. City Council Report

Presented by Melodi Gochis

Councilwoman Gochis commented that she felt there was a good representation of the people in Overlake at the public hearing for the rezone request that was being considered. The council did commission a new traffic study that they had not received back yet. The rezone was denied. The developer is going to go ahead and develop the 33 acres of R1-7 single family homes. Mr. Winder asked when the City would approach the developer about joining the district?

Ms. Gochis shared what Steve Evans, the employee over Tooele City Public Works, wrote in an email after listening to resident's concerns in the public hearing. He listened to the people in the meeting and noticed that many were complaining about low water pressure. He decided to check on the water pressure in the area and found that there was a PRV that was set too low. He reported that they are adjusting the PRV up to a normal setting and that should increase water pressure in the subdivision. He stated that Well 8 was offline for a while and the PRV was set down, but it was never restored to the proper level when Well 8 came back on. It has now been set back up to where it should be.

Mr. Winder reported that he met with the water department and they reversed the finance charges and minimum charges on the district's accounts. The water is now completely off until they tell the City to turn it back on.

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

Presented by Katrina Call

Ms. Call reported that Shilo Baker had emailed her, and she is preparing the work order to have the bridge lights removed. There was a miscommunication about it previously, so the work wasn't ordered. Ms. Call reported that there are several day burners (street lights) that need to be reported. She asked Ms. Baker how the sidewalk levelling was going. She told her that Mark Busico went out and shaved some of the concrete edges to get rid of trip hazards. Mike Jensen said he has not had any of his crew fly off of the 4-wheelers while they shoveled snow so it must be better than it was. Mr. Jensen suggested that they have the city evaluate the sidewalks from a liability perspective so they can take the appropriate actions to remove the trip hazards.

5. Treasurer's Report

Presented by Travis Brady and Jed Winder

a. Approval of Invoices and Reimbursements

Mr. Winder presented the following invoices for payment:

- Andrea Cahoon in the amount of \$72.00 for secretarial services
- Jensen Family Landscape in the amount of \$1,662.50 for snow removal and leaf clean up.
- Utah Local Government's Trust liability insurance for the district in the amount of \$2,000.00

Mr. Brady moved to approve payment of the invoices as presented. Chair Hammer seconded the motion. All members present voted, "Aye."

b. Status of Budget/Expenses for Fiscal Year 2018

Mr. Brady had 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 A.

Mr. Brady did the transparency report and got it turned in. Mr. Winder asked him to verify that it was accepted as they still have not received any checks. Mr. Winder will not mail the insurance check until he transfers some money to cover it. Mr. Winder suggested that Mr. Brady contact Mike Jensen at Tooele County to see why the funds are still being withheld.

6. Resolution 2019-02 A Resolution of the North Tooele City Special Service District Administrative Control Board Adopting Landscape Requirements for Developments Desiring to Join the Service District

Presented by Jeff Hammer

Chair Hammer spoke with Roger Baker about doing the resolution and Mr. Baker felt a formal resolution was not needed. They just need to give Paul Hansen the list of landscape requirements and make sure the City is okay with it. Paul Hansen took the lighting standards and has them available at the city when developers come in. The same has to happen with the landscape standards. Mr. Hammer will meet with Jim Bolser and Paul Hansen to make sure the landscape standards are acceptable to the city.

7. Chair's Report

Presented by Jeff Hammer

Chair Hammer reported that the next meeting is the training meeting that will be held on April 11 at 8pm.

Mr. Jensen presented a new landscape maintenance proposal to the board. The contract increased from \$22,795.00 (in 2018) to \$23,370.00 for 2019 for maintenance of the current landscaping. He indicated there had not been any new landscape areas turned over to them yet, but the amount of the bid would change proportionate to the amount of landscape that is added when new areas are approved. A Copy of this proposal is included with these minutes as Exhibit B.

A flower proposal for planting annuals for the year had a 2.5% price increase included. A copy of this proposal is included with these minutes as Exhibit C.

8. Adjourn

Mr. Brady moved to adjourn the meeting. The meeting adjourned at 9:08 p.m.