

North Tooele City Special Service District
Administrative Control Board Business Meeting Minutes
Wednesday, May 9, 2018
Conference Room 224, Tooele City Hall
90 North Main, Tooele, Utah

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

Board Members Excused: Erik Brondum, Mike Maloy

Others Present: Mike Jensen, Jensen Family Landscaping

Minutes Prepared by Andrea Cahoon

The meeting was called to order by Chair Hammer at 8:04 p.m.

1. Open Forum for Public Comment

No one was present from the public to make comments.

2. Member of Howard Schmidt development team from Providence at Overlake Subdivision. — NTCSSD board talking about benefits of joining the. North Tooele City Special Service District

Jordan Taylor and Brett Lovell were present representing Howard Schmidt. Mr. Taylor informed the board that they were in attendance to petition the NTCSSD to allow them to annex in their Providence at Overlake subdivision. They have two phases, the first being four lots that will be along 400 West, and the second phase being 22 lots. They wanted to join the district instead of having to create an HOA to maintain the landscape along 400 West. They presented the board with a petition and resolution to allow them to do that.

The board asked Mr. Taylor and Mr. Lovell if they were familiar with the upgraded sign and street light standards that would be required if the NTCSSD annexed them in and they stated that they were aware of those requirements. They stated they also wanted to have the same guidelines for the subdivision as the existing HOA currently has.

The petitioners stated they did not want to be part of an HOA as people don't like HOAs at all. They felt the NTCSSD would be a better way to help them maintain the landscaping being required by Tooele City. Mr. Lovell said they will put CC&Rs in place for the subdivision.

Mr. Taylor stated that Rachelle Custer had copies of the petition and other paperwork that they had provided to the district. Mr. Lovell said the landscape architect would communicate directly with Mike Jensen, so they can get the stuff all submitted and done properly. The board discussed a buffer zone between the edge of the sidewalk to the fence and they explained that the district wanted it wide enough that it can be mowed easily. Mr. Lovell said they are excited to put in the upgraded features of the neighborhood. He felt adding the additional 22 lots to the district would provide funding to cover the expenses incurred by the additional landscaping that must be maintained.

Ms. Manzione moved to approve the annexation of Phases 1 and 2 of the Providence at Overlake subdivision into the NTCSSD. She stated they would work out the details with the landscape architect and Mr. Mike Jensen. Mr. Winder seconded the motion. All members present voted, "Aye."

Mr. Lovell and Mr. Taylor stated that the city has only approved the preliminary plat for the four lots at this time. That is where they will build the model homes. The final plat will be approved shortly. The total development planned at this time is for 26 lots.

Chair Hammer will let Melodi Gochis know that the district has approved annexing them into the District. Chair Hammer will let Howard Schmidt know when the document is notarized.

3. Approval of Minutes from Meeting Held on March 14, 2018

Mr. Winder moved to approve the minutes from the meeting held on March 14, 2018 as presented. Ms. Manzione seconded the motion. All members present voted, "Aye."

4. City Council Report

Presented by Melody Gochis

Councilwoman Gochis was not present to make her report.

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

Presented by Katrina Call

Ms. Call reported that if you see anything that needs to be repaired, Shilo Baker wants to know right away so we need to send the info to her. Ms. Call said she asked Ms. Baker about some of the light fixtures having yellow lights and others having LED (bluish) lights. Ms. Baker informed them that the city is not going to change both when one goes out. If the district wants them to match, they will have to take care of that and pay for it. She asked Ms. Baker about the cap on the one light fixture, and she said the city would take care of that. She informed them that on the double light street pole that has one of each type, they would need \$1,616.05 authorized to pay to fix it (replace it).

Mr. Jensen said that the city needs to have someone go put the water meter in the service district's name.

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 \$128.00 for secretarial services
- Jensen Family Landscape in the amount of \$6,085.70 for sprinkler and fence repairs and \$3,880.00 for landscape maintenance

Ms. Manzione moved to approve the invoices as presented. Mr. Brady 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.

7. Chair's Report

Presented by Jeff Hammer

The board determined that they should have Roger Baker review the petition and resolution for annexation before they sign and return it to Mr. Schmidt.

8. Resolution 2018-02. A Resolution of the North Tooele City Special Service District Administrative Control Board Adopting the Tentative Budget for Fiscal Year 2019 and Establishing the Time and Place of a Public Hearing to Consider Adoption of Final Budget

Ms. Manzione moved to change the meeting and public hearing from June 13, 2018 to June 6, 2018 since there would not be a quorum present on June 13th. Ms. Call seconded the motion. All members present voted, "Aye." The budget hearing will be held at that meeting.

The board decided to add a new budget line for water in the amount of \$13,000 for next year's budget. The Board discussed raising taxes a small amount each year rather than waiting and doing a large tax increase all at once. They thought a 10% increase would be appropriate. They are not sure how much the water bill will be as they have never had that before, and then if there will be increased maintenance areas, they felt they needed more funds to meet their budget. \$41,565.00 will be the tax amount they plan to collect. A truth in taxation hearing will have to be held in August.

The board determined that they wanted to meet with the mayor about the water fees the City wants to start charging them. When the district was created, all of the Overlake subdivision was supposed to be irrigated with secondary water. The secondary water system does not work, and water will be expensive. Members of the board noted that the City maintains the old part of downtown that has grass...they water and do lawn maintenance. The district was always intended to be watered with irrigation water...never city water.

It was determined that Jeff Hammer and Maresa Manzione will make an appointment to meet with Mayor Winn about the water issue.

Ms. Manzione moved to approve Resolution 2018-02 with the date change for the budget hearing.

Mr. Brady seconded the motion. All members present voted, "Aye."

9. Adjourn.

Ms. Manzione moved to adjourn the meeting. Ms. Call seconded the motion. The meeting adjourned at 8:54 p.m.