

North Tooele City Special Service District
Administrative Control Board Business Meeting Minutes
Wednesday, June 6, 2018
Conference Room 224, Tooele City Hall
90 North Main, Tooele, Utah

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

Board Members Excused: Mike Maloy

Others Present: Mike Jensen, Jensen Family Landscaping

Minutes Prepared by Andrea Cahoon

The meeting was called to order by Chair Hammer at 8:02 p.m.

1. Open Forum for Public Comment

No one was present from the public to make any comments.

2. Approval of Minutes from Meeting Held on May 9, 2018

Ms. Manzione moved to approve the minutes from the meeting held on May 9, 2018 as presented.

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

Jed Winder arrived at 8:04 p.m.

3. City Council Report

Presented by Melody Gochis

Ms. Gochis was still in the City Council meeting being held in the Council Chambers and was not present to make her report.

Katrina Call arrived at 8:10 p.m.

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

Presented by Katrina Call

a. Bollard Light Review: continue to maintain or not

Shilo Baker from Tooele City had contacted the board about the bollard lights located at the cut through by Parker's Park, at the frisbee park, and at the bridge. She informed them that the light fixture used in those areas had been discontinued and asked for direction as to if the district would rather have them completely removed from the properties or replace them with a different type as needed. She pointed out to them that they were always getting broken due to their location and design and that the city preferred they be removed

completely. She further informed them that if the board wanted to keep them there, they would be responsible for paying all costs.

The board felt the frisbee parks and the bridge did not need them as there were street lights in the area, but they wanted to keep them at the cut through as there was no other lighting there. The board did not want to pay extra for solar lights as there is already power at the location of the current lights, but they did want to choose a sturdier (vandal resistant) standard to be installed—one without acrylic lenses.

Erik Brondum will do some research to find a kind that will be more durable and then Katrina Call will send the information to Shilo Baker.

Ms. Manzione moved to have the City remove the lights at the frisbee parks and the bridge, and to replace the ones at the cut through with non-solar ones that are more durable. Mr. Brondum will research that and bring a new light fixture option to the board for approval. Mr. Brady seconded the motion. All members present voted, “Aye.”

Katrina reported that she spoke to Robynn Feldmann about the district standard parts she had. Robynn said that they were fixture heads. Mr. Brondum said that if they are not LED fixture heads the district does not want them. He suggested that Ms. Feldmann check to see if Black and McDonald may want them.

Ms. Manzione reported that there is a day burner light at Clemens and 2000 North.

b. Homeowner stated tree on 2000 North overgrown. Residence at 1982 Clemens Way

A homeowner at 1982 Clemens Way had contacted the Board about an overgrown bush in the District maintained park strip. She wanted the bush cut back, so it wasn't hanging over her fence. Ms. Manzione noted that there were several purple bushes in that area that were overgrown. The board authorized Mike Jensen to go ahead and get the bushes trimmed back there. Mr. Jensen said he could have the trimming done by the end of June and they could let the homeowner know that. Mr. Jensen also mentioned that the board may have to get a mason to come do some work on the bridge once the light fixtures are removed.

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 \$128.00 for secretarial services
- Jensen Family Landscape in the amount of \$3,265.00 for landscape maintenance
- Jensen Family Landscape in the amount of \$6,525.00 for 100 flats of flowers and new mulch in the flower beds

- Tooele City for street light repairs/replacements (\$228.28 for each of 2 repairs). The addresses listed for the pole locations were 1865 N. 100 West and 1570 N. 160 West. The board members could not read the invoices clearly and asked for clarifications on the addresses. The board didn't have a problem paying it but needed to know where they really were repaired.
- The District received its first Tooele City water invoices that were separated by meter. The total amount for all the invoices was \$522.66. It appeared that the invoices were for set up fees and the invoices included the storm drain fees, street light fees, and a request for deposits for each meter. The board stated they were not paying a deposit for each water meter as the district IS the city, so they should not be paying the deposits or the storm water impact fees and street light fees.
 - Ms. Manzione stated she met with Mayor Winn to discuss a variety of district issues with her, one issue of which was about the water. She stated that she personally did not have a problem paying for the water for the district but as a representative of the Overlake residents, she didn't feel right about it. The city had made the residents join the district against their wishes. The district was supposed to have secondary water so there was never to be a water charge that the district would be responsible for. The City failed to complete the secondary water system as they were supposed to, and that is the City's problem, not the district's. She asked the mayor to find a compromise for them. Mayor Winn stated she would talk to Roger Baker to see what they could do.
 - The Board told Jed Winder not to pay the invoice yet, but to let Casey in the water department know that they were waiting to hear what the Mayor and Roger Baker said. The board's position was that they should not be paying any fees and set up costs, the account should be set up like the Parks Department, not like a residence, if the district ends up having to pay anything at all.
- Clyde Snow Sessions and Swenson for Brent Rose in the amount of \$210.00. The board was not happy about this invoice as the only information the attorney provided them was that he could not represent them in that question because he was working for the city.

Mr. Brondum moved to approve the invoices as presented except the Tooele City water bill. Ms. Manzione 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 distributed the proposed budget as well. A copy of this is included with these minutes as Exhibit B.

6. Chair's Report

Presented by Jeff Hammer

Chair Hammer asked Ms. Manzione to tell the board members about the meeting she had with Mayor Winn. Ms. Manzione reported that she talked to the Mayor about the notice about the weeds along 400 West that the district received, and the weeds were mowed by the city along 400 West after her conversation. She also discussed with the mayor that Tooele City received money in the lawsuit to do

the landscaping along 400 West and it should not be put on the district to install the landscaping there. Mayor Winn said she was checking into using Road C funds to install the landscaping, but it probably couldn't all be done at once. It would probably have to be completed in phases. Mayor Winn asked for a formal bid for the landscaping to be installed. Mr. Jensen said when he received the request for the bid, he sent it to the Mayor. She responded to his message that she would meet with the finance director to see where they may be able to get funds to get working on the landscaping. Mr. Jensen indicated that the bid did NOT include amounts for changing to a 2" water line, the water meters, and boring under the concrete and asphalt. He did give her the square footage amount, trees, etc.

Mr. Jensen said he received a phone call from Brian Roth and they discussed the landscape requirements that they had sent to Mr. Schmidt. He met Mr. Roth at 400 West and showed him exactly what they wanted and explained why.

Mayor Winn stopped in quick after the City Council meeting was over and reported to the Board that the east side of 400 West is owned by the city, and that the city is responsible to put the landscaping in. She has verified that they can use Road C Funds to do it. The estimate that Mike Jensen had given her was about \$225,000 (without tunneling under roads, water meters, water line, etc.)

The service district Board instructed Chair Hammer to contact the developer and explain what their requirements are, and why, but that they would compromise and only make him do a 15 foot right of way and concrete under the fence. (five-foot park strip, five-foot sidewalk, and five feet from sidewalk to fence.) The reasons for their requirements are so it is easier to maintain especially with snow removal, and so it looks more like the existing sections. Chair Hammer will call and talk to them Thursday. The board discussed that the retention (or detention) pond would belong to the city and the district would not be responsible for taking care of that.

7. PUBLIC HEARING for Consideration of Tentative Budget for Fiscal Year 2018-2019

Mr. Winder updated the budget from last month's budget discussion. \$39,800 was the original budget amount, and they determined they needed a 10% tax increase so was increased to \$42,400.00. \$7,000 was put in to pay for culinary water for landscape maintenance in case they end up having to pay for that.

The public hearing was opened at 8:59 p.m. for the tentative budget revisions.

No one came forward to address the issue.

The public hearing was closed at 9:00 p.m.

8. Resolution 2018-03. 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 approve Resolution 2018-03 a resolution of the North Tooele City Special Service District Administrative Control Board adopting the revised tentative budget for fiscal year 2019 and establishing the time and place of a public hearing to consider adoption of final budget. Mr. Brondum seconded the motion. All members present voted, "Aye."

9. Adjourn.

Mr. Brondum moved to adjourn the meeting. Ms. Manzione seconded the motion. The meeting adjourned at 9:40 p.m.