

# North Tooele City Special Service District

Administrative Control Board Business Meeting Minutes

Wednesday, August 9, 2017

Conference Room 224, Tooele City Hall

90 North Main, Tooele, Utah

**Board Members Present:** Jeff Hammer, Maresa Manzione, Jed Winder, Mike Maloy, and Katrina Call

**Board Members Absent:** Erik Brondum

**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 was present from the public to comment. Mr. Hammer closed the open forum at 8:16 p.m.

## **2. Approval of Minutes from the Meeting Held on June 14, 2017**

**Ms. Manzione moved to approve the minutes from the meeting held on June 14, 2017, as presented.** Mr. Winder seconded the motion. All members present voted, "Aye."

## **3. City Council Report**

Presented by Councilwoman Debbie Winn

Councilwoman Winn reported that she had nothing to share from the City Council. She commented that she would like to see Tooele City make some improvements to the City's website by dedicating a page to the NTCSSD so the residents know who serves on the board and what they do. She did have a resident who contacted her about some flooding in his yard and the city could not provide the correct information to the resident about who to call. The resident finally found Debbie Winn's contact info and was able to get ahold of her. She helped him get the problem reported and it was taken care of.

Chair Hammer asked where the council was on the 400 West landscape project and if there were any proposed plans? She suggested that he follow up with Brian Roth at the parks department.

Councilwoman Winn said she would send an e-mail to Brian Roth, Paul Hansen, and the mayor with the following questions for the district:

1. Are there any final plans for the landscaping on 400 West? If so, is there any funding available for that project?
2. Is there any update on approval of the street signs and bid from Intermountain Traffic Safety? Ryan Curry is the contact for that company. The board would just like approval to order the street signs to be replaced.
3. The District would like to receive a list of all street light repairs that have been completed within the Service District since the city took over those repairs. Will there be an invoice sent for the district's portion?
4. There is a concern that the street lights along 400 West (on the west side) that were installed by Perry Homes, are not working. Has the city accepted this area as complete and released the bond?

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

Presented by Mike Maloy

Mr. Maloy said that he spoke with Mike Jensen about what the Board can do to step up their regular maintenance issues. Mr. Maloy voiced his concern that the district has adopted one standard for light fixtures and he wondered how strictly the City will adhere to that standard when lights are repaired and replaced.

The board discussed that there are many lights that are out on 2000 North that need to be repaired. Mr. Maloy informed the board that he had spoken with ITS and wondered if the district had told them not to complete any of the repair list? Councilwoman Winn will be asking the City about the approval (See question 2 in her report). Mr. Maloy was told that for City standards of the repairs it would cost about \$1,500, but repairs made to the district standard will be \$4,800.

Mike Maloy wondered if they should get a tree company back to work on the trees again? Mike Jensen said there are some of the trees that they can take care of. Ms. Manzione stated she saw that the trees had grown up into the power lines again.

The board directed Mike Maloy to contact the company they used last time to retrim trees away from the power lines and see if they could come in and do the work again. Mr. Maloy and Mr. Jensen discussed that there was a frisbee park that had no water on for some time. Mr. Maloy wondered if it would need to be reseeded or sodded? Mr. Jensen said he would check into it and recommend what needed to be done. He suggested that October would be a better month to reseed or sod if they needed to.

Mr. Jensen reported that the sprinklers installed by Russ Tolbert need a timing clock on them. It is difficult to get the sprinklers running in sequence so the areas are properly watered and have enough pressure. He will get a bid to put one in. He informed the board that there is no power

for it and they need to figure out how to get the power to it. He will see if there is a reliable solar unit they could use to provide power.

Mr. Maloy said he would be more proactive about letting Mike Jensen know what problems there are in the area that need to be addressed. Ms. Manzione reported that there is another broken pole and globe and it may all need to be replaced. Mr. Jensen reported that a pillar was struck by a vehicle on the bridge and he is not sure what it will take to fix it. He said he would check into it. He also said he would call his electrician, Dave, to see about getting the lights on the bridge fixed.

The board discussed that there were enough problems in the neighborhood that they should take their maps and walk the neighborhood to complete an inventory on the repairs that remain so they can be taken care of. Mr. Maloy will send the maps out to each member with their assigned area. He asked that the inventories be completed before the next meeting.

Mr. Jensen introduced Christian Springer who will be more directly involved in the District maintenance as he will soon live in Overlake.

## **5. Treasurer's Report**

Presented by Jed Winder

Mr. Winder told the board members that the annual service district convention will be held in November and he has the information if anyone was interested in attending. He informed them that there was also an evaluation form that needs to be completed and sent to the state.

### **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 \$5,136.00 for maintenance, fertilizer, sprinkler and electrical repair.
- David Manzione for an outside audit and the creation of the new spreadsheet for the new fiscal year in the amount of \$150.00
- Tooele Transcript Bulletin for publication of the budget hearing notice in the amount of \$14.30.

**Mr. Maloy moved to pay the invoices as presented.** Ms. Call 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 reported that Mr. Manzione did give him a couple of suggestions as to what they need to do with their future budget. He did indicate that once they begin maintaining 400 West they will have to raise taxes or cut expenses. Ms. Manzione said that the subdivision is getting older and they need the reserves to make repairs when they are required.

Chair Hammer asked Mr. Winder what software would be most beneficial for the district's books? Mr. Winder said he updated their copy of Quicken and will continue to use it. He just paid for it and will bring the invoice for reimbursement at the next meeting. The district is now using Quicken 2017 and the district has 3 licenses. He has it on his home computer for district use. He thought he would make a back up thumb drive so the records are stored somewhere else as well.

## **6. Chair's Report**

Presented by Jeff Hammer

Mike Jensen said that Perry Homes contacted him today and said they have had 400 West for a year and they want the district to take it over. Mr. Jensen will set up an inspection with them. Mike Maloy said that the street lights are not working along there and should be in working order before they are accepted by the City. Ms. Winn is going to ask about the status of those lights and if the bond has been released yet. Mr. Hammer asked if they wanted cobra head street lights. Mr. Maloy said there are some poles off of 2200 North (that are not the proper scale for that location) that could be swapped that would look better there. The board determined they did want the cobra head lights on 400 West and they should look at swapping them.

## **7. Board Vacancy**

Maresa Manzione brought a letter from Travis Brady who is interested in serving on the district board. **Mr. Hammer moved to recommend Travis Brady to fill the vacancy on the service district board.** The motion was seconded and all voted aye to recommend him. Mr. Hammer said he will forward their recommendation and the letter to Roger Baker so the council can approve him. Ms. Winn said she would put the resolution on the agenda for the next City Council meeting.

Ms. Winn found that Tooele City does have a web page for the North Tooele City Special Service District. She said she would see if they can put a repair request form and contact information for the board members on the page.

## **8. Adjourn**

**Ms. Manzione moved to adjourn the meeting.** The meeting adjourned at 9:10 p.m.