

North Tooele City Special Service District
Administrative Control Board Business Meeting Minutes
Wednesday, November 14, 2018
Conference Room 224, Tooele City Hall
90 North Main, Tooele, Utah

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

Board Member Absent: Mike Maloy

Others Present: Mike Jensen, Jensen Family Landscaping

Minutes Prepared by Andrea Cahoon

The meeting was called to order by Chair Hammer at 8:01 p.m.

1. Open Forum for Public Comment

No one was present to make any comments.

2. Approval of Minutes from Meeting Held on October 10, 2018

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

3. City Council Report

Presented by Melody Gochis

Councilwoman Gochis was still at the Planning Commission meeting and was not present to make her report.

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

Presented by Katrina Call

Mr. Jensen reported that he was concerned about the landscape going in the new subdivision area. He was trying to make sure that the developer knows that the District will not accept the improvements to maintain them until they meet the specifications that they require.

Mr. Brondum stated that the two bollards that he had at his home have been delivered to City Hall and are in the basement.

Ms. Manzione said Tooele City still has not removed the lights on the bridge like they were supposed to.

5. Treasurer's Report

a. Approval of Invoices and Reimbursements

Mr. Winder presented the following invoices for payment:

- Andrea Cahoon in the amount of \$96.00 for secretarial services
- Jensen Family Landscape in the amount of \$4,265.00 for landscape maintenance.
- Tooele City Water Bills in the amount of \$1,178.75
- Tooele City for street light repairs in the amount of \$436.97 (fixture behind 1502 N. Clemente), and \$520.98 (fixture by 1557 N. Dean)

Mr. Brondum moved to approve the invoices as presented. 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 stated he still needs to do the transparency report for the State Auditor.

Mr. Winder said that Tooele County reissued new checks to the district to replace the bounced checks they received. The county also sent them a reimbursement check in the amount of \$60 to pay for the returned check fees that the board incurred due to the bounced checks.

Mr. Brady asked if there should be expenditures on the water line item for the water bills being paid to Tooele City now. Mr. Winder responded, "Yes, there should be." Mr. Winder is going to go back and look and see where those bills were put and will move them over.

6. Board Stipend Review

Jeff Hammer: 10 meetings attended and served as Chair; \$550
Erik Brondum: 8 meetings attended; \$200
Jed Winder: 10 meetings attended and served as Treasurer; \$550
Maresa Manzione: 10 meetings attended; \$250
Michael Maloy: No meetings attended; \$0
Katrina Call: 7 meetings attended and served as Maintenance Coordinator; \$475
Travis Brady: 7 meetings attended; \$175

Mr. Brondum moved to approve the stipends as presented. Mr. Brady seconded the motion. All members present voted, "Aye."

7. Set Meeting Dates for Calendar Year 2019. Election of Board members to positions

Katrina Call arrived at 8:39 p.m.

The Board determined they would meet on Thursdays at 8:00 p.m. next year. The following dates were chosen for the meetings:

January 10, 2019	February 21, 2019	March 14, 2019
April 11, 2019 (Training)	May 2, 2019	June 20, 2019

July—No meeting
October 10, 2019

August 8, 2019
November 14, 2019

September 12, 2019
December—No Meeting

The board is hoping to get two more board members appointed so they determined that they would do the officer elections in January.

Ms. Cahoon will prepare the resolution to adopt the meeting schedule and present it at the January meeting.

8. Chair's Report

Presented by Jeff Hammer

Chair Hammer reported that he will contact Mike Maloy to see if he would be able to serve on the board next year. Erik Brondum has moved out of the district and as such has resigned his position on the board. The board will need one new member appointed next year, maybe two.

Chair Hammer thanked Mike Jensen for getting the trees trimmed.

9. Adjourn

Mr. Brondum moved to adjourn the meeting. The meeting adjourned at 8:43 p.m.