

# **Stansbury Service Agency Board of Directors Business Meeting**

---

APRIL 3<sup>RD</sup>, 2024

# Agenda

## **Order of Business**

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Sheriff Report
5. Fire Chief Report
6. Public Comment

## **Staff Updates and Reports**

1. General Manager Updates

## **Action Items**

1. 2024.04.01 A
  - a. Board Review and Possible Approval of February 21<sup>st</sup>, 2024, Business Meeting Minutes
2. 2024.04.02 A
  - a. Board Review and Possible Approval of March 6<sup>th</sup>, 2024, Public Hearing Minutes
3. 2024.04.03 A
  - a. Board Review and Possible Approval of March 6<sup>th</sup>, 2024, Special Meeting Minutes
4. 2024.04.04 A
  - a. Board Review and Possible Approval of March 13<sup>th</sup>, 2024, Business Meeting Minutes
5. 2024.04.05 A
  - a. Presentation to add Roth IRA to options for employee retirement programs.
  - b. Public Comment
  - c. Discussion and Possible Approval to add Roth IRA to options for employee retirement programs.
6. 2024.04.06 A
  - a. Presentation of Food Truck Contract
  - b. Public Comment
  - c. Discussion and Possible Approval of Food Truck Contract
7. 2024.04.07 A
  - a. Presentation of Volunteer Forms
  - b. Public Comment
  - c. Discussion and Possible Approval of Volunteer Forms
8. 2024.04.08 A
  - a. Board Review and Possible Approval of March warrants, financial statements, and journal entries.

## **Board Member Reports and Discussion Items**

**Closed Session**, as needed, to discuss (a) character, competence, or health of an individual, (b) pending or reasonably imminent litigation, and/or (c) the lease, acquisition, or sale of real property.

## **Adjourn**

# Public Comment

---

# GM Updates

---

# Personnel Status

---

| <b>If we were to be fully staff, we would need</b> |               |  |                |                |
|--|---------------|--|----------------|----------------|
| Proshop  | 3FT w/Benefit |  |                | 13 PT Seasonal |
| Greens   | 6FT w/Benefit |  | 5 FT Seasonal  | 3 PT Seasonal  |
| Recreation   | 9FT w/Benefit |  | 15 FT Seasonal |                |

| <b>With our current budget, we can have</b> |                |     |              |               |              |
|---|----------------|-----|--------------|---------------|--------------|
| Proshop                                     | 2 FT w/Benefit | 1FT |              | 11PT Seasonal | 2 Volunteers |
| greens                                      | 2 FT w/Benefit | 1FT | 3FT Seasonal | 5 PT Seasonal |              |
| Recreation                                  | 3FT w/Benefit  | 2FT | 6FT Seasonal |               |              |

| <b>Right now</b> |                |     |              |               |              |
|------------------|----------------|-----|--------------|---------------|--------------|
| Proshop          | 2 FT w/Benefit | 1FT |              | 6PT Seasonal  | 2 Volunteers |
| greens           | 2FT w/Benefit  | 1FT | 1FT Seasonal | 3 PT Seasonal |              |
| Recreation       | 3FT w/Benefit  | 2FT | 3FT Seasonal |               |              |

# Volunteer Initiatives

---

- Adopt a Greenbelt
- Stansbury Park Volunteer Navy
- Stansbury Days
- Lake Cleanup Day
  - April 27th

# Tooele County Spring Cleanup

3RD  
ANNUAL

TOOELE  
COUNTY

# SPRING CLEANUP

We would love your support  
Businesses... Churches... Organizations... Municipalities... Families...



## Roads & Trails

Monday April 22nd - May  
18th

Join us in keeping our roads and trails clean! Register at the Road Department (555 W. 900 S., Tooele). Specify the locations you intend to clean. You will receive a Landfill Punch Pass, valid for 3 visits.

The punch pass is solely for cleaning roads and trails.

## Neighborhood & Personal

Saturday May 11th & Saturday May  
18th

Tooele County Landfill offers a special two-day event for local households! Present a driver's license with a local address to drop off one load free of charge during this period. In the absence of proof of a local address, regular fees apply. Take advantage of this opportunity and keep our community clean.

### Secure your loads!

Items not accepted:

Paint, Thinner, Oil, Antifreeze, Trailers, RV's, Campers, Mobile Homes, Boats, Railroad Ties, Batteries, and other hazardous waste. For any questions regarding the landfill, please reach out to Katie Forbes at (435) 843-4776

For more information on Roads and Trails, please reach out to Coral Vaclavik at 435-843-3204

# Major Projects Update

---

- Sound Wall Trail
  - Meeting with UDOT to Understand Issues with Widening – 10 April
- Millpond Park
  - Waiting on Engineering Design to Resubmit to County
  - Bid Package for Bathroom Being Vetted by Planning Committee
- Shoreline Improvements
  - Grant submitted to County for Additional Funding
  - Waiting on Cost Est from Vendors for Install/Construction of Docks
  - Amount Required for Docks Allow for Decision on Shoreline Work
- Sagewood Trails



# Sagewood Gardens





# Playground Equipment

---

- Most of the Equipment 20-30 years old
  - Never been inspected
  - Repair Problematic
- Potential source for inexpensive equipment – Kyle
  - Requires Volunteer Effort to install

# Pool Update

---

- Electrical Bid
- 15 April – 30 April Start Up and Prep
  - County Approval
  - Lifeguard Training
- Registration Open 1 May

# Sports League Update

---

- Leagues Signed up for Use of Parks
  - Elite Soccer
  - SPYBA
  - Flag Football
  - Comp Baseball
- Stallions Football (Fall) Deciding
- Sports Council

# Meeting with County

---

- 27 March
- Kendall Thomas felt we should be included in Council of Governments
- Tooele County Trails Committee
  - 4 April 2024
- County Planning Office
  - Review of Sagewood Properties
  - Discussion about property on the East side of Wildhorse Properties
  - Impact Fee Payments

# Grants

---

- RAISE - \$2.2M – DOT
- County Toursim - \$15K
- County Recreation - \$35K
- County Recreation (Cemetery) - \$5K
- UORG (Existing) - \$116K

# Financial Highlights

---

## Annual Audit – Completed by designated auditor

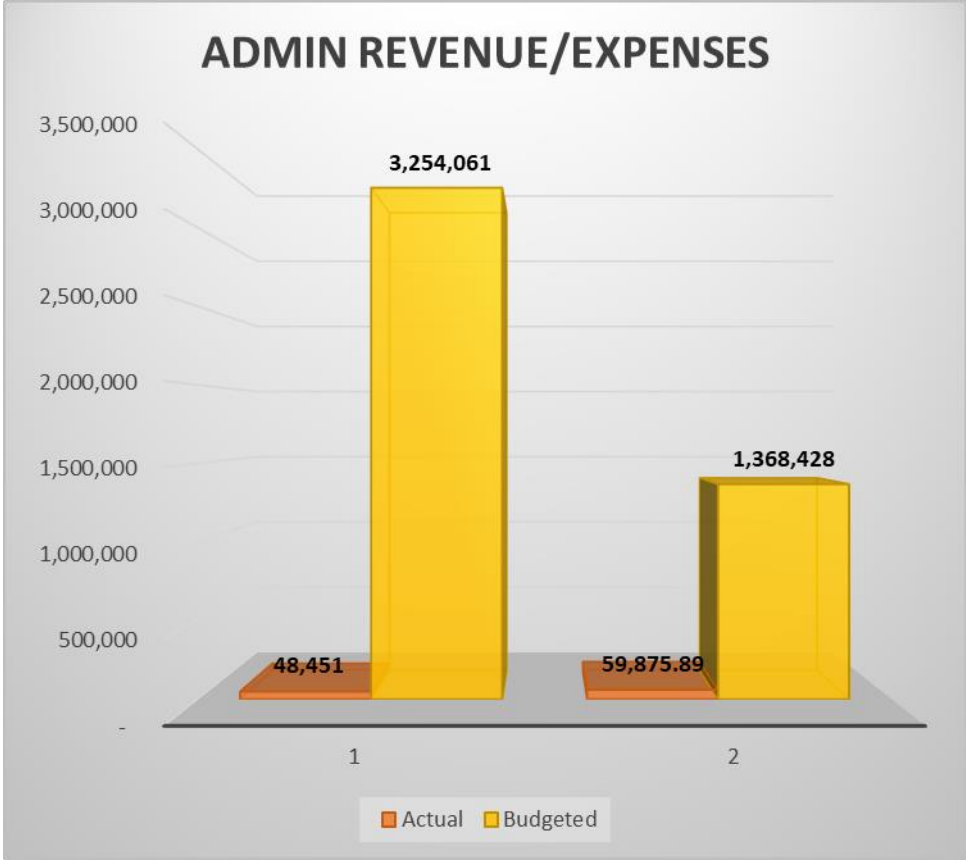
- No Major Findings
- Golf Course Cash Accounts

## Major Golf Course Purchases

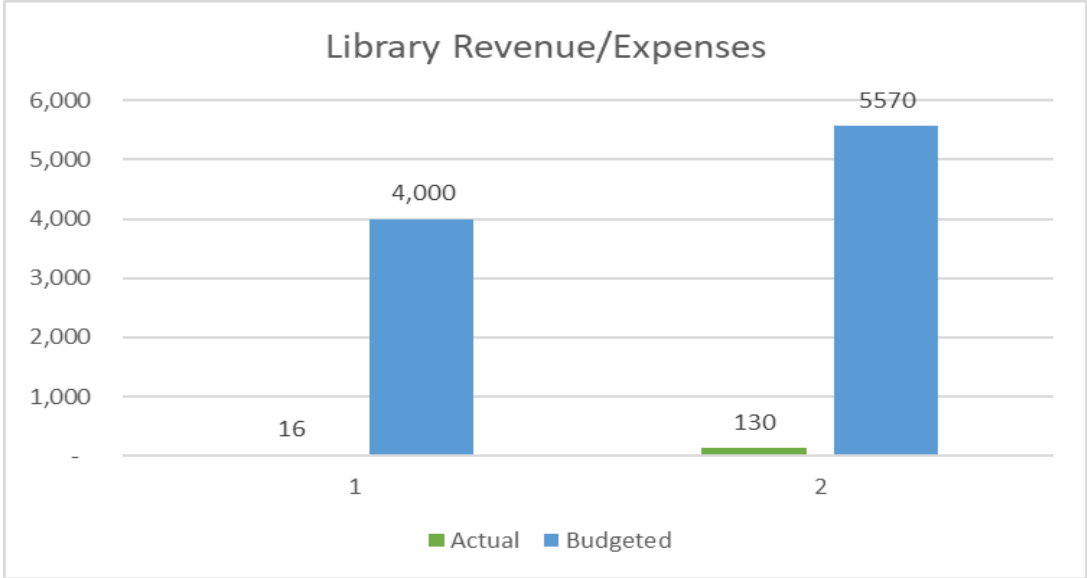
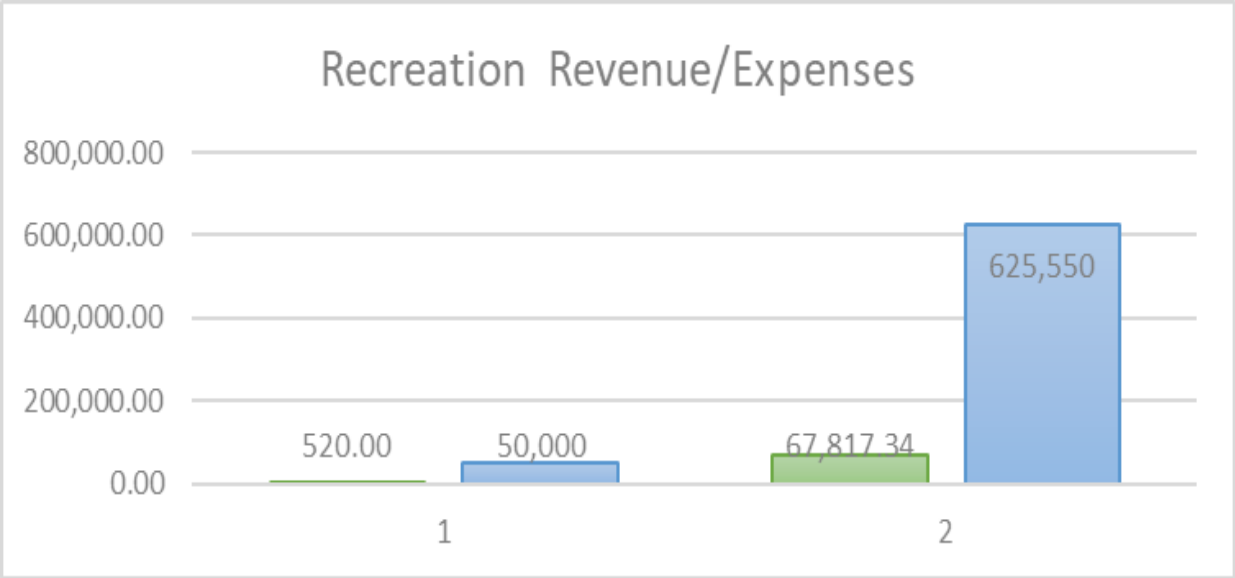
- Large Sprayer – Delivery in 30-40 days
- Small Sprayer – On order/looking at a used sprayer to save costs
- Triplex Mowers – Not in budget but notified they will ship in 30-40 days
  - Moving to smaller/Diesel mowers – Saves \$5K a mower
  - Looking at lease vs purchase – minimized cost this year



# Finance Report

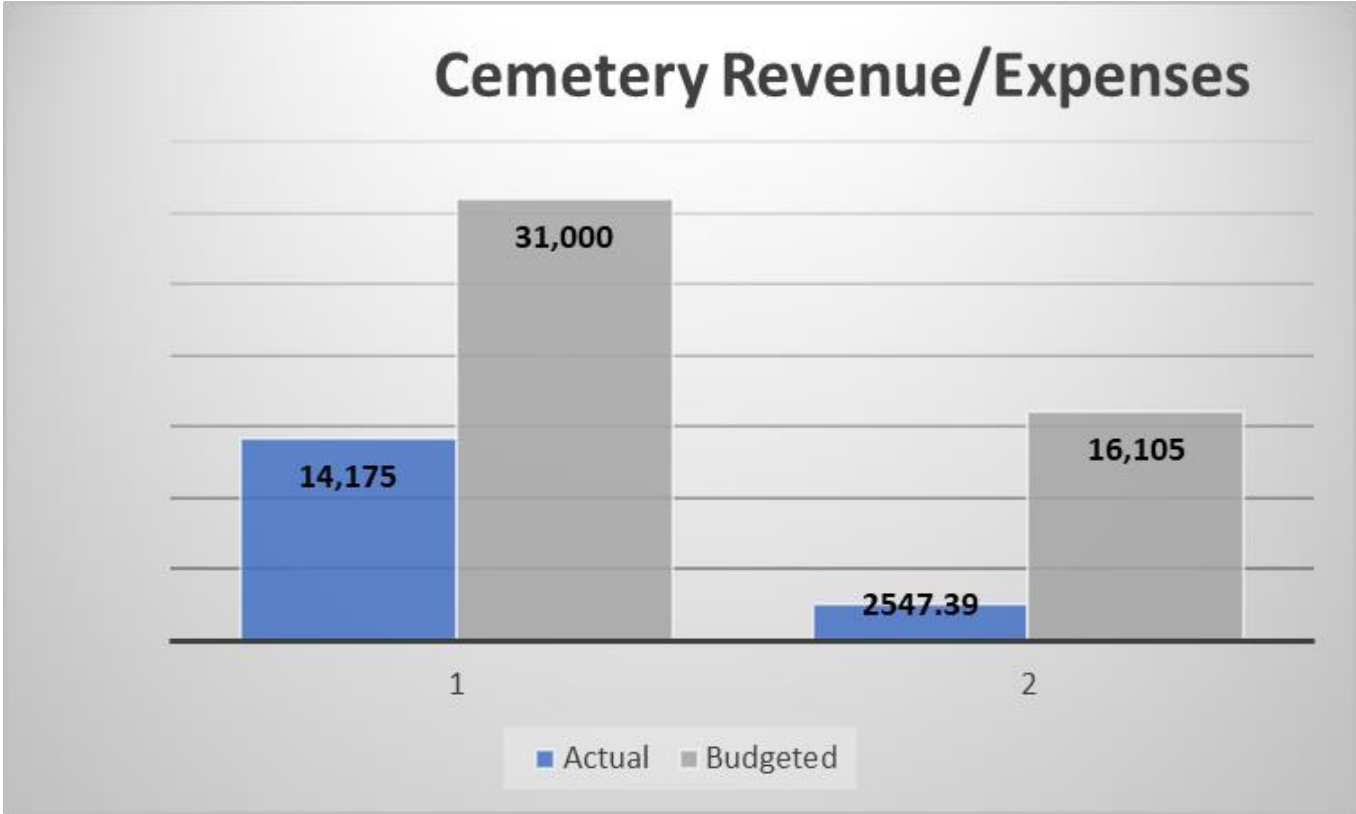


# Finance Report



# Finance Report

---



# Fee Schedule Changes

---

- **Golf Course**

- Change 20 round punch card
  - Price Calculated on 2 free 9 hole rounds
  - Made 18 Hole rounds more expensive than daily purchase
- Add Range Balls
- Added Pavilion Rental

- **Sports Fields**

- Add \$5 an hour for unaccounted for fields.

# Funds Available

## 2023 Year End

### Operations

### IMPACT

Checking (Zions Bank)

\$19,751.38 Checking (Zions)

\$32,916.03

Checking (Chartway)

\$1,087.11 PTIF

\$993,811.32

Savings (Chartway)

\$5.00

PTIF

\$1,213,643.00

**TOTAL**

**\$1,234,486.49**

**\$1,026,727.35**

**TOTAL**

**\$2,261,213.84**

**As of 31 Mar 2024**

### Operations

### IMPACT

Checking (Zions Bank)

\$94,549.59 Checking (Zions)

\$8,274.21

Checking (Chartway)

\$1,087.11 PTIF

\$1,103,056.24

Savings (Chartway)

\$5.00

PTIF

\$1,090,826.59

**TOTAL**

**\$1,186,468.29**

**\$1,111,330.45**

**TOTAL**

**\$2,297,798.74**

# 1<sup>st</sup> Quarter Golf Course Revenue Summary

---

| YEAR | GROSS REVENUE |              |              |              |  | TOT          |
|------|---------------|--------------|--------------|--------------|--|--------------|
|      | Q1            | Q2           | Q3           | Q4           |  |              |
| 2024 | \$133,454.00  |              |              |              |  | \$133,454.00 |
| 2023 | \$36,031.57   | \$265,507.89 | \$245,059.26 | \$115,083.31 |  | \$661,682.03 |
| 2022 | \$155,570.72  | \$274,065.75 | \$257,133.67 | \$62,645.55  |  | \$749,415.69 |
| 2021 | \$138,671.90  | \$286,186.08 | \$279,885.31 | \$130,102.15 |  | \$834,845.44 |
| 2020 | \$46,046.68   | \$299,406.90 | \$288,322.01 | \$140,654.20 |  | \$774,429.79 |

# Approval of Minutes

---

# Adding Roth IRA to options for employee retirement programs.

---

- Roth IRA has been added to the URS package of benefits
- Not Currently in our benefit package
- There are employees interested in this option
- No additional cost to agency – merely an additional option for employees
- Need board approval to add to the package.



# Food Truck Contract

---

- Agency is assuming control of food trucks from the Food Truck League
- Brings revenue to us instead of Food Truck League
- Using the same formula they used (10% of sales)
- The Contract we will use is attached to package.

# Volunteer Forms

---

- Two Different Forms
  - One for General Volunteers
  - One if equipment use is required

Approval of March warrants,  
financial statements, and journal  
entries.

---

**Closed Session**, as needed, to discuss (a) character, competence, or health of an individual, (b) pending or reasonably imminent litigation, and/or (c) the lease, acquisition, or sale of real property

---

# Adjourn

---