

Stansbury Service Agency Board of Directors Business Meeting Agenda

APRIL 24TH, 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
7. General Manager Updates
8. 2024.04.09 A
 - a. Board Review and Possible Approval of November 15th, 2023, Business Meeting Minutes
9. 2024.04.10 A
 - a. Board Review and Possible Approval of December 20th, 2024, Special Meeting Minutes
10. 2024.04.11 A
 - a. Board Review and Possible Approval of April 3rd, 2024, Business Meeting Minutes
11. 2024.04.12 A
 - a. Board Review and Possible Approval of April 10th, 2024, Business Meeting Minutes
12. 2024.04.13 A
 - a. Board Review and Possible Approval of April 17th, 2024, Special Meeting Minutes
13. 2024.04.14 A
 - a. Presentation of Additional Fees
 - b. Public Comment
 - c. Discussion and Possible Approval of Additional Fees
14. 2024.04.15 A
 - a. Discussion to add Ammon Jacobsmeyer to the Finance Committee and Kasey Nobles to the Capital Projects Planning Committee
 - b. Possible Approval to add Ammon Jacobsmeyer to the Finance Committee and Kasey Nobles to the Capital Projects Planning Committee
15. 2024.04.16 A
 - a. Presentation of purchase of 2 triplex mowers
 - b. Public Comment
 - c. Discussion and Possible Approval of purchase of 2 triplex mowers

Board Member Reports and Discussion Items

Adjourn

Public Comment

GM Update

REMINDERS

NO DOGS ON GOLF COURSE

NO VEHICLES ON GREENBELTS UNLESS SPECIFICALLY APPROVE BY AGENCY

Lake Cleanup Saturday

- Food Trucks at Clubhouse starting 5 PM.

Food Truck Nights Starting 2 May, 5-9PM

- Thursdays at Porter Way Park
- Fridays at the Clubhouse Parking lot

Dumpster Days at Fire Station 10-20 May

Taking names for Volunteer boat drivers to drive the weed boat

Utah Boater Safety Certificate

Training with the Operations Crew Chief

Tax revenue increase will not generate Revenue until December

CH-CH-CHANGES

Darin Jacobs, from the office staff, has elected to retire

- Shawn Chidester has been selected as his replacement

Tom Costello has elected to retire

- A number of golf course employees left also
- Doug will be here at the work meeting to go over the plan going forward

REPAIRS

Pool Repair List

Finish cleaning the pool

Grind and caulk decking - \$4K

Repair Crack in center of pool ?

Fix Gate Hinge

Replace tiles around pool

Lights

Repairs to Buildings

Electrical

Startup

Safety Inspection

Staffing



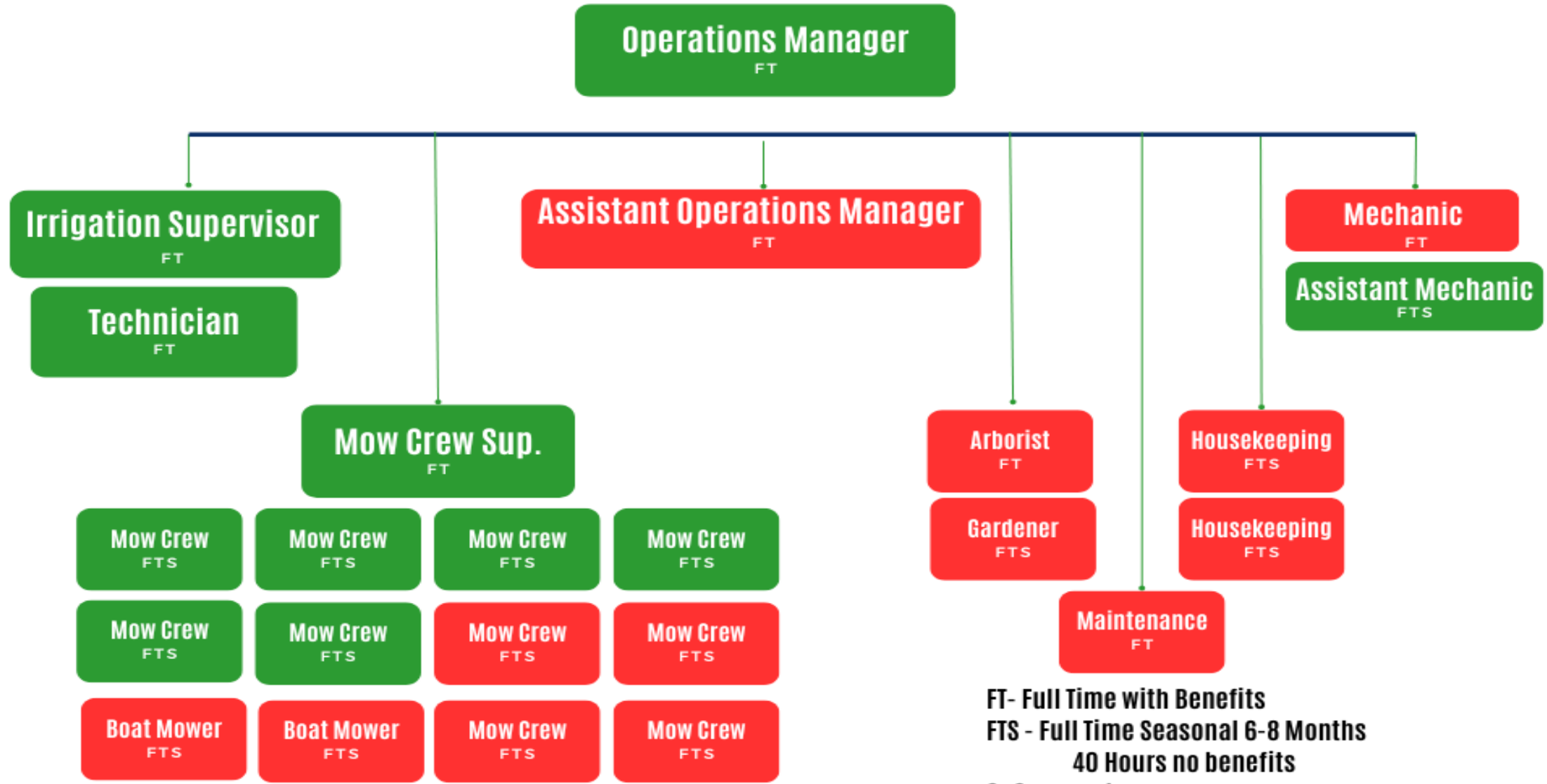








PARKS AND REC ORGANIZATION CHART



● Required - Not Budgeted
● Filled and Budgeted

FT- Full Time with Benefits
FTS - Full Time Seasonal 6-8 Months
40 Hours no benefits
S- Seasonal
Under 40 Hours 6-8 Month

Assistant Mechanic No longer needed once Golf Course has a Mechanic Hired



GOLF COURSE ORGANIZATION CHART



PRO SHOP ORGANIZATION CHART

Business Manager
FT

Head Golf Pro.
FT

Starter
PT

Starter
PT

Marshall
PT

Starter
PT

Starter
PT

Marshall
PT

Assistant Golf Pro
FT

Cart Att.
PT

Cart Att.
PT

Cart Att.
PT

Cart Att.
PT

Cart Att.
PT

Cart Att.
PT

 Filled and Budgeted

FT- Full Time with Benefits
FTS - Full Time Seasonal 6-8 Months
40 Hours no benefits
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Under 40 Hours 6-8 Month



CAPITAL EQUIPMENT

2024 BUDGET

| Department | Description | Estimated Amount | Actual Amount | Date Purchased | Notes |
|--------------------|---------------------------|------------------|----------------|----------------|----------------|
| Golf Greens | 1 John Deer small sprayer | 50,000 | | Purchase | On order |
| Golf Greens | 1 John Deer Large sprayer | 80,000 | | Purchase | On order |
| Golf Greens | 2 Triplex Mower | 120,000 | | Lease | On order |
| Total | | 250,000 | 250,000 | 250,000 | 250,000 |
| Grand Total | | 250,000 | | | |

2025 BUDGET

| Department | Description | Estimated Amount | Actual Amount | Date Purchased | Notes |
|--------------------|-------------------------|------------------|---------------|----------------|---------------|
| Pool | 1 Duraflex Diving Board | 8,000 | | | |
| Pool | 1 Sound system | 15,000 | | | |
| Pool | 1 Pool Cover Storage | 1,500 | | | |
| Pool | Staff Lockers | 1,500 | | | |
| Total | | 26,000 | - | | |
| ProShop | 1 AED | 2,000 | | | |
| ProShop | 1 new PA System | | | | |
| ProShop | Display shelves | | | | |
| ProShop | 1 Golf Netting | 20,000 | | | |
| ProShop | 1 Grill | 18,000 | | | |
| Total | Total | 40,000 | - | | |
| Golf Greens | 2 Utility vehicle | 20,000 | | Purchase | Indispensable |
| Golf Greens | 1 Bunker Rake | 30,000 | | Purchase | 1st priority |
| Golf Greens | 1 Core Harvester | 20,000 | | Purchase | 1st priority |
| Golf Greens | 1 Verticut Reels | 9,000 | | Purchase | Indispensable |
| Golf Greens | 1 Large Rough Mower | 80,000 | | Lease | 1st priority |
| Total | Total | 159,000 | - | | |
| Recreation | 2 Utility vehicle | 20,000.00 | | Purchase | Indispensable |
| Recreation | 1 Lake Boat Mower | 115,000.00 | | Purchase | Indispensable |
| Recreation | 1 Toro Wide Area Mower | 80,000.00 | | Purchase | Replacement |
| Recreation | 1 Stand Behind Mower | 5,000.00 | | Purchase | Replacement |
| Recreation | 1 Toro Riding Mowers | 6,000.00 | | Purchase | Replacement |
| Total | | 215,000 | | | |
| Grand Total | | 440,000 | - | | |

Financials

AVAILABLE FUNDS

2023 Year End

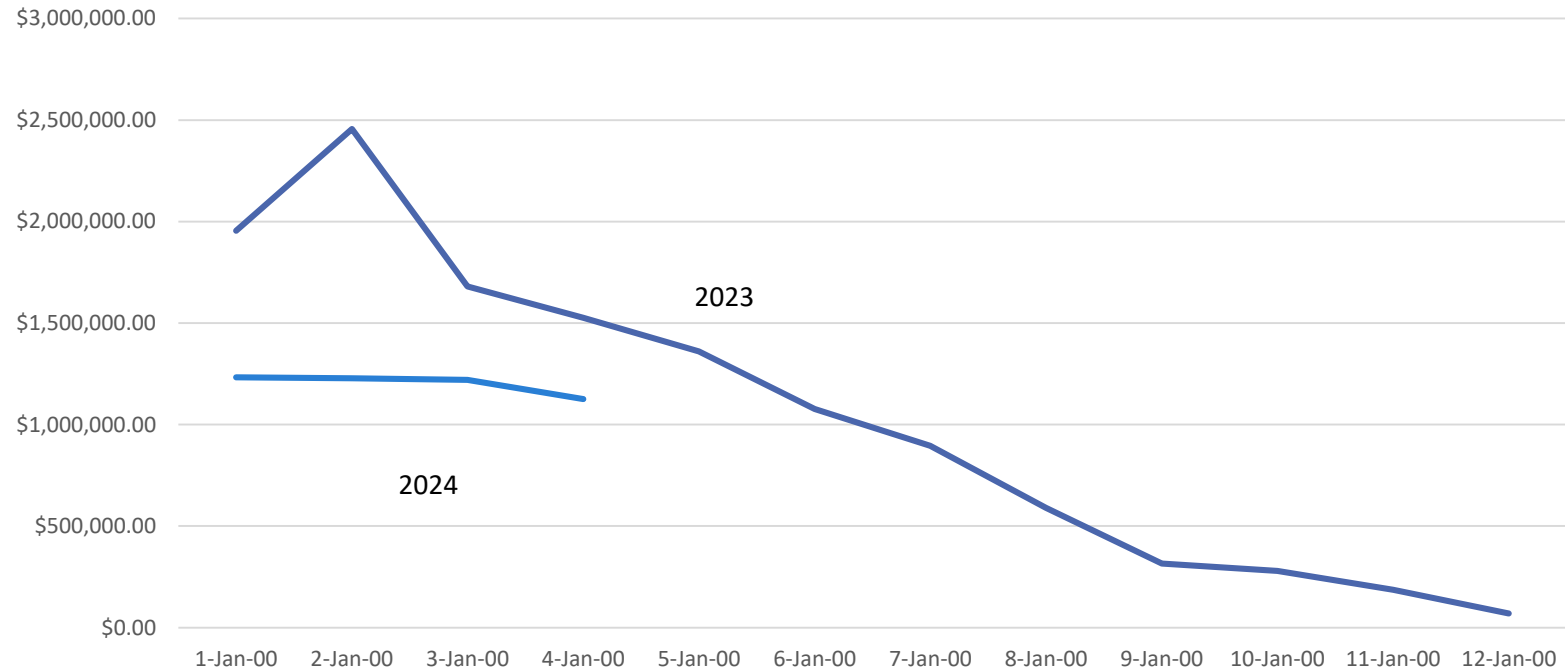
| | OPERATIONS | | IMPACT | |
|-----------------------|-----------------------|--|------------------|-----------------------|
| Checking (Zions Bank) | \$19,751.38 | | Checking (Zions) | \$32,916.03 |
| Checking (Chartway) | \$1,087.11 | | PTIF | \$993,811.32 |
| Savings (Chartway) | \$5.00 | | | |
| PTIF | \$1,213,643.00 | | | |
| TOTAL | \$1,234,486.49 | | | \$1,026,727.35 |
| | | | | |
| TOTAL | \$2,261,213.84 | | | |

As of 24 April 2024

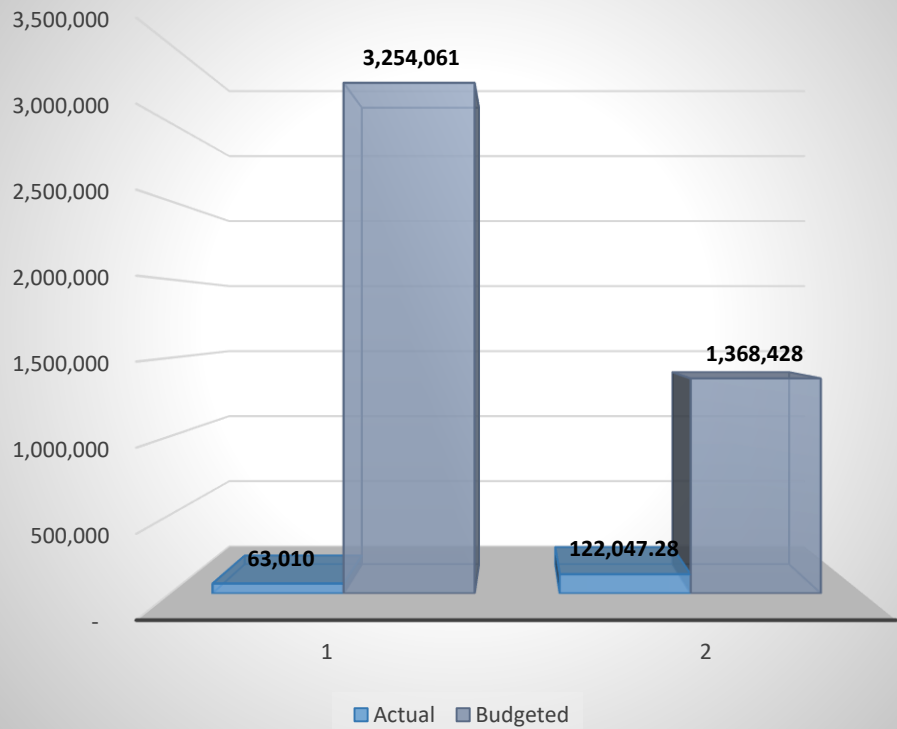
| | OPERATIONS | | IMPACT | |
|-----------------------|-----------------------|--|------------------|-----------------------|
| Checking (Zions Bank) | \$44,594.02 | | Checking (Zions) | \$251.14 |
| Checking (Chartway) | \$1,087.11 | | PTIF | \$1,080,656.22 |
| Savings (Chartway) | \$5.00 | | | |
| PTIF | \$1,105,399.43 | | | |
| TOTAL | \$1,151,085.56 | | | \$1,080,907.36 |
| | | | | |
| TOTAL | \$2,231,992.92 | | | |

BURN RATE BY MONTH

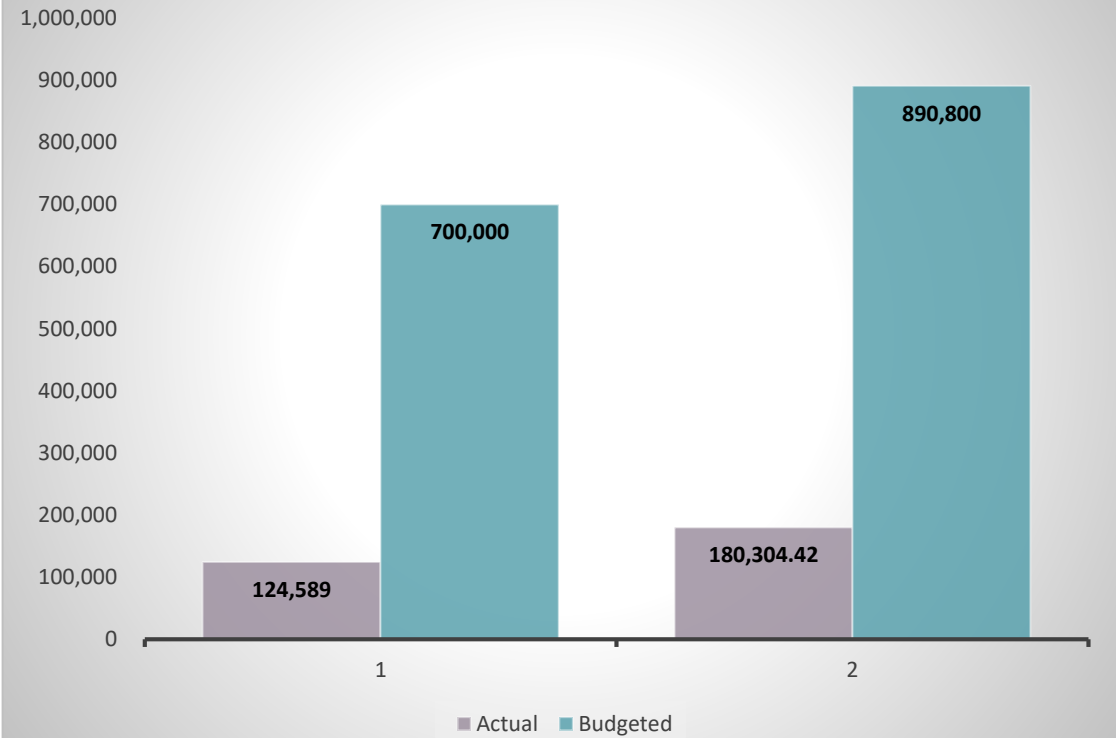
Operational Funds by Month



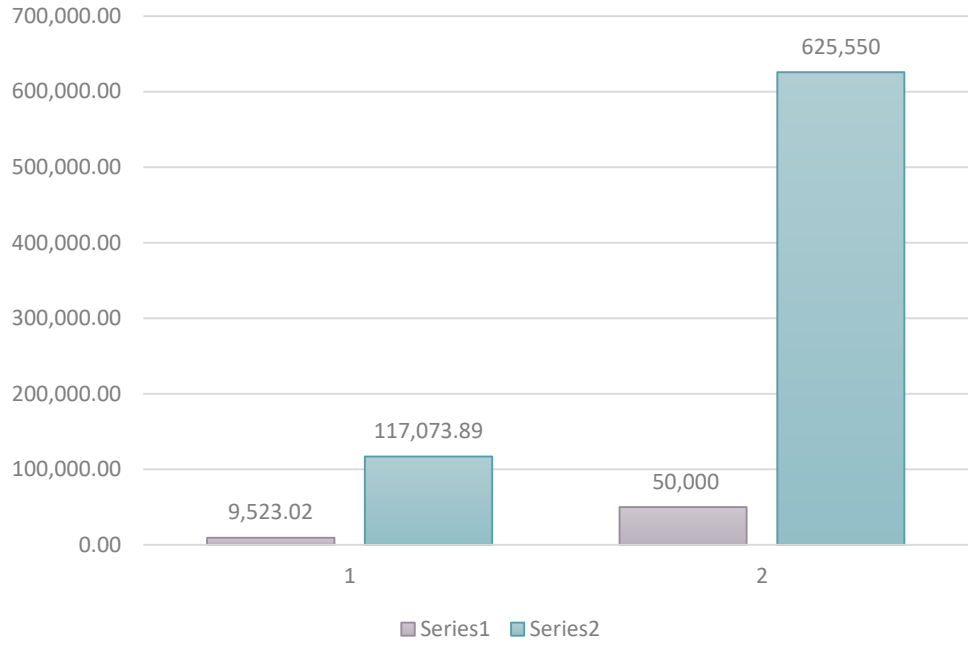
ADMIN REVENUE/EXPENSES



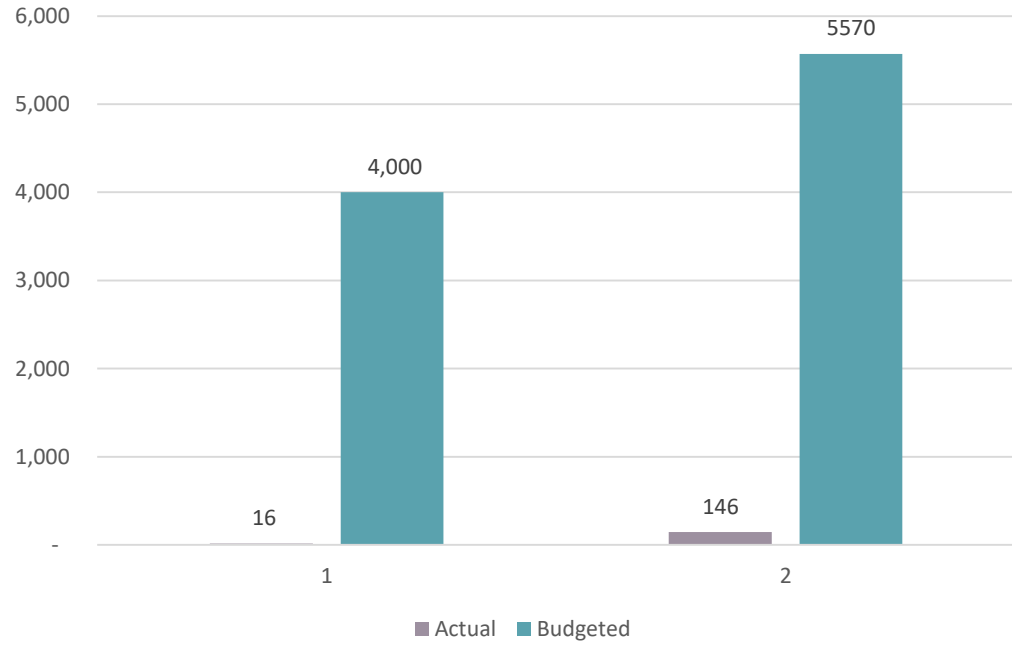
Golf Revenue/Expenses



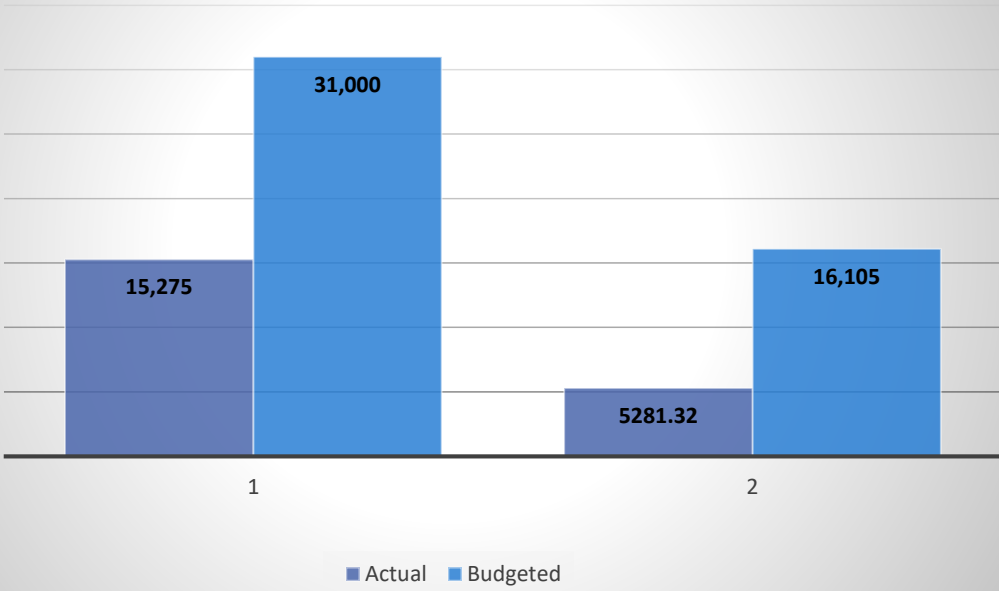
Recreation Revenue/Expenses



Library Revenue/Expenses



Cemetery Revenue/Expenses



Approval of Minutes

Additional Fees

| Small Conference Room Fee | | |
|----------------------------------|------------------------|------------------------|
| | Resident | Non-Resident |
| Hourly Rate | \$ 40.00 | \$ 70.00 |
| | | |
| Alcohol Fee | \$ 400.00 | \$ 400.00 |
| | | |
| Cleaning Fee | \$ 150.00 | \$ 150.00 |
| | | |
| Replacement Key fee | \$ 25.00 | \$ 25.00 |
| | | |
| Damage Fee | \$ 1,000.00 | \$ 1,000.00 |

Clubhouse Fee

| | Resident | Non-Resident |
|--|-----------|--------------|
| Replacement Key Fee | \$ 25.00 | \$ 25.00 |
| Microphone Fee | \$ 30.00 | \$ 30.00 |
| Microphone Deposit (Returned if not damaged) | \$ 500.00 | \$ 500.00 |

Additional Golf Course Fees

| | 9 Holes | 18 Holes |
|-----------------|----------------------|-----------------|
| Pull Cart | \$ 2.00 | \$ 4.00 |
| Trail Fee | \$ 10.00 | \$ 15.00 |
| | | |
| Range Token | \$ 3.00 | |
| | | |
| | 4 Hour Rental | Full Day |
| Pavilion Rental | \$ 50.00 | \$ 75.00 |

Parks Reservation Fee

| Park | Size | Cost per hour |
|----------------------------------|---|---------------|
| Porter Way (Fall Season Only) | Same SQFT of usable field space as Village Park | \$ 40.00 |
| Small Parks and Greenbelts | Any | \$ 5.00 |
| Brent Rose | Tennis Courts | \$ 5.00 |

Boat Registration Fee

| | Resident | Non-Resident |
|--------------------------|-----------------|---------------------|
| Boat Registration | \$ 5.00 | \$ 10.00 |

Discussion to add Ammon Jacobsmeyer
to the Finance Committee and Kasey
Nobles to the Capital Projects Planning
Committee

Presentation of purchase of 2 triplex mowers

Triplex Mower Decision

Key Decision Factors

Triplex mowers ordered in 2022, Anticipated Delivery 2025

Available in 30-45 days

Could be another two years if order refused.

Options

- Defer Taking Delivery – Loss of Capability
- Purchase - \$114K (about \$30K available in existing budget)
- 48-Mo. Loan - \$500 Origination Fee, \$2841/Mo.
 - \$2450 in first year costs
 - \$136,414 Total Cost (\$115,950 in deferred cost)
- 60-Mo Loan/48-Mo Buyout - \$500 Origination Fee, \$1848/Mo., \$44839 due at 48 Mos.
 - \$14,178 in First Year
 - \$135,394.19 Total Cost (\$111,786 in deferred Cost)

Approvals

Motion to approve Expenditures. Financial Statements and Journal Entries