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Stansbury Service Agency

 Of Tooele County

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 1 Country Club, Suite #1, Stansbury Park, Utah, 84074

Phone: 435-882-6188 Fax: 435-843-5183

The regular meeting of the Stansbury Service Agency of Tooele County was held Wednesday, January 14th, 2015 at 7:00 pm, at the Stansbury Park Clubhouse, 1 Country Club, Stansbury Park, UT 84074. The agenda was published in the Transcript-Bulletin and the Public Notice Website.

**Business Meeting**:

**Call to Order:** The meeting was called to order by Chairman Neil Smart.

**Pledge of Allegiance:** Gary Jensen led the Pledge of Allegiance.

**Roll Call:**

Jamie Lindsay-Present

Gary Jensen-Present

Mike Johnson-Present

Glenn Oscarson-Present

Neil Smart-Present

Rod Thompson-Present

**Staff:**

Randy Jones-Present

Cindy Curtis-Present

**Review and Adopt Minutes:**

**Gary motions to adopt the minutes of the Public Hearing for the Amended 2014 Budget and the Final 2015 Budget Hearing held on December 10th, 2014, and the regular meeting held on December 10, 2014. Jamie seconds the motion, all vote in favor and the motion carries.**

**Public Comment:**

None.

**Probable Vote Items:**

**a. Board Elections.** **Mike motions to keep the board and committee assignments as**

**they are for the year 2015. Gary seconds the motion and the vote is as follows:**

**Gary-yes Jamie-yes**

**Rod-yes Neil-yes**

**Glenn-yes Mike-yes**

**The motions passes.**

**b. Committee Assignments.** The assignments were voted on in the previous

motion.

**Recess:**

None.

**Work Session:**

**Possible Vote Items:**

 **a. 2014 Summary--Randy Jones.**

Restored the roof at the golf course clubhouse.

Brought power to the golf course pavilion, at minimal cost.

Installed water and sprinkling systems on 4 lakeside greenbelts.

Installed tee boxes and goals for the disc golf course at Porter Way Park.

Installed fencing around the baseball field at Porter Way Park.

Installed dugouts at the baseball field at Porter Way Park.

Re-soded large areas at Porter Way Park, where grass would not previously grow.

Completed two parking lots and a storm drain system at Porter Way Park.

Recovered, repaired and returned to service, the lake weed mower, after it capsized.

Repaired the weir on the lake and returned the lake to its proper level.

Replaced the pump at the #17 tee well, providing additional water for the lake.

Installed a flag pole and batting cage at the Sagers baseball Complex.

Removed all dead trees from the parks and greenbelts.

Removed broken light fixtures from the perimeter of the pool complex.

Repaired and resurfaced the swimming pool.

Installed several outdoor water and electrical sources at Sagers Park.

Remodeled clubhouse fountain area and restored water source and sprinkler system.

Installed flag pole and gazebo at the cemetery.

Installed two water features and landscaping at the entrance to the community.

Established pumping schedule and repaired water delivery system, for better maintenance of water levels on golf course ponds.

Established new maintenance and mowing plans, saving over 80 man hours per week.

Replaced water filtration system at pool complex.

Replaced lettering on both monoliths on Stansbury Parkway.

Repaired and painted walls in club house upstairs meeting hall.

Resurfaced the entry to the club house.

Built and equipped new boat for lake maintenance.

Planted 20 lilac bushes as a light screen for the observatory.

Started fragmites spraying program on lake shoreline.

Reorganized shop and established new inventory system.

Members of staff became certified as chemical applicators, backflow preventer testers and backhoe operators.

Replaced failing fire sprinkler system in the club house.

Established benefits plan for full time employees.

Removed over 220 sick and damaged trees from Stansbury Parkway and the pool complex.

 **b. 2015 Capital Improvement projects--Randy Jones.**

**Tentative 2015 Capital Project Schedule**

Reline the golf course pond on fairway #3 Jan. – April

Build restrooms at Village and Park View Parks Jan. – July

New sign for Sutton Park Jan. – March

Install disc golf tee signs at Porter Way Park Feb. – April

Replace curb/gutter and build flower boxes at entrance March – April

Plant sycamore trees along Stansbury Parkway April

Build additional football field at Village Park April – May

Install new park in North Port development April – August

Replace boat ramp at Sagers Park August

Reconstruct lake shoreline at Sagers Park Sept. – Oct.

Build pickle ball courts at Porter Way Park ??????

**Tentative Maintenance Projects 2015**

Refinish club house kitchen floor Jan. – Feb.

Build storage closet for club house chairs and tables Jan. – Feb.

Replace sheetrock in club house upstairs hallway Jan. – Feb.

Have trailer built for new lake mower Jan. - April

Repair waterline in baby pool pump house March

Establish dead zone around base of greenbelt/park trees March – April

Establish flower beds at club house and gazebo May

Paint outside of club house May – June

Remodel outside bathrooms at club house May – Oct.

Restore and install fountain at Porter Way Park May – Oct.

 **c. Drug testing policy amendment--Gary Jensen.** Gary suggests having prospective employees drug tested before looking at the application. Randy states that this would be too expensive especially if we were to receive 50 applicants for the job. He states that we already test them, that we offer them a job contingent upon them passing the test. Rod asks if we have a policy in place that tests existing employees. He also asks if Randy has been to training to identify people who are on drugs. Gary states that he was in the office the other morning where an employee came in to report that he had fallen. He asks if we had the employee tested. Randy states that we did not. Gary states that he feels that we should do so after any accident. Any worker's comp claim should include a drug test. The other board members agree and it will be up to the manager's discretion. Mike states that he thinks our policy covers what we need.

 **d. Possible closed session.** None.

**Manager’s Report:**

1. The Entrance water features and landscaping have been completed. We have shut the water features down for the year. We will be turning them back on in March. We will start work on the curb and gutter and the center island flower box as soon as the weather permits.
2. The fire sprinkler riser for the club house has been replaced, as well as, the damaged fire sprinkler heads. With this work completed we should be in compliance.
3. The cemetery gazebo has been completed. We will be working on the surrounding garden throughout the year.
4. We had two burials in the cemetery between Christmas and New Years Eve.
5. We have taken inventory and restocked for the coming year.
6. We have been monitoring the vole population at the Porter Way Park. It appears that the effort we made to eradicate them has been quite successful.
7. We planted 20 lilacs, as a light barrier, at the observatory.
8. At present, we are cleaning and organizing the shop to improve our storage space and allow for more efficient operation during our busy season.
9. A benefits plan, including medical, dental, and retirement, has been established for the full time employees.

**Board Member’s Reports and Requests**:

**Mike Johnson--**Mike states that Randy and Kimberly are working on a price increase to the clubhouse rental rates and simplifying the rental contract. The proposed rate would be $300 for a day and $50 per hour. The proposed rate for a wedding is $500 per day for the whole building. These are resident rates. Mike asks what the procedure is for cleanup after an event. Randy states that Kimberly comes and checks the renter out and if there is something that needs to be done, she can point it out. If it is damage she will let him know and they will determine what will need to be done. Kimberly states that she would like the board to discuss what the procedure is if she finds that the renter has left it a mess and there is a rental early the next day. She has had this happen where she and Jacob had to clean up and put the tables away. She kept the deposit and turned it in to the Service Agency. The question is who should keep the deposit. Neil comments that this would be something that they would need to decide, that is it a part of the management fee she is being paid or if it is above and beyond. Randy states that if there is an issue, he wants Kimberly to contact him and it will be his responsibility to get it cleaned up. After more discussion, Mike states that it looks like the procedure is to call Randy if there is a problem.

Mike asks where we are at on the key situation. Randy states that he should have the program up and operating by next week. He can then program the keys. Jamie asks if we should raise the rates for the swimming pool. It has been several years since they have been increased. The board agrees to do this along with the clubhouse rates.

**Glenn Oscarson**--Glenn states that we are charging the same for a small grave and a large one and asks if we should look at it. Randy states that it is just as much work. Rates for cremation was also discussed. Glenn will look at the regulations. He comments that there are a couple of conferences coming up that he would like to attend. Rootstech in Salt Lake City and the Utah Cemetery and Parks Association in St. George. The board is okay with Glenn attending.

**Neil Smart--**Neil is meeting with the trails committee tomorrow. They have done a draft of where the trails are going to be. It does show the underpasses that we are shooting for. The National Park Service, the Rivers and Trails Conservation Association are helping to show us the way and to help locate money. Initially our goal is to take care of Stansbury and then outreach to Lake Point and Erda.

**Rod Thompson--** Rod states that UDOT has an off-highway trails type funding that can be applied for. In 2018, the Village Blvd extension is on the state-wide transportation plan. There is a possibility of getting it moved up a year or two. It might be a good plan to do the pedestrian walkway in conjunction with the widening project. Rod also comments that the tennis court walks and parking lot by his home did not get plowed during the last snow storm. Rod reports on the golf course revenue. We are allowed to have an outside audit every 5 years and it has been longer than that since one was done. Rod would like to look at the last couple of years before deciding to do an audit.

**Jamie Lindsay--**Jamie reports that an employee of JetBlue has asked if we can use some help with planting the trees on Arbor Day. They have a day of service and are willing to help. The board agrees that we can use all the help we can get to get the trees planted. Jamie then asks if the service agency would be willing to take care of the small park by her home which is currently being taken care of by the HOA. The board members give her several good landscaping companies to contact. The school board is considering bussing children Lake Point to Stansbury schools and Stansbury Park children to Tooele. Jamie asks the board for their support in writing a letter against bussing Stansbury kids to Tooele. Neil agrees to write a letter.

**Correspondence:**

None.

**Financials and Bills:**

The checks were signed and the bills taken care of.

**Rod motions to adjourn, Gary seconds the motion and the meeting was adjourned.**