



STANSBURY SERVICE AGENCY BOARD OF DIRECTORS MEETING AGENDA

NOVEMBER 19, 2025

Agenda

Order of Business

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Presentation: Youth Recognition Presentation made by Stacy Smart
5. Public Comments
6. Review of Public Comments from the last meeting
7. GM Updates
 1. Operations
 2. Projects
 3. Finances

Discussion Items

- a. Finance Committee Update
 - Presentation of 2025 Proposed Amended Budget
- b. Policy Committee Update
 - Agency Bylaws
 - Committee Management Policy: Purpose Statement and Requirements
 - Policies to finish in 2025: Safety Manual, Procedure for Filling a Mid-term Vacancy, Procedure for Policy Management, Procedure for Hiring a General Manager, Committee Management Policy
 - Other Policies in Progress: Real Estate Transfer and Acquisition, Purchasing and Procurement Policy
- c. Planning Committee Update

Action Items

1. 2025.11.10 A
 - Board Review and possible approval of October Financial Statements, Purchases, and Journal Entries
2. 2025.11.11 A
 - Board Review and possible approval of Impact Fee Analysis Plan for Parks Services

Agenda

Action Items

3. 2025.11.12 A

- Board Review and possible approval to amend the 2025 Adopted Budget

4. 2025.11.13 A

- Board Review and possible approval of change order for the Millpond Park Phase 1

5. 2025.11.14 A

- Board Review and possible approval of Stansbury Service Agency Bylaws

6. 2025.11.15 A

- Board Review and possible approval of the Committee Management Policy purpose statement and requirements

Board member reports and requests.

Open comment session for individual Board Members to present final thoughts on any subject covered in the meeting, updates on individual projects not covered by the GM, concerns from residents, and requests for future board actions.

Adjourn

Public Comment

Review of Public Comment

NO PUBLIC COMMENTS TO REVIEW

GM Update

Operations

Operations – Parks and Rec

19 Nov 2025

Projects:

- Dawn's View Line Replacement ✓
- Porter Way Park Weather Trak Install
- Sager's Park Wiring Replacement
- Golf Course Maintenance Building
- Line Replacement on Stansbury Parkway
- Reseeding
- Pool Maintenance

Sagers Park – Irrigation Wiring

19 Nov 2025



Woodland Park - Vandalism

19 Nov 2025



Operations – Parks and Rec

19 Nov 2025

Pool Maintenance

- **Temporarily Plugged the Lower Valve in Bottom of Pool**
 - Plan is to look at replacement of the valve in the spring
- **Installing the two boards the Aquatech has received**
 - Looked at other options, this seems to be the lowest cost
 - Need to have Russell Welding fabricate a new lower roller
 - Aquatech will install and then we will remove and store for the winter
- **Aquatech is also looking at potential repairs for the pool bottom**

Irrigation Upgrades – Porter Way and Sagers Parks

- Parts have been received (Porter Way) or on order (Sagers)
- Plan is to have the work done in house this fall
- Sprinkler Supply has been out to train crew in install at Porter way

Projects

2025 Projects						
Priority	Project/Equipment	Category	Dept.	Budget	CP	Spent
1	Reroute Backflush From Pool	Project	Operations	\$50,000	\$50,000	
6	Diving Board and Slide for Pool	Equip	Operations	\$15,000	\$15,000	
10	Relocate entry gate as pool	Project	Operations	\$5,000	\$950	\$950
16	Replace Flooring in Clubhouse	Project	Clubhouse	\$25,000	\$25,000	
24	Proshop Front Desk	Project	Proshop	\$12,000	\$12,000	
9	Convert Porter Way Park to WxTrak	Project	Operations	\$20,000	\$20,000	\$12,170
	Rewire Irrigation at Sagers	Project	Operations		\$10,000	
	Repair/Paint Golf Maint Building	Project	Golf Operations			
				\$127,000	\$132,950	\$13,120
LEGEND						
Project Definition		Department				
Safety		Clubhouse				
Facility Protection		Operations				
Operational Improvement/ Customer Satisfaction		Pool				
		Pro Shop				
		Cemetery				
		Golf Operations				

Projects
19 Nov 2025

Finances

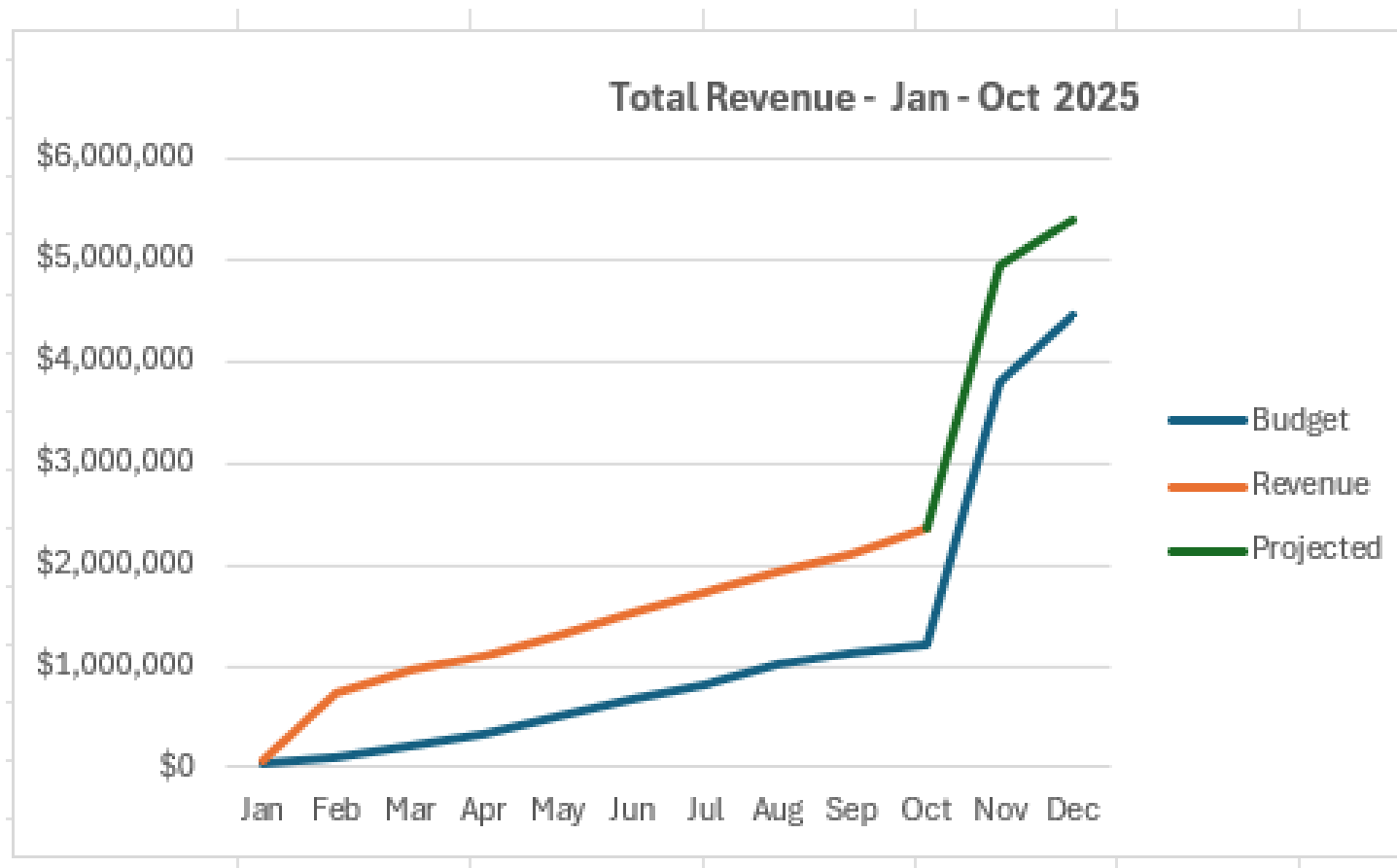
TOTAL REVENUE – GENERAL FUND

1 January – 31 October 2025

REVENUE - JAN THRU OCT 2025										
	APPROVED Annual Budget	Planned Revenue to Date	Actual Revenue to Date	Variation in Actual From Expected to Date	Percent Variance from Estimated to Date	Revenue Expected in Budget	Estimated Revenue	Estimated Total Revenue	Anticipated Variance from Approved Budget	Percent Variance Anticipated at the End of the Year
	From Accounting Software	From Budget Spreadsheet	From Revenue Report	(CUM ACT - CUM BUD)	(CUM VAR/ CUM BUD) %	(BUD -CUM ACT)	GM Estimate	(CUM ACT + ETC)	(BUD - EAC)	(VAR/BUD
Department	(BUD)	(CUM BUD)	(CUM ACT)	(CUM VAR)	(%CUMVAR)	(REMF)	(ETC)	(EAC)	(VAR)	(%VAR)
General Government	\$3,367,872	\$222,130	\$1,142,202	\$920,072	414%	\$2,225,670	\$2,966,118	\$4,108,320	\$740,448	22%
Golf Course	\$886,500	\$820,000	\$1,015,672	\$195,672	24%	-\$129,172	\$1,112,150	\$1,092,150	\$205,650	23%
Parks and Rec	\$95,678	\$89,625	\$92,029	\$2,404	3%	\$3,649	\$5,621	\$97,650	\$1,972	2%
Pool	\$64,600	\$64,600	\$78,815	\$14,215	22%	-\$14,215	\$0	\$78,815	\$14,215	22%
Library	\$4,050	\$50	\$146	\$96	192%	\$3,904	\$4,011	\$4,157	\$107	3%
Cemetery	\$35,000	\$31,000	\$15,650	-\$15,350	-50%	\$19,350	\$3,850	\$19,500	-\$15,500	-44%
Total	\$4,453,700	\$1,227,405	\$2,344,514	\$1,117,109	91%	\$2,109,186	\$4,091,750	\$5,400,592	\$946,892	21%

Past

Future



TOTAL
REVENUE –
GENERAL FUND
1 January – 31
October 2025
1 Aug 2025

11 SEP 2025

TOTAL EXPENSES – GENERAL FUND

1 January – 31 October 2025

EXPENSES - JAN THRU OCT 2025

	APPROVED Annual Budget	Planned Expenses to Date	Actual Expenses to Date	Variation in Actual From Expected to Date	Percent Variance from Estimated to Date	Funds Remaining to do Expected Work	Estimated Expenses to do Remaining Work	Estimated Total Expense to do Work	Anticipated Variance from Approved Budget	Percent Variance Anticipated at the End of the Year
	From Accounting Software	From Budget Spreadsheet	From Expense Report	(CUM ACT - CUM BUD)	(CUM VAR/ CUM BUD) %	(BUD -CUM ACT)	GM Estimate	(CUM ACT + ETC)	(BUD - EAC)	(VAR/BUD)
Department	(BUD)	(CUM BUD)	(CUM ACT)	(CUM VAR)	(%CUMVAR)	(REMF)	(ETC)	(EAC)	(VAR)	(%VAR)
General Government	868,980	\$631,150	\$499,504	131,646	21%	369,476	\$165,495	\$664,999	\$203,981	23%
Golf Course	1,444,705	\$1,140,817	\$1,099,528	41,289	4%	345,177	\$233,024	\$1,332,552	\$112,153	8%
Parks and Rec	1,351,690	\$1,046,864	\$989,516	57,348	5%	362,174	\$302,479	\$1,291,995	\$59,695	4%
Pool	130,925	\$130,354	\$151,872	(21,518)	-17%	(20,947)	\$6,228	\$158,100	(\$27,175)	-21%
Library	27,920	\$21,403	\$19,939	1,464	7%	7,981	\$8,127	\$28,066	(\$146)	-1%
Cemetery	21,460	\$15,383	\$17,135	(1,752)	-11%	4,325	\$8,085	\$25,220	(\$3,760)	-18%
Capital Repairs	0	\$0	\$116,564		N/A		\$62,536	\$179,100	(\$179,100)	N/A
Total	3,845,680	2,985,971	\$2,894,058	208,477	7%	1,068,186	\$785,974	\$3,680,032	\$165,648	4%

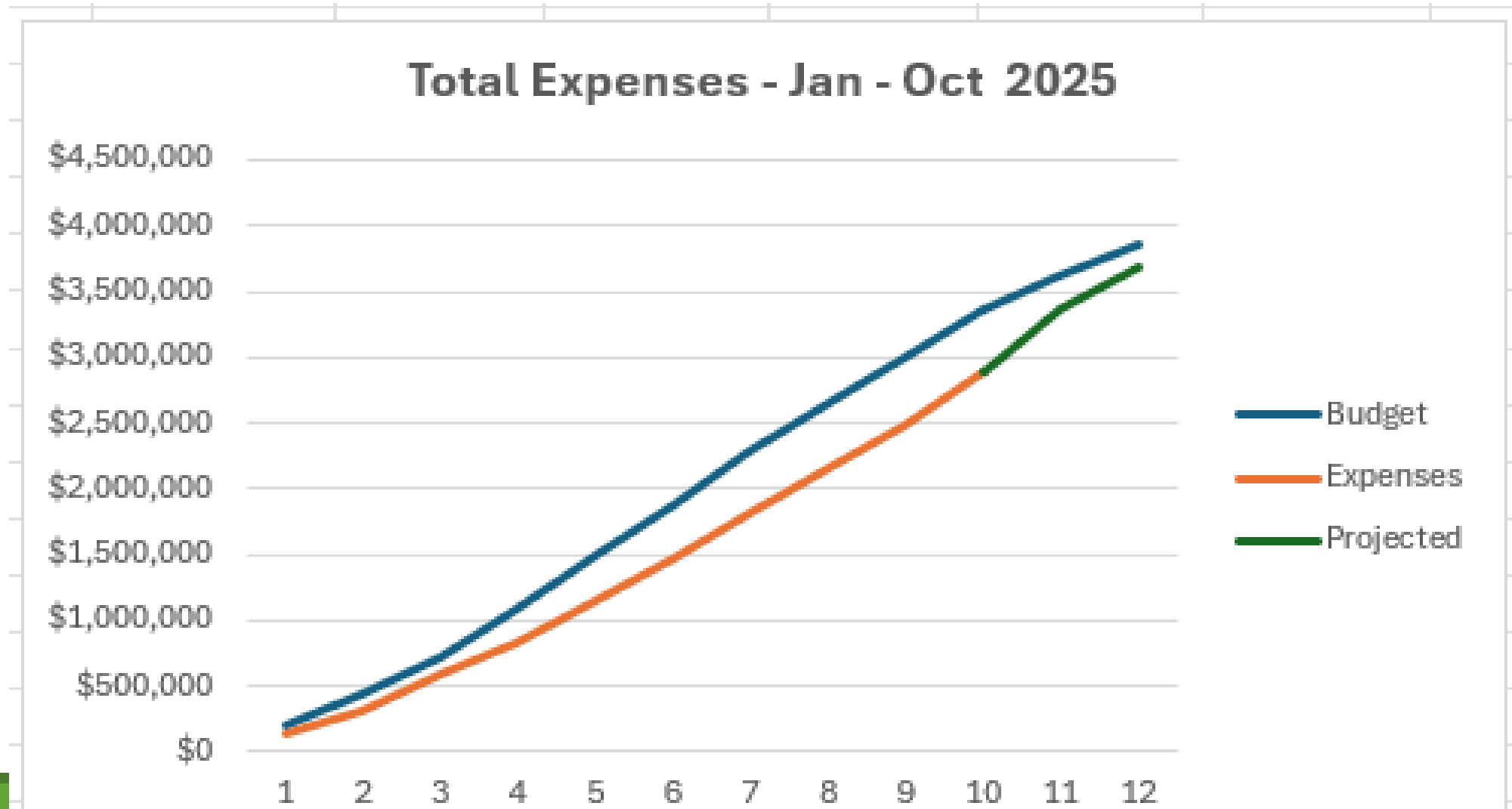
Past



Future

TOTAL EXPENSES – GENERAL FUND

1 January – 31 October 2025



TOTAL EXPENSES – CAPITAL PROJECTS

1 January – 31 October 2025

CAPITAL PROJECT EXPENSES - JAN THRU OCT 2025										
	APPROVED Annual Budget	Planned Expenses to Date	Actual Expenses to Date	Variation in Actual From Expected to Date	Percent Variance from Estimated to Date	Funds Remaining to do Expected Work	Estimated Expenses to do Remaining Work	Estimated Total Expense to do Work	Anticipated Variance from Approved Budget	Percent Variance Anticipated at the End of the Year
	From Accounting Software	From Budget Spreadsheet	From Expense Report	(CUM BUD- CUM ACT)	(CUM VAR/ CUM BUD) %	(BUD - CUM ACT)	GM Estimate	(CUM ACT + ETC)	(BUD - EAC)	(VAR/BUD
Department	(BUD)	(CUM BUD)	(CUM ACT)	(CUM VAR)	(%CUMVAR)	(REMF)	(ETC)	(EAC)	(VAR)	(%VAR)
Parks and Rec	\$457,287	\$424,413	\$344,296	\$80,117	19%	\$112,991	\$89,000	\$395,943	\$61,344	13%
Golf Course	\$104,375	\$118,034	\$74,519	\$43,515	37%	\$29,856	\$40,000	\$112,325	(\$7,950)	-8%
Pool	\$0	\$0	\$0	\$0	0%	\$0	\$15,000	\$15,000	(\$15,000)	0%
Total	\$561,662	\$495,826	\$418,815	\$77,011	16%	\$142,847	\$144,000	\$523,268	\$38,394	7%

* Approved Transfer into Capital Projects: \$573.882

Past



Future

TOTAL EXPENSES – IMPACT FEE PROJECTS

1 January – 31 October 2025

IMPACT FEE EXPENSES - JAN THRU OCT 2025											
			Planned	Actual	Variation in	Percent	Funds	Estimated		Anticipated	Percent
	APPROVED Annual Budget	REVISED Annual Budget	Expenses to Date	Expenses to Date	Actual From Expected to Date	Variance from Estimated to Date	Remaining to do Expected Work	Expenses to do Remaining Work	Estimated Total Expense to do Work	Variance from Approved Budget	Variance Anticipated at the End of the Year
	From Accounting Software		From Budget Spreadsheet	From Expense Report	(CUM BUD- CUM ACT)	(CUM VAR/ CUM BUD) %	(BUD -CUM ACT)	GM Estimate	(CUM ACT + ETC)	(BUD - EAC)	(VAR/BUD)
Department		(BUD)	(CUM BUD)	(CUM ACT)	(CUM VAR)	(%CUMVAR)	(REMF)	(ETC)	(EAC)	(VAR)	(%VAR)
Administrative	\$61,730	\$51,500	\$11,000	\$769	\$10,231	93%	\$60,961	\$5,731	\$6,500	\$7,269	12%
Park Improvements	\$1,086,500	\$820,673	\$760,200	\$168,144	\$592,056	78%	\$918,356	\$469,838	\$637,982	\$806,126	74%
Total	\$1,148,230	\$872,173	\$771,200	\$168,913	\$602,287	78%	\$979,317	\$498,587	\$667,500	\$813,395	71%

Past



Future

Discussion Items

Presentation of 2025 Proposed Amended Budget

Revenues		2024 Actual	2025 Approved	2025 Estimated
General Fund - Fund 10				
	Property Taxes	3,098,337	3,228,618	3,324,588
	Intergovernmental Revenue	18,969	4,000	19,000
	Charges for Services	1,085,252	1,124,390	1,300,025
	Misc. Revenue	32,613	16,692	625,088
	Interest	62,491	80,000	130,000
	Contributions & Transfers			
	Total Governmental Fund	4,297,662	4,453,700	5,398,701
Capital Projects - Fund 41				
	Intergovernmental Revenue	-	-	-
	Capital Expenditures	780,000	1,031,902	1,031,902
	Total Capital Projects	780,000	1,031,902	1,031,902
Impact Fees - Fund 44				
	Intergovernmental Revenue	41,517	658,883	134,483
	Interest	58,161	40,000	55,000
	Misc. Impact Revenue	394,200	270,000	180,900
	Contributions & Transfers	327,184	179,347	338,990
	Total Impact Fees	821,062	1,148,230	709,373
	Total Governmental Funds Revenue 10, 41 & 44	5,898,724	6,633,832	7,139,976

Total Revenue Summary 2025 Proposed Amended Budget

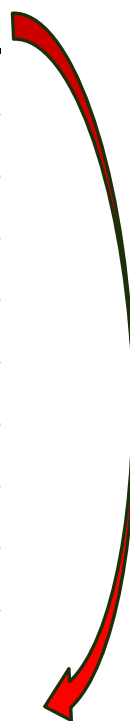
Expenditures		2024 Actual	2025 Approved	2025 Estimated
General Fund - Fund 10				
	General Government	472,887	783,520	588,800
	Parks, Recreation, and Public Property	1,828,438	3,062,160	3,062,160
	Non Departmental Expenditures		-	179,100
	Operating Transfers	1,107,184	608,020	1,568,641
	Total General Fund Expendi	3,408,509	4,453,700	5,398,701
Capital Projects - Fund 41				
	Parks, Recreation, and Publ	205,713	561,662	488,428
	Transfers	-	470,240	543,474
	Total Capital Projects Exper	205,713	1,031,902	1,031,902
Impact Fees - Fund 44				
	General Government	7,998	61,730	26,700
	Parks, Recreation, and Public Property	223,704	1,086,500	682,673
	Transfers	-	-	-
	Total Impact Fees Expenditu	231,702	1,148,230	709,373
Total Expenditures		3,845,924	6,633,832	7,139,976
Net Change in Fund Balances		2,052,800	-	-

Total Expenses Summary 2026 Draft Budget

Amended Budget

19 Nov 2025

General Fund - Fund 10			
General Government	472,887	783,520	588,800
Parks	598,476	1,110,350	1,046,435
Recreation Facilities		241,340	219,560
Golf Operations	1,005,595	1,444,705	1,314,842
Pool	120,384	130,925	157,591
Library	5,366	27,920	28,066
Cemetery	17,922	21,460	24,220
Project Management	80,695	85,460	64,160
		3,062,160	2,854,874
			207,286
Non Departmental Expenditures		-	179,100



Policy Committee Update

Evolution: Transitioning to our New Bylaws

Moving from a Foundational Start to a Sustainable Future

- **The Administrative Policy Manual (Our "Articles of Confederation"):** Essential foundation adopted in 2020 (based on 2017 Hunter-Granger Water District policies).
- **The Problem:** After years of use, many sections are now **outdated**, and the overall structure is **not adaptable** for long-term relevance. We've got 20+ pages of policy appended to the end of the document.
- **The Goal:** To replace a good *starting* spot with a better *governing* document.



A Pivot Point in Governance

OUR CURRENT STATE

Current Administrative Policy Manual

Rigid, but without references to Utah Code or governing documents

Recommended State

New Stansbury Service Agency By-laws

Lack of strong unifying structure

No organized way to add policies and procedures so they can be found and used intuitively

Rooted in governing documents and Utah Code

Common sense structure from Administrative Boards to Management

Robust framework designed for effectiveness, clarity and enduring relevance

Clearly defines responsibilities and gives leaders tools and guidance for effective governance

The Transition Process

1. Approve the transition to the Bylaws
2. Compile Policy Index
3. Compile current associated policies to a central location in the Document Management System (“Dropbox”)
4. Insert proper hyperlinks to policies into the Policy Index
5. Print hard-copy manual for office reference
6. Adopt a Procedure for Policy Management and start updating documents to conform
7. Train Board members, Management and Staff regarding how to use and develop policies, procedures, plans etc.



Committee Management Procedure

Purpose

The purpose of this policy is to document the processes to initiate, manage, integrate and report committee activities with Agency Board oversight.

Applicability

All existing and new committees created by the Agency Board.

Requirements

1. Document committee plans, progress, issues and charter
2. Periodically brief the Agency Board
3. Structured reporting format
4. Agency Board oversight
5. Single point of responsibility
6. Integrated with annual budgeting
7. Agency board approves charter and prioritizes projects
8. Define committee membership requirements, avoids quorums





Goals

Policies to Finish in 2025:

- Safety Manual
- Procedure for Filling a Mid-term Vacancy
- Procedure for Policy Management
- Procedure for Hiring a General Manager
- Committee Management Policy

Other Policies In Progress:

- Real Estate Transfer & Acquisition
- Purchasing and Procurement Policy

Planning Committee Update

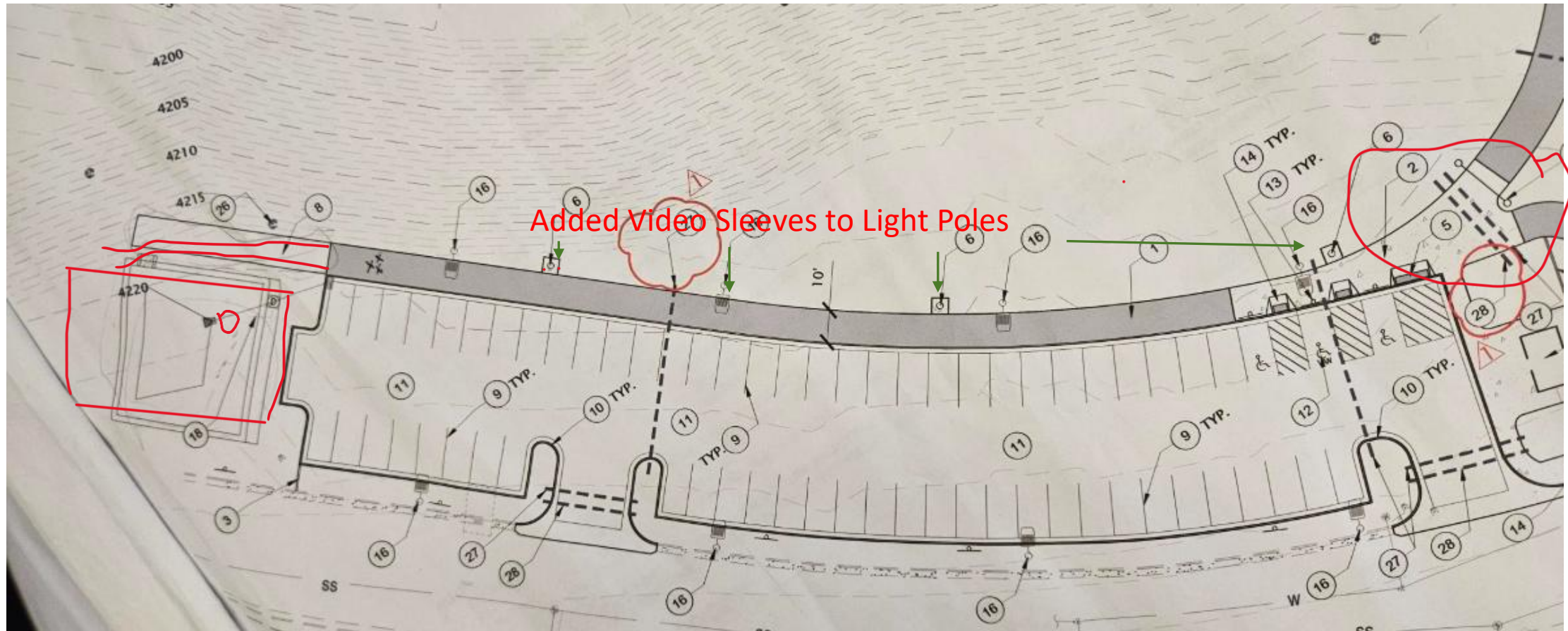
2025 Capital Project Summary 19 Nov 2025

Projects Completed					
Clubhouse Improvements	Department		Pro Shop		
Install Fire Alarm in Clubhouse	Clubhouse		Add Fire Alarm to Pro Shop	Pro Shop	
Replace Maste Breaker at Clubhouse	Clubhouse		Pro Shop Doors (In lieu of Fire Station Access Box)	Pro Shop	
Overhead Windows Replaced/wooden frame	Clubhouse		AED (Non-outlay)	Pro Shop	
Install Access to Entry Doors	Clubhouse		Replace Windows in Pro Shop	Pro Shop	
Install Security Cameras	Clubhouse		Golf Greens		
AED (Non - Outlay)	Clubhouse		Rewire Irrigation on Holes 18 and 11	Golf Course	
Engineeering Assessment of Clubhouse Entry	Clubhouse		Projects In-Progress		
Internal Labor	Clubhouse		Millpond Park Phse I (Impact Fee)	Park and Rec	
Park Improvements			Additional Work		
Add Wood Chips to Play Areas (Move to Mair	Park and Rec		Replace Pumps for Lift Station	Clubhouse	
Replace Railing Around Gazebo	Park and Rec		Modified Pool Filter Backflush	Pool	
Repair Railings in and around the pool/bask	Park and Rec				
Replacing Maintenance Roof	Park and Rec				
Repair of Weed Removal Boat	Park and Rec				
Bridge Engineering and Evalustion	Park and Rec				
Install All Abilities Playground in Woodland	Park and Rec				
Repair Playground Equipment at 4 Parks (25	Park and Rec				
Clubhouse Dock (25 Oct)(Impact Fee)	Park and Rec				

LEGEND	
Project Definition	
	Safety
	Facility Protection
	Operational
Department	
	Clubhouse
	Operations
	Pool
	Golf Course
	Pro Shop
	Cemetery

Millpond Park Changes

19 Nov 2025



Change Order Costs – Millpond Park Phase I

MILLPOND PARK TOTAL COST			
Initial Bid	\$505,135		
Change Order	\$44,012		
Total Cost	\$549,147		
ENGINEERING ESTIMATE	\$600,000		

2026 Projects

Millpond Bridge – Initial Planning for Grant needs to be reviewed and finalized cost estimate.

Oscarson Park – Looking at a planning to final design and plan set.

Initial concepts for park at Pole Canyon and Village

- - Football may have a funding source and incorporate area across village owned by Bonneville

Action Items

2025.11.10

Review and Possible approval
of October Financial
Statements, Purchases, and
Journal Entries

MOTION –
APPROVAL OF
OCTOBER 2025
FINANCIALS

Motion to approve the
October Financial Statement,
Journal Entries and payments
in the amount of \$401,411.23

2025.11.11

Board Review and possible approval of Impact Fee Analysis Plan for Parks Services

Motion – Impact Fee Analysis

I MAKE A MOTION TO AUTHORIZE TO
INITIATE A REVIEW OF THE STANSBURY
SERVICE AGENCY IMPACT FEE ANALYSIS
PLAN.

2025.11.12

Board Review and possible
approval to amend the 2025
Adopted Budget

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Total Expenses Summary 2026 Draft Budget

MOTION TO
APPROVE
AMENDED 2025
AMENDED
BUDGET

I MAKE A MOTION TO APPROVE THE
TENTATIVE 2025 AMENDED BUDGET,
INCLUDING THE REALLOCATION OF
\$179,100 FROM GENERAL GOVERNMENT
TO CAPITAL MAINTENANCE.

2025.11.13

Board Review and possible
approval of change order for
the Millpond Park Phase 1

MOTION –
MILLPOND PARK
PHASE I CHANGE
ORDERS

I MAKE A MOTION TO
APPROVE CHANGE ORDERS
FOR MILLPOND PARK PHASE I
IN THE AMOUNT OF \$44,412.

2025.11.14

Board Review and possible approval of Stansbury Service Agency Bylaws

MOTION –
AGENCY
BYLAWS

I MAKE A MOTION TO
APPROVE THE AGENCY
BYLAWS

Board Review and possible approval of the
Committee Management Policy purpose
statement and requirements

2025.11.15

MOTION TO
APPROVE THE
COMMITTEE
MANAGEMENT
POLICY PURPOSE
STATEMENT AND
REQUIREMENTS

I MAKE A MOTION TO APPROVE THE
COMMITTEE MANAGEMENT POLICY
PURPOSE STATEMENT AND REQUIREMENTS

Open comment session for individual Board Members to present final thoughts on any subject covered in the meeting, updates on individual projects not covered by the GM, concerns from residents, and requests for future board actions.

Board Member Reports and Discussion Items

Adjourn