



# STANSBURY SERVICE AGENCY BOARD OF DIRECTORS MEETING AGENDA

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DECEMBER 10, 2025

# Agenda

## Order of Business

1. Call to Order
2. Roll Call
3. Public Comments
4. Review of Public Comments from the last meeting
5. GM Update
  - Operations
  - Projects
  - Finance
6. Discussion
  - Finance Committee Update
  - Policy Committee Update
  - Planning Committee Update
  - 2026 Proposed Meeting Schedule
  - Discussion of the Stansbury Place Phase 3 Plat Lot 3007 PUE Adjustment

# Agenda

## **Action Items:**

### 2025.12.01 A

- Board Review and possible approval of November 12, 2025, Board Meeting Minutes

### 2025.12.02 A

- Board Review and possible approval of November 19, 2025, Board Meeting Minutes

### 2025.12.03 A

- Board Review and possible approval of Stansbury Place Phase 3 Plat Lot 3007 PUE Adjustment authorizing signature on the Plat

**Board member reports and requests.**

**Adjourn**

# Public Comment

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# Review of Public Comment

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NO PUBLIC COMMENTS TO REVIEW

# GM Update

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# Operations

# GM Updates – Parks and Rec

10 December 2025

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Installation of Weather Trak System at Porter Way Complete

Rewiring at Sagers Should be Complete.

Working on Tree Trimming and Sidewalk Trip Hazard Issues

## Pool

- Plug in the bottom valve seems to have stopped about 90% of the leakage.
- Aquatech Repair Specialist - Suggested doing a dye test in the spring to look for leak portals before assessing whether or not it is feasible to repair the shell.
- Changing filtration system may reduce effluent from backflush by as much as 90%.



# GM Updates – Golf Course

10 December 2025

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Purchased a New Weather Trak Controller for 11 and Currently Looking for Lost Heads to Identify Wiring Paths.

Tree Trimming

Suggested Having a Chipping Contract.

Assessing with Parks and Rec Repairs to Golf Maintenance Shop

# GM Updates – Admin

10 December 2025

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Re-Organizing Office Area to Give us Better Security on Building Access.

Working to Improve Time Keeping Input

Starting to do Asset Inventory Control Tagging

# GM Updates

## Sagewood Village



# Projects

# GM Updates – Projects

10 December 2025

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Dock in Complete – Grant Money Received

Millpond

- Electrical Waiting on Equipment
- Need to discuss placement of no parking signs

Ensign Should Have Design for Pool Effluent Rerouting by Next Week. Assess Build Options.

Flooring Install - Looking at over Christmas – New Year's Time Frame

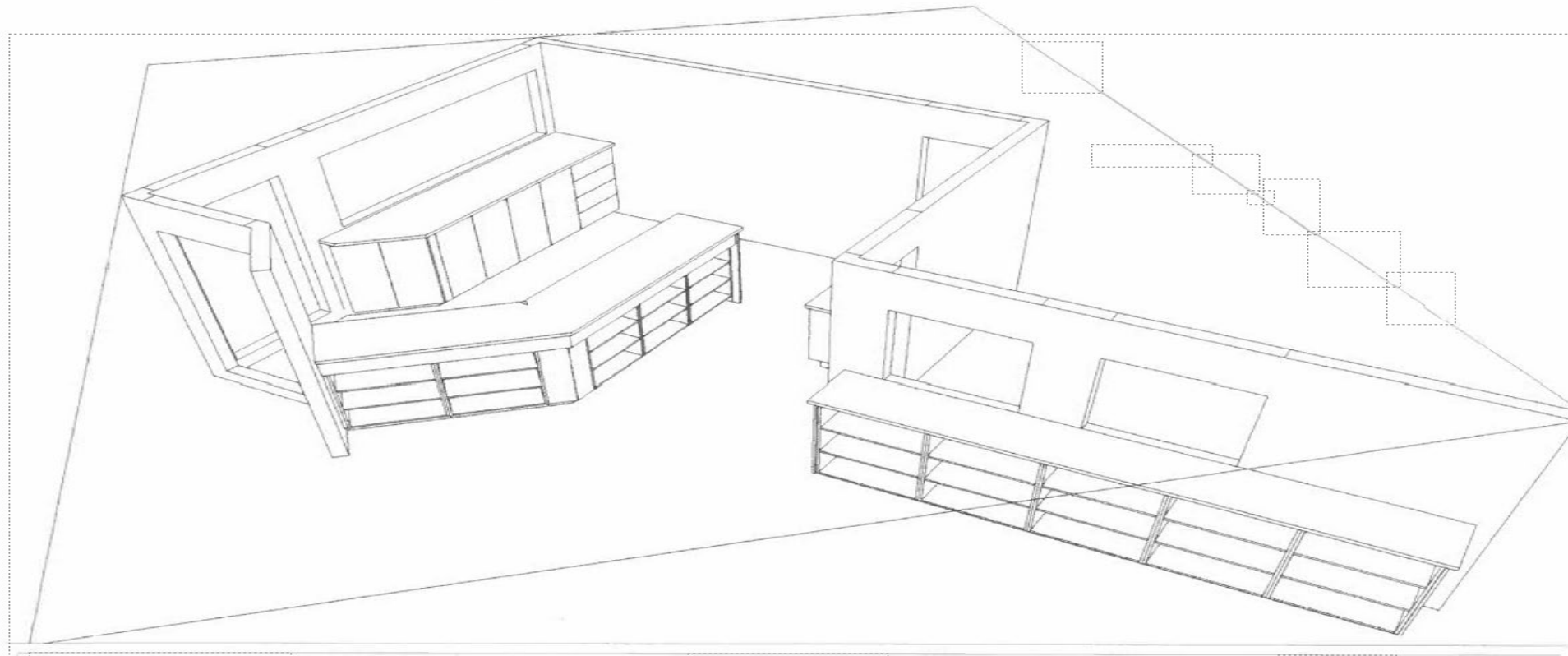
- Current plan is Start 24 Dec (Rental on the 23d) through 6 Jan.

Pro Shop Remodel is in Progress

- Prepping the backroom area
- Counter Removal

# Clubhouse Remodel

10 December 2025



Canyon Craft Cabinets, Inc.

2507 Stansbury Golf

Perspective

# Finances

# GM Updates – Finances

10 December 2025

Stansbury Service Agency of Tooele County				
Cash Summary				
All Bank Accounts as of 11/30/2025				
Bank Account	Account	Account Name	Amount	
Zions Checking - General 0370	44.1101	Zions Checking - General 0370	\$74,930	
Zions Visa Cards	44.1165	Zions Visa Cards	-\$24,901	
CFCU Checking - 2948398	10.11	CFCU Checking 8398	\$1,593	
PTIF 3124 General Account	41.1155	PTIF 3124 General Account	\$1,954,406	
UNDEPOSITED PAYMENTS	44.1499	Undeposited Funds	\$73,615	
Total Operational			\$2,079,644	
PTIF 1159 Impact Fees	44.1162	PTIF 1159 Impact Fees	\$1,334,884	
General Ledger Cash Total:			\$3,414,528	



# Discussion Items

# Finance Committee Update

# Policy Committee Update

# Documents in Process

10 December 2025

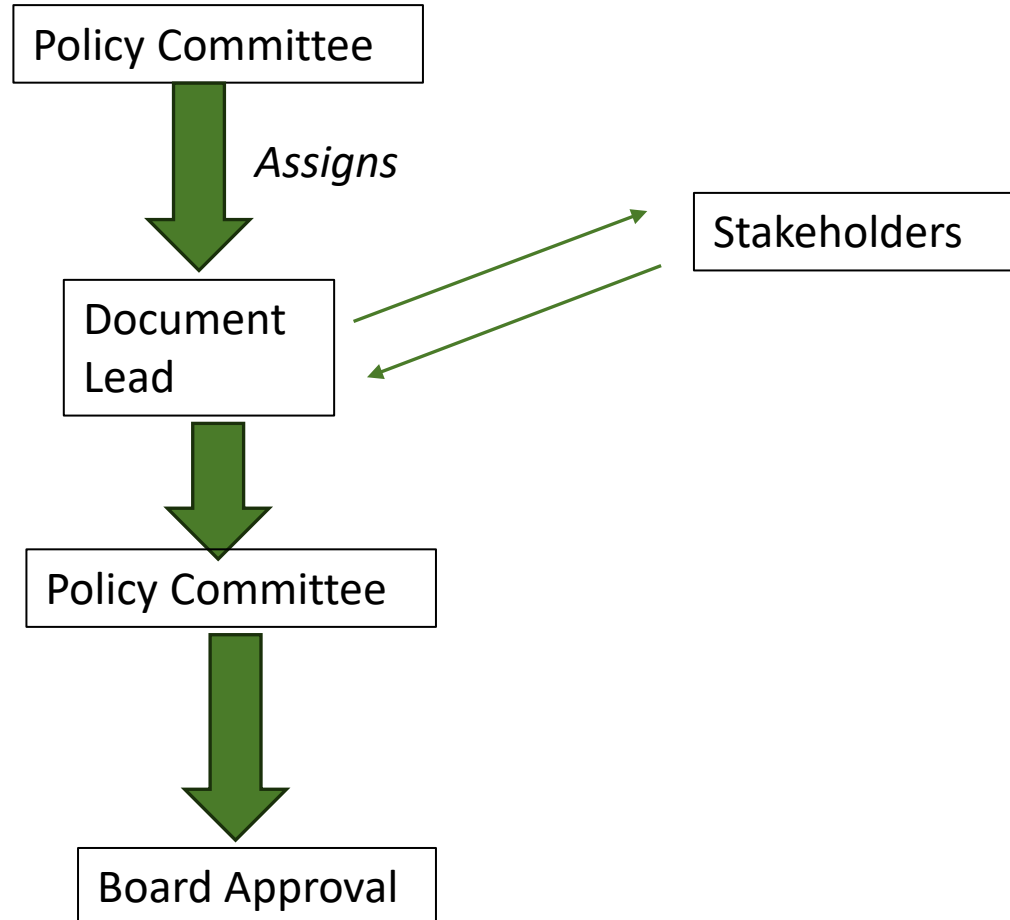
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- Interlocal Agreement – Outdated and needs to be updated
  - Draft back from Brent Rose
- Bylaws – In draft form
  - Comments back from some board members
- Mid Term Replacement of a Board Member
  - Comments back from some board members
- Hiring of a General Manager
- Document Process
- Committee Process

# Document Process

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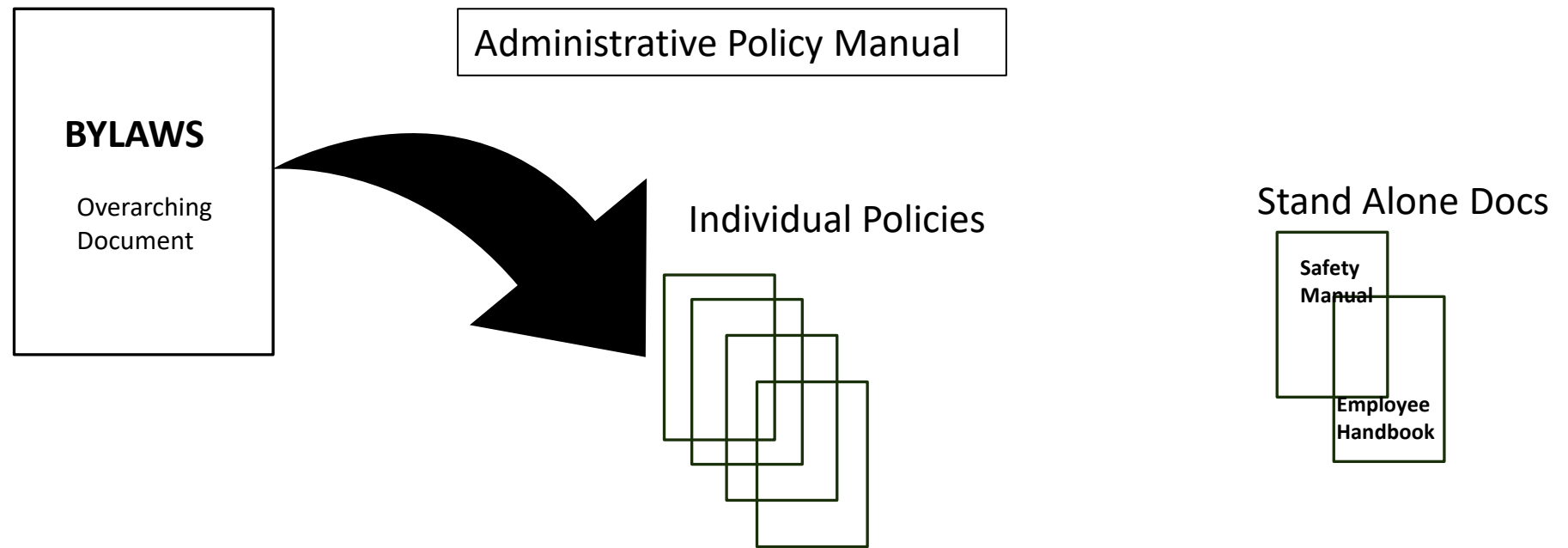
1. Document Lead Controls all changes
2. Policy Committee Vets All Changes
3. Board Provides Final Approval



# Document Management

## 20 December 2025

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# Paragraph 3.2.C

## Issues

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Annual Meeting. The meeting at which (1) officers of the Agency are elected, (2) Act, elected official, and special service district training may occur, (3) administrative policies are reviewed, (3) annual schedule of regular meetings, fee schedule, salary schedule, and employee benefit package are reviewed and approved, and (4) General Manager performance and compensation are reviewed. The Annual Meeting shall be held on the date and hour of its regularly scheduled meeting in January.

1. Annual Meeting in Interlocal Agreement is only for Summary Financial Information.
2. Review of fee schedule, salary schedule, and employee benefit package is too late, needs to be done during the budgeting process.
3. General Manager review and compensation too late needs to be done during budgeting.
4. Does not mention Interlocal requirement for financial meeting.

# Planning Committee Update



# 2025 Original Projects – Status

10 December 2025

Projects Completed							
<b>Clubhouse Improvements</b>	<b>Department</b>		<b>Pro Shop</b>				
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		<b>Golf Greens</b>				
AED (Non - Outlay)	Clubhouse		Rewire Irrigation on Holes 18 and 11	Golf Course			
Engineering Assessment of Clubhouse Entry	Clubhouse						
Internal Labor	Clubhouse		<b>Projects In-Progress</b>				
<b>Park Improvements</b>			Millpond Park Phse I (Impact Fee)	Park and Rec			
Add Wood Chips to Play Areas (Move to Mair	Park and Rec						
Replace Railing Around Gazebo	Park and Rec						
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	Park and Rec						
Clubhouse Dock ( Impact Fee)	Park and Rec						
<b>Project In-Progress</b>							
Millpond Park Phase I	Park and Rec						

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

# 2025 Add On Projects

10 December 2025

2025 Projects							
Priority	Completed	Project/Equipment	Category	Dept.	Budget	Contracted (Committed)	Spent (Obligated)
1		Reroute Backflush From Pool	Project	Operations	\$50,000	\$3,500	\$3,500
6	17-Dec	Diving Board and Slide for Pool	Equip	Operations	\$15,000	\$12,000	
10	✓	Relocate entry gate as pool	Project	Operations	\$5,000	\$950	\$950
16	Contract	Replace Flooring in Clubhouse	Project	Clubhouse	\$25,000	\$16,399	\$9,949
24	Contract	Proshop Front Desk	Project	Proshop	\$12,000	\$10,935	\$5,320
9	✓	Convert Porter Way Park to WxTrak	Project	Operations	\$20,000	\$15,498	\$15,498
	✓	Rewire Irrigation at Sagers	Project	Operations		\$12,000	\$10,712
		Repair/Paint Golf Maint Building	Project	Golf Operations			
					\$127,000	\$71,282	\$35,217
		<b>LEGEND</b>					
		<b>Project Definition</b>		<b>Department</b>			
		Safety		Clubhouse			
		Facility Protection		Operations			
		Operational Improvement/ Customer Satisfaction		Pool			
				Pro Shop			
				Cemetery			
				Golf Operations			

# Planning Committee

10 December 2025

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- Moving to 2026
  - Electrical Install at Millpond
  - Pool rerouting work

# 2026 Proposed Meeting Schedule

# Discussion of the Stansbury Place Phase 3 Plat Lot 3007 PUE Adjustment

# Action Items

2025.12.01

Board Review and possible  
approval of November 12,  
2025 Board Meeting Minutes

2025.12.02

Board Review and possible  
approval of November 19,  
2025 Board Meeting Minutes



2025.12.03

Board Review and possible  
approval of Stansbury Place  
Phase 3 Plat Lot 3007 PUE  
Adjustment authorizing  
signature on the Plat

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