

# New Board Member On-Boarding


7 January 2026

# Onboarding Purpose

- Orient new board members
- Provide continuity from previous board actions to new board

# Background

# Special Districts

In Utah, a special district is a **limited purpose local government entity** created to provide a specific public service, such as fire protection, water, or parks. These entities are legally defined as a body corporate and politic, a quasi-municipal corporation, and a political subdivision of the state, existing separately from other government units like cities or counties. They have the power to sue and be sued, own property, and construct and operate facilities. 

# Stansbury Park History

- Terracor/Leucadia Bankruptcies Resulted in the Need to Divest of owned Properties in 1982.
- County Refused to Accept the Assets
- Stansbury Citizens Stepped in to Form 3 Entities to Accept the Assets
  - Tooele Special District #1 – Later Renamed to Stansbury Greenbelt Service District
  - Tooele Special District #2 – Later Renamed to Stansbury Recreation Service District
  - Stansbury Park Improvement District

# Stansbury Service Agency Formation

- In 1992 the Two Special Districts (Greenbelt and Recreation) formed the Stansbury Service Agency Through an Interlocal Agreement to Execute Day-to-Day operations and Reduce Duplication of Efforts.
- The Agency Board of Directors Consists of the Members of Both Board of Trustees as an Oversight Body.

# Stansbury Park Statistics

- Most Greenspace per Capita in Utah
- 400 Acres of Parks, Golf Course and Greenspace
- 110 Acre Lake
- Stansbury Park Observatory (Salt Lake Astronomy Society)
- Sagers Youth Baseball Complex
- Porter Way Pickleball Complex
- Field use for Football, Soccer and Other Sports

## Major Parks

- 
- A detailed map of the Stantbury Lake area, showing residential streets, green spaces, and water bodies. Twenty-two specific parcels are highlighted in green and numbered 1 through 22. Blue arrows originate from these numbered parcels and point towards the table, indicating the source of the data for each row. The map includes labels for various streets such as E Rockwood Way, E Angel Way, E Highway 139, W Village Blvd, and Highway 139. Water bodies like Stantbury Lake and Mill Pond are also labeled.



# Stansbury Park

## Neighborhood Parks

- 
1. Brigham Park
  2. Angel Way Park
  3. Solomon park
  4. Delgada Park
  5. Captain's Island Park
  6. Gateway Park
  7. Woodland Park
  8. Brent Rose Park
  9. Fairway Park
  10. Garrett Park
  11. Ponderosa Park
  12. Galley Park
  13. Lanyard Park
  14. Regatta Lane Park



# Golf Course History

- Originally operated as a contract operation
  - Separation of operations between Parks and golf course
- 2019 operations pulled under the Agency
  - Rewiring project – not well done
- 2022 current greens superintendent hired
  - Started rewiring and shift to Weather Trak
- Currently moving toward more commonality of operations with Parks and Rec

# Lake History

- Constructed with original park in 1969
  - Not originally designed as a recreation location
  - Parts of the lake not fully developed as planned due to costs and difficulties
- Original weed harvesting boat obtained in the 1980s
  - Obtained used from another agency
- Second boat purchased late 1990s
- Neither boat maintained well and in 2022 first boat had significant hull damage – scrapped in 2024
- Water supplied from 3 main sources – issues with maintaining consistent level
  - Gordon Well 1 – through golf course
  - Pumping from Millpond - mid April through mid October
  - Rainfall

# Pool History

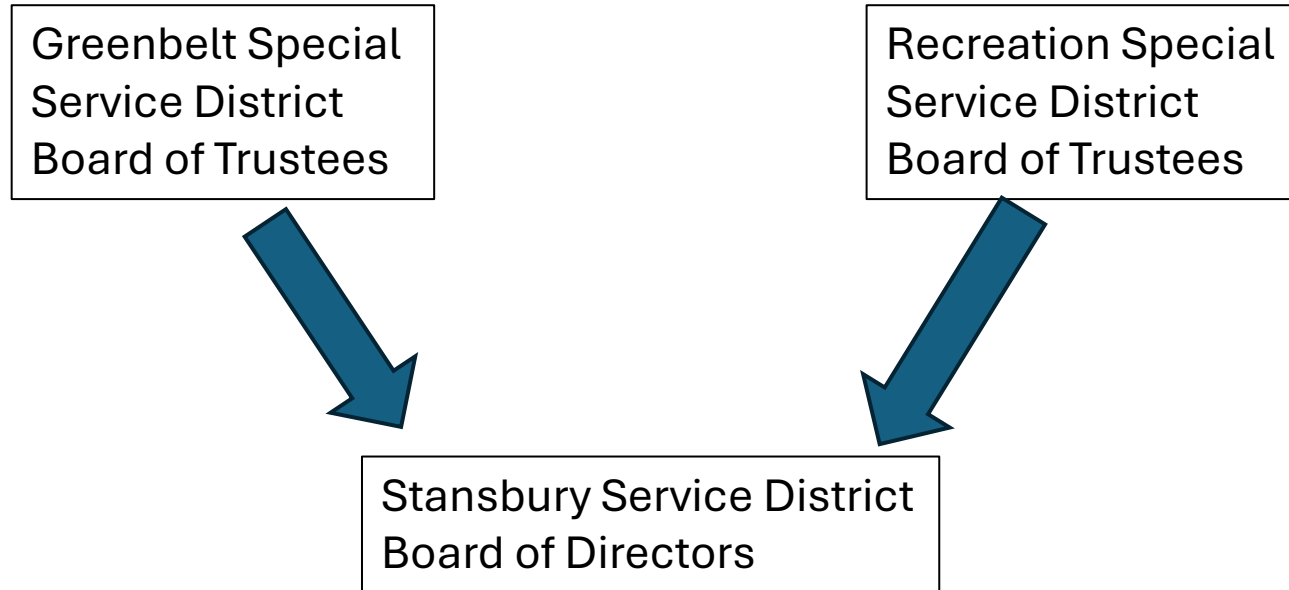
- Constructed in 1971
  - Typical pool life is 25 years
- Issues with original design
  - Below water table
  - Backflush effluent ducted into the lake
- Current mitigation efforts
  - Redirection of effluent to sewer system
  - Repair of lower level valve
  - Dye testing to determine if additional repair of shell is feasible
  - Looking at different filtration to cut down on effluent

# Clubhouse

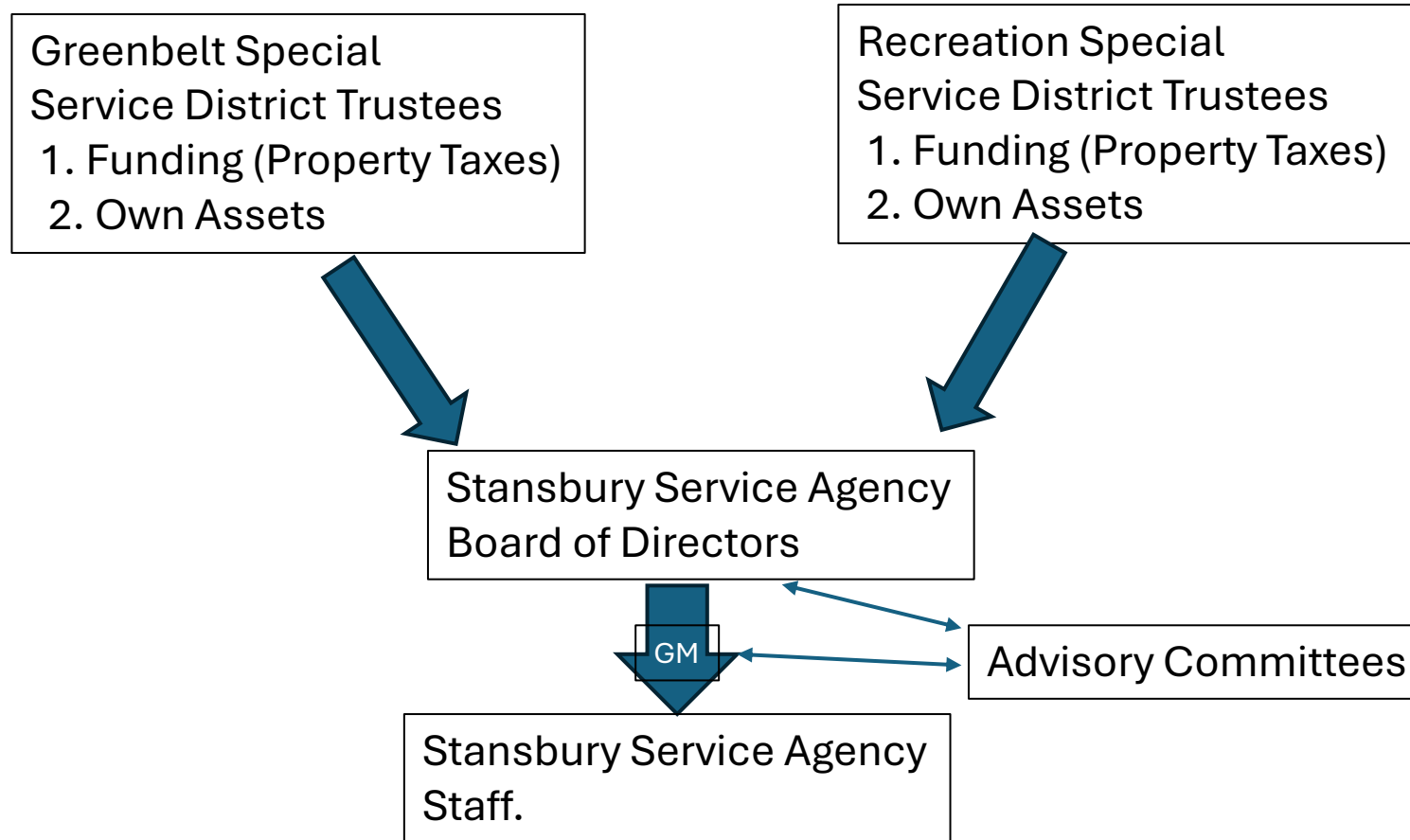
- Built in early 1970s
- Remodel in 2023
  - Removed fireplace
  - Refinished walls
  - New carpeting
- Safety Issues
  - Fire alarm system
  - Sprinkler system
  - Master Breaker
- Leakage
  - Overhead Windows/seals
  - Under Entryway
  - North wall into old sauna area
  - Old Flue area
  - Under roofing

# Organization and Operation

# Service Area Trustees form Agency Board of Directors



# Functioning of the Agency and Districts





# Responsibilities of Trustee Boards

- Provide Tax Revenue to Fund Operation of Agency
- Determination of Tax Rates
- Set Budget for Respective Service Areas

# Officers of the Trustee Boards

- Chairman
  - Conduct Meetings
  - Set Agendas
- Treasurer
  - Budgeting
  - Funds Oversight
- Clerk
  - Publish Agendas
  - Minutes
  - Update State and Agency Sites
- May Also Select a Vice Chair
  - Same as Chair in Absence
  - Defaults to Senior Member if not Selected

# Responsibilities of Service Agency Board

- Oversight of Operations
- Oversight of Expenditures
- Oversight of Development
- Development and Approval of Budget
- Approval of Fee Schedule
- Approval of Operational Policies
- Limitations:
  - Cannot Directly Supervise Agency Staff
  - Tasks to Staff (through the GM) must represent the MAJORITY of the board

# Officers of the Board of Directors

- Chairman
  - Conduct Meetings
  - Set Agendas
  - Task Board Members
- Vice Chair
  - Same as Chair in Absence
- Treasurer
  - Custodian of all money, bonds, and other securities
- Clerk
  - Publish Agendas
  - Keep a record of the proceedings of the board
  - Update State and Agency Sites
  - Maintain financial records for each fund of the special district and all related subsidiary records

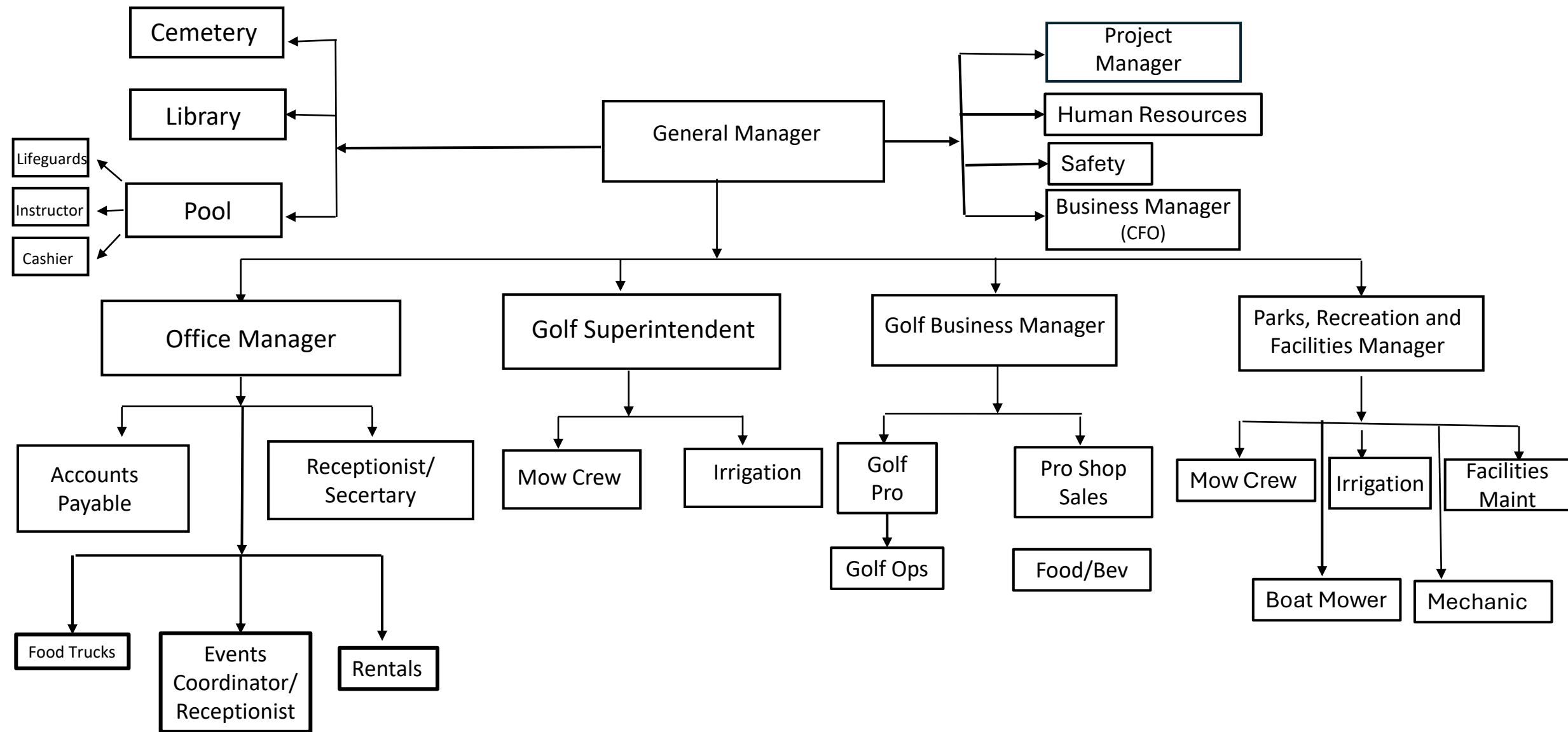
# Meetings

- Conducted by Board Chair (or Vice Chair)
- Chair is Responsible to Ensure They Follow Robert's Rules of Order
- All board members present at the time minutes are approved can (should) vote for approval. You are not validating the content of the meeting, only that the meeting minutes are correct in form and content is understandable.

# Committees

- Policy Committee
  - Review and update policies and procedures
- Finance Committee
  - Financial Review and Oversight
  - Develop Operating Budgets
  - Recommendations for individual Service Area Budgets
- Capital Project Planning Committee
  - Review and Planning of Projects
- Proposed Additional Committees
  - Lake
  - Golf
  - Long Range Planning
- Limitations on Board Membership
  - Advice from USAD and State – Only one from each Trustee Board

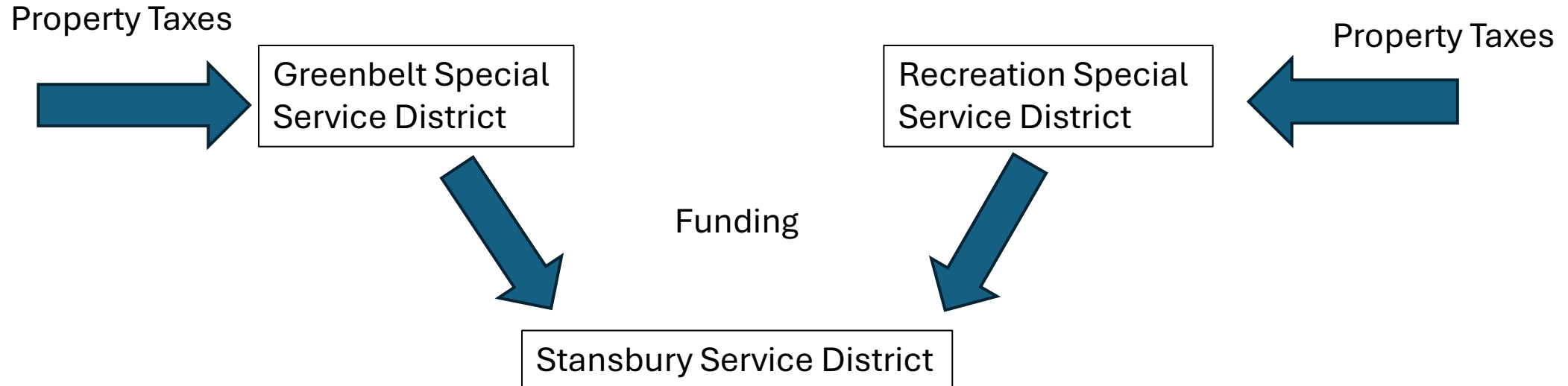
# Organization Chart



# Finances

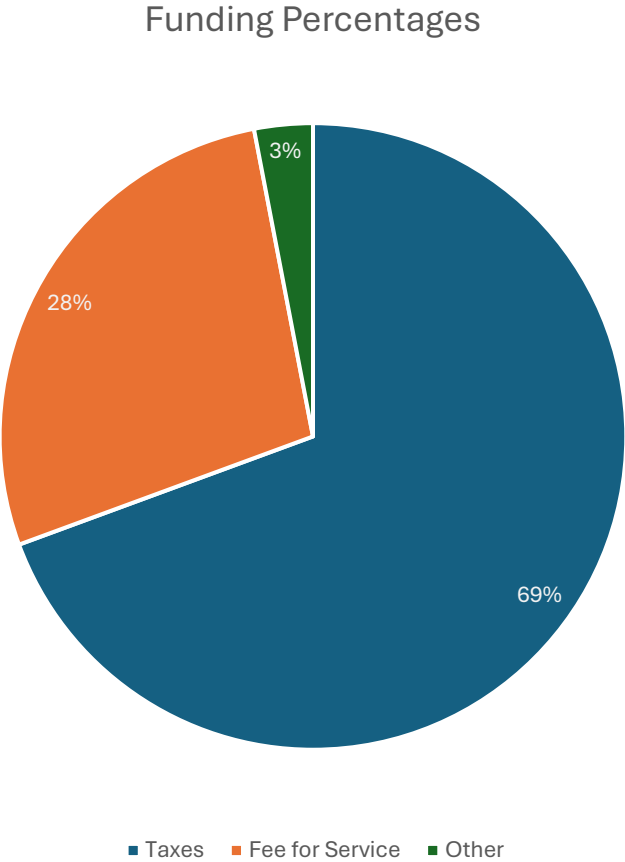


# Funding of the Agency By Service Areas



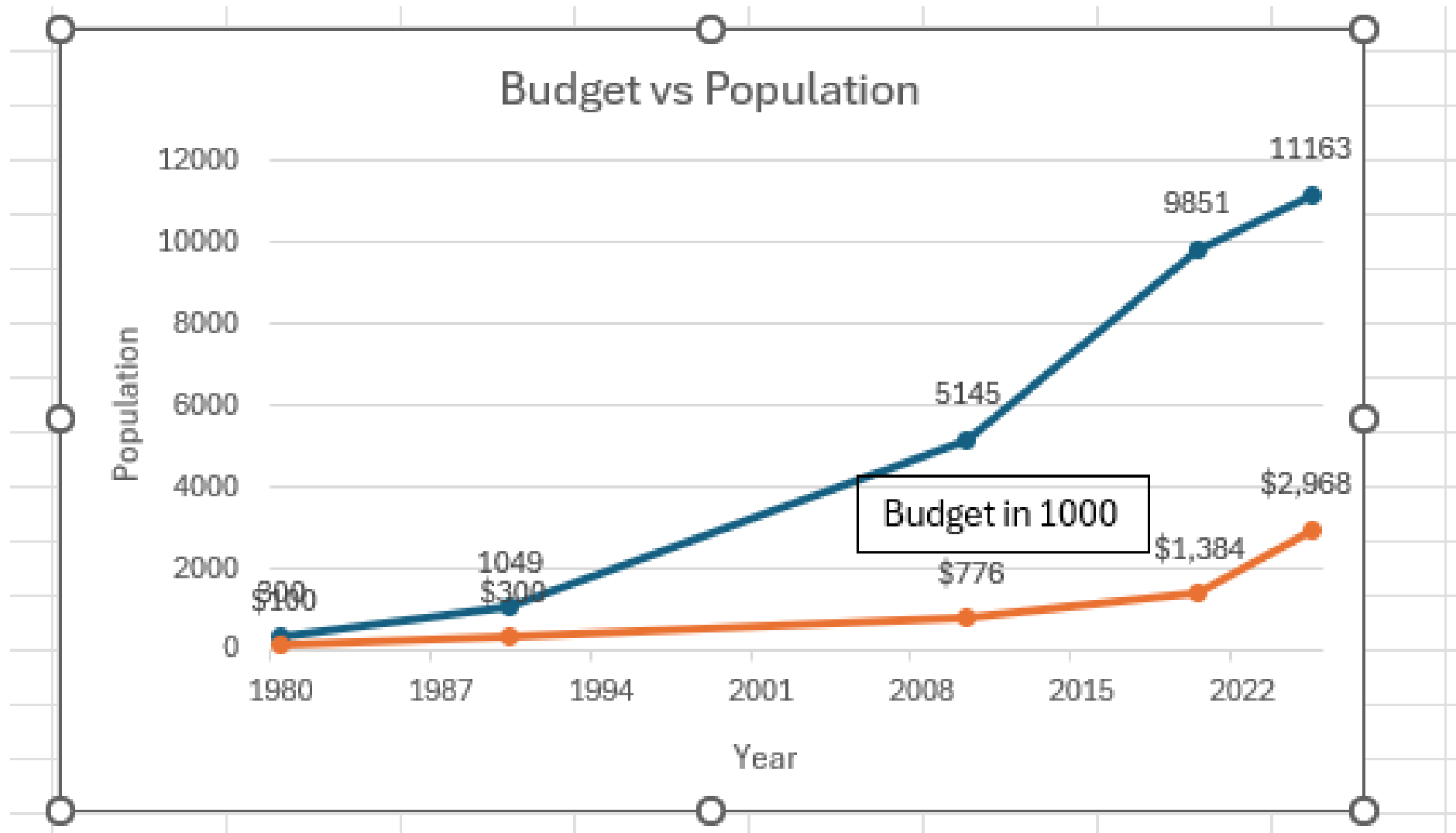
# Stansbury Park

## Revenue Basis

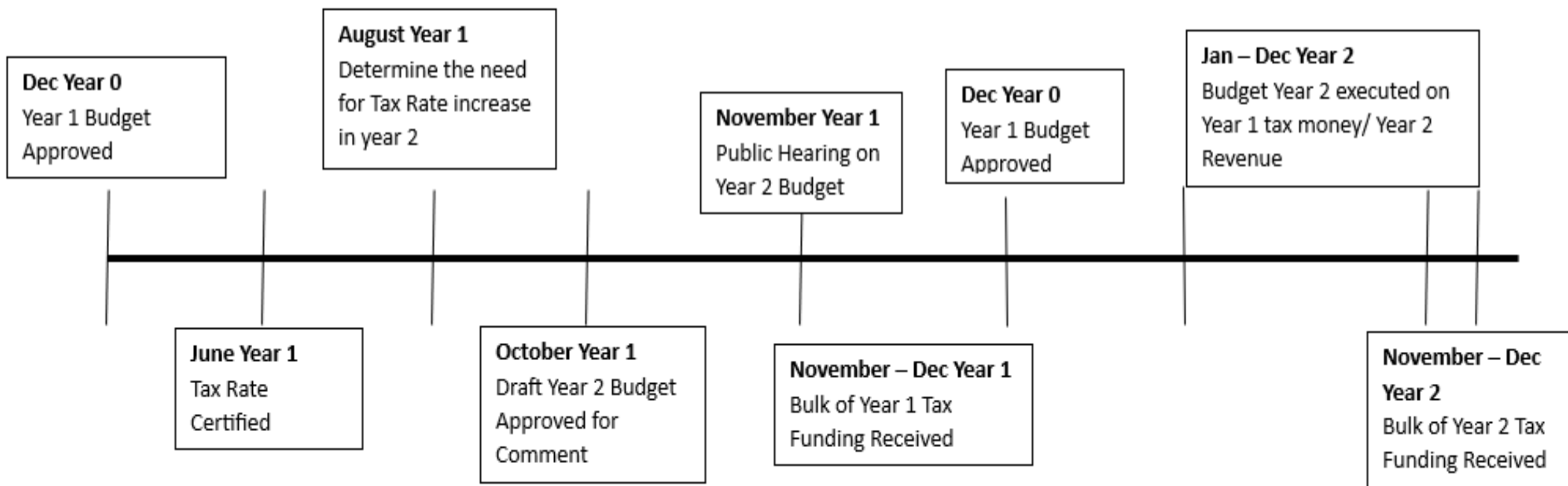


# Stansbury Park

## Budget vs Population

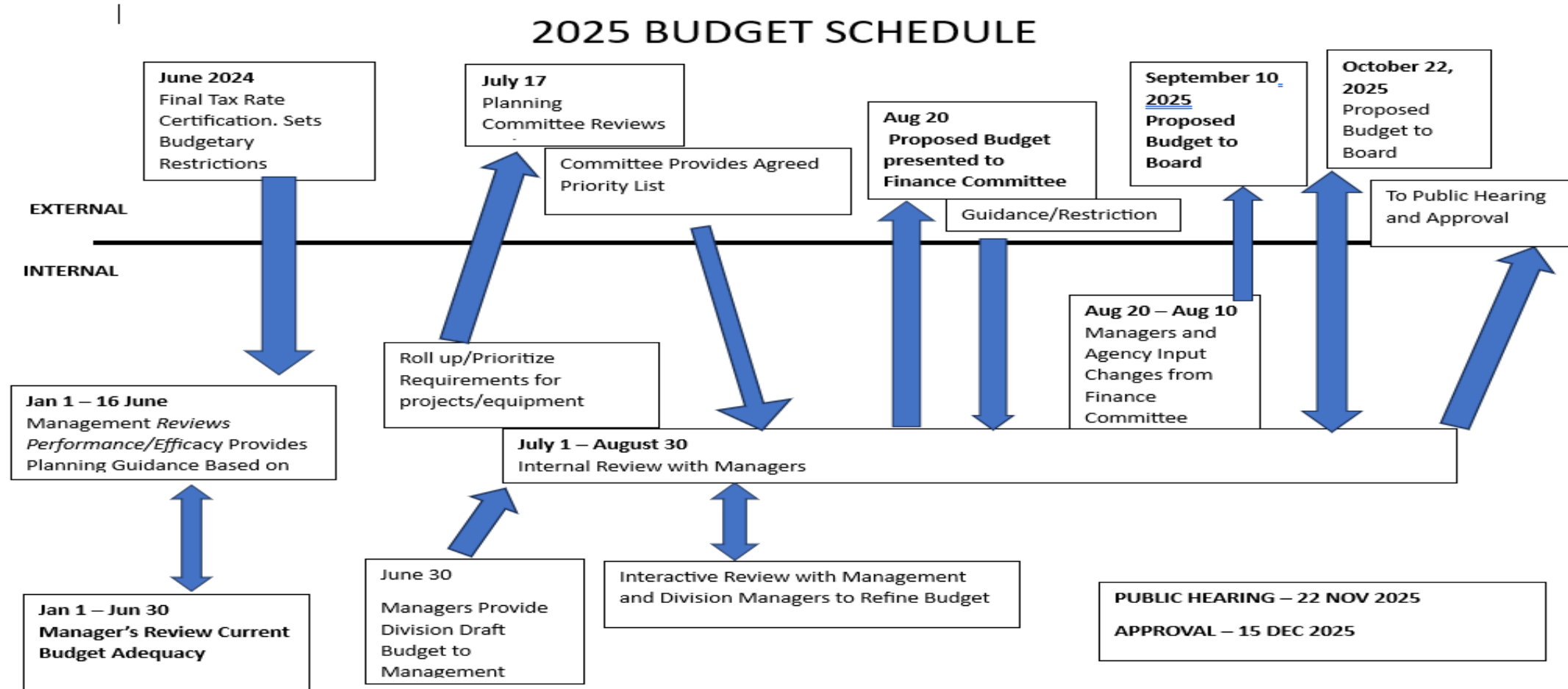


# BUDGET/FUNDING CYCLE



# Budget Process Timeline

16 July 2025



# Budget vs Actuals

	2022	2023	2024	2025	2026
Budgeted Revenue	\$2,491,077	\$3,203,810	\$4,103,585	\$4,453,700	\$4,965,647
Actual Revenue	\$3,413,811	\$2,341,541	\$4,234,523	\$5,069,877	
Difference	\$922,734	(\$862,269)	\$130,938	\$616,177	
Budgeted Expenses	\$2,477,004	\$2,414,197	\$4,045,685	\$4,453,700	\$4,965,647
Actual Expenses	\$2,141,177	\$2,919,265	\$3,531,319	\$3,398,261	
	\$335,827	(\$505,068)	\$514,366	\$1,055,439	



Reovered Fraud Money

Programmed Tax  
Increase

## Budget in Pelorous Accounting Software

Year:		Budget:		Fund:		Hierarchy:		Budget Type:		Entry Mode:
2025		Annual Budget		10	General Fund	Financial Statements		Operational		Encumbrance Zero Balance
Description	Type	I	2022 Actual	2023 Actual	2024 Actual	2024 Budget	2025 Actual	Original Budget	Revised Budget	
Budgeted Revenue:			\$3,413,...	\$2,341,...	\$4,234,...	\$4,598,...	\$5,069,...	\$4,453,700	\$5,398,...	
Budgeted Expense:			\$2,136,...	\$2,919,...	\$3,531,...	\$4,598,...	\$3,398,...	\$4,453,700	\$5,398,...	
Budget Totals:			\$1,277,...	(\$578,4...	\$703,239	\$0	\$1,671,...	\$0	\$0	
Change In Net Position										
Revenue:										
Taxes										
4100 - General property tax	R		1,504,366	1,411,624	2,850,603	2,968,618	2,729,844	3,118,618	3,059,588	
4110 - Fee in lieu of property tax	R		0	119,993	158,747	100,000	207,005	100,000	210,000	
4115 - Delinquent property taxes	R		0	9,832	28,390	30,000	49,500	10,000	55,000	
Total Taxes			1,504,3...	1,541,4...	3,037,7...	3,098,6...	2,986,3...	3,228,618	3,324,5...	
Intergovernmental revenue										
4601 - Tourism Tax Grant	R		0	5,000	15,000	15,000	15,000	0	15,000	
4605 - Tooele Co Recreation Special...	R		0	4,000	3,969	3,969	0	4,000	4,000	
4606 - Tooele Co Health Dept - EMO...	R		0	0	0	0	0	0	0	
Total Intergovernmental revenue			0	9,000	18,969	18,969	15,000	4,000	19,000	
Charges for services										
4200 - Clubhouse Rental	R		26,538	44,169	33,092	30,701	32,610	40,000	34,000	
4205 - Small Conference Room	R		0	60	130	130	112	300	0	
4210 - Large Conference Room	R		0	0	0	0	209	300	209	
4215 - Gazebo Rental	R		0	1,280	2,309	2,300	2,269	1,600	2,300	
4220 - Pavilion Rental	R		0	4,727	2,141	2,141	2,242	2,000	2,250	
4225 - Sports Rental	R		0	0	28,791	28,791	45,935	40,000	46,000	
4250 - Special Event - Stansbury Days	R		0	8,618	19,826	19,826	16,244	20,000	16,244	
4251 - Special Event - Stansbury Pa...	R		0	0	0	0	1,000	1,000	1,000	
4252 - Special Events	R		0	0	140	140	1,454	0	1,500	
4253 - Special Event - Community	R		0	1,745	3,631	3,350	2,181	3,000	2,500	
4254 - Food Trucks Revenue	R		0	0	17,584	17,513	10,807	20,000	11,000	
4255 - Special Event - Stansbury Da...	R		0	0	1,144	1,144	7,097	10,000	7,100	
4310 - Swimming pool - Daily admissi...	R		0	7,065	26,180	26,180	19,246	20,000	19,246	
4311 - Swimming pool - season pass	R		0	1,966	7,801	7,801	6,418	6,000	6,418	
4312 - Swimming pool - punch card	R		0	950	3,048	3,048	3,078	2,400	3,078	
4313 - Swimming pool - Daily admissi...	R		0	428	2,128	2,128	7,608	1,000	7,608	
4320 - Swimming pool - Party rental	R		0	4,861	7,153	7,153	7,688	6,000	7,688	
4330 - Swim Lessons	R		0	8,085	14,354	14,354	18,501	14,000	18,501	

## Budget Summaries Provided for Approval

Stansbury Service Agency of Tooele County							
Financial Statement Report - Monthly with Percent							
10 General Fund - 10/01/2025 to 10/31/2025							
	Account No.	Approved Budget	Current Period	YTD Balance	Percent (Approved Budget)	Adjusted Budget	Percent (Adjusted Budget)
Change In Net Position							
Revenue:							
Taxes							
4100 General property tax	4100	3118618	118803	125322	0.0402	3059588	0.041
4110 Fee in lieu of property tax	4110	100000	12126	196796	1.968	210000	0.9371
4115 Delinquent property taxes	4115	10000	5342	47214	4.7214	55000	0.8584
Total Taxes		3228618	136272	369332	0.1144	3324588	0.1111
Intergovernmental revenue							
4601 Tourism Tax Grant	4601					15000	
4605 Tooele Co Recreation Special Service Grant-L	4605	4000				4000	
Total Intergovernmental revenue		4000				19000	
Charges for services							
4200 Clubhouse Rental	4200	40000	1148	30567	0.7642	34000	0.899
4205 Small Conference Room	4205	300					
4210 Large Conference Room	4210	300		209	0.6982	209	1.0022
4215 Gazebo Rental	4215	1600		2269	1.418	2300	0.9864
4220 Pavilion Rental	4220	2000		2242	1.1209	2250	0.9964
4225 Sports Rental	4225	40000	30	45935	1.1484	46000	0.9986
4250 Special Event - Stansbury Days	4250	20000	828	16244	0.8122	16244	1
4251 Special Event - Stansbury Pageant	4251	1000		1000	1	1000	1
4252 Special Events	4252			1454		1500	0.9696
4253 Special Event - Community	4253	3000	160	1661	0.5537	2500	0.6644
4254 Food Trucks Revenue	4254	20000	783	10807	0.5403	11000	0.9824
4255 Special Event - Stansbury Days Triathlon	4255	10000		7097	0.7097	7100	0.9995
4310 Swimming pool - Daily admission Resident	4310	20000		19246	0.9623	19246	1
4311 Swimming pool - season pass	4311	6000		6418	1.0697	6418	1
4312 Swimming pool - punch card	4312	2400		3078	1.2824	3078	1
4313 Swimming pool - Daily admission Non Resident	4313	1000		7608	7.6081	7608	1
4320 Swimming pool - Party rental	4320	6000		7688	1.2814	7688	1
4330 Swim Lessons	4330	14000		18501	1.3215	18501	1
4335 Swim teams	4335	6700		9937	1.4832	9937	1
4350 Pool Concessions	4350	8500		6339	0.7458	6339	1.0001
4401 Golf Green Fees	4401	475000	35208	586019	1.2337	630000	0.9302
4402 Golf Cart Fees	4402	195000	16442	205292	1.0528	209000	0.9823
4403 Golf Driving Range	4403	20000	3138	32648	1.6324	34000	0.9602
4404 Golf Snack Bar	4404	45000	4065	51895	1.1532	53000	0.9792
4406 Golf ProShop	4406	130000	21630	122921	0.9455	130000	0.9455
4409 Golf Alcohol	4409	21000	1213	16785	0.7993	21000	0.7993
4412 Golf Pavilion	4412	500		112	0.2245	150	0.7484
4501 Library Book Sale	4501			35		40	0.8663
4502 Library Card	4502	50		104	2.08	110	0.9455
4503 Library Lost Book	4503		1	7		7	1.0143
4800 Cemetery Plots	4800	25000	600	9550	0.382	12000	0.7958
4810 Cemetery services	4810	10000	800	6100	0.61	7500	0.8133
4950 Boat Registration	4950	40	5	290	7.25	300	0.9667
Total Charges for services		1124390	86050	1230060	1.094	1300025	0.9462



10 General Fund - 10/01/2025 to 10/31/2025

		(BUD)		(CUM ACT)		(EAC)	
	Account No.	Approved Budget	Current Period	YTD Balance	Percent (Approved Budget)	Adjusted Budget	Percent (Adjusted Budget)
Change In Net Position							
Revenue:							
Taxes							
4100 General property tax	4100	3,118,618	118,803	125,322	4.02%	3,059,588	4.10%
4110 Fee in lieu of property tax	4110	100,000	12,126	196,796	196.80%	210,000	93.71%
4115 Delinquent property taxes	4115	10,000	5,342	47,214	472.14%	55,000	85.84%
Total Taxes		3,228,618	136,272	369,332	11.44%	3,324,588	11.11%
		Total Approved Budget		Total Amount Received to date		Projected to receive based On current data	
Intergovernmental revenue							
4601 Tourism Tax Grant	4601					15,000	
4605 Tooele Co Recreation Special Service Grant-Library	4605	4,000				4,000	
Total Intergovernmental revenue		4,000				19,000	
Charges for services							
4200 Clubhouse Rental	4200	40,000	1,148	30,567	76.42%	34,000	89.90%
4205 Small Conference Room	4205	300					
4210 Large Conference Room	4210	300		209	69.82%	209	100.22%
4215 Gazebo Rental	4215	1,600		2,269	141.80%	2,300	98.64%

2020 General Fund - 10/01/2020 to 10/01/2020							
		(BUD)		(CUM ACT)		(EAC)	
	Account N	Approved Bud	Current Period	YTD Balance	Percent (Approved Budget)	Adjusted Budget	Percent (Adjusted Budget)
Change In Net Position							
Revenue:							
Taxes							
4100 General property tax	4100	\$3,118,618	\$118,803	\$125,322	4%	\$3,059,588	4.10%
4110 Fee in lieu of property tax	4110	\$100,000	\$12,126	\$196,796	197%	\$210,000	93.71%
4115 Delinquent property taxes	4115	\$10,000	\$5,342	\$47,214	472%	\$55,000	85.84%
Total Taxes		\$3,228,618	\$136,272	\$369,332	11%	\$3,324,588	11.11%
Intergovernmental revenue							
4601 Tourism Tax Grant	4601					\$15,000	
4605 Tooele Co Recreation Special	4605	\$4,000				\$4,000	
Total Intergovernmental revenue		\$4,000				\$19,000	
Interest							
4140 Interest Income	4140	\$80,000	\$8,776	\$121,989	152%	\$130,000	93.84%
Total Interest		\$80,000	\$8,776	\$121,989	152%	\$130,000	93.84%
Miscellaneous revenue							
4001 Charter membership	4001	\$254				\$254	
4170 Miscellaneous	4170	\$5,000	\$738	\$605,962	12119%	\$606,000	99.99%
4180 Cell tower rental	4180	\$9,438	\$831	\$8,115	86%	\$9,776	83.01%
4900 Property Rental	4900	\$2,000		\$9,058	453%	\$9,058	100.00%
Total Miscellaneous revenue		\$16,692	\$1,569	\$623,135	3733%	\$625,088	99.69%

Department

General Government

Golf Course

Parks and Recreation

Swimming Pool

Library

Cemetery

Charges for services								
4200 Clubhouse Rental	4200	\$40,000	\$1,148	\$30,567	76%	\$34,000	89.90%	
4205 Small Conference Room	4205	\$300						
4210 Large Conference Room	4210	\$300		\$209	70%	\$209	100.22%	
4215 Gazebo Rental	4215	\$1,600		\$2,269	142%	\$2,300	98.64%	
4220 Pavilion Rental	4220	\$2,000		\$2,242	112%	\$2,250	99.64%	
4225 Sports Rental	4225	\$40,000	\$30	\$45,935	115%	\$46,000	99.86%	
4250 Special Event - Stansbury Da	4250	\$20,000	\$828	\$16,244	81%	\$16,244	100.00%	
4251 Special Event - Stansbury Pa	4251	\$1,000		\$1,000	100%	\$1,000	100.00%	
4252 Special Events	4252			\$1,454		\$1,500	96.96%	
4253 Special Event - Community	4253	\$3,000	\$160	\$1,661	55%	\$2,500	66.44%	
4254 Food Trucks Revenue	4254	\$20,000	\$783	\$10,807	54%	\$11,000	98.24%	
4255 Special Event - Stansbury Da	4255	\$10,000		\$7,097	71%	\$7,100	99.95%	
4310 Swimming pool - Daily admis	4310	\$20,000		\$19,246	96%	\$19,246	100.00%	
4311 Swimming pool - season pas	4311	\$6,000		\$6,418	107%	\$6,418	100.00%	
4312 Swimming pool - punch card	4312	\$2,400		\$3,078	128%	\$3,078	100.00%	
4313 Swimming pool - Daily admis	4313	\$1,000		\$7,608	761%	\$7,608	100.00%	
4320 Swimming pool - Party rental	4320	\$6,000		\$7,688	128%	\$7,688	100.00%	
4330 Swim Lessons	4330	\$14,000		\$18,501	132%	\$18,501	100.00%	
4335 Swim teams	4335	\$6,700		\$9,937	148%	\$9,937	100.00%	
4350 Pool Concessions	4350	\$8,500		\$6,339	75%	\$6,339	100.01%	
4401 Golf Green Fees	4401	\$475,000	\$35,208	\$586,019	123%	\$630,000	93.02%	
4402 Golf Cart Fees	4402	\$195,000	\$16,442	\$205,292	105%	\$209,000	98.23%	
4403 Golf Driving Range	4403	\$20,000	\$3,138	\$32,648	163%	\$34,000	96.02%	
4404 Golf Snack Bar	4404	\$45,000	\$4,065	\$51,895	115%	\$53,000	97.92%	
4406 Golf ProShop	4406	\$130,000	\$21,630	\$122,921	95%	\$130,000	94.55%	
4409 Golf Alcohol	4409	\$21,000	\$1,213	\$16,785	80%	\$21,000	79.93%	
4412 Golf Pavilion	4412	\$500		\$112	22%	\$150	74.84%	Department
4501 Library Book Sale	4501			\$35		\$40	86.63%	General Government
4502 Library Card	4502	\$50		\$104	208%	\$110	94.55%	Golf Course
4503 Library Lost Book	4503		\$1	\$7		\$7	101.43%	Parks and Recreation
4800 Cemetery Plots	4800	\$25,000	\$600	\$9,550	38%	\$12,000	79.58%	Swimming Pool
4810 Cemetery services	4810	\$10,000	\$800	\$6,100	61%	\$7,500	81.33%	Library
4950 Boat Registration	4950	\$40	\$5	\$290	725%	\$300	96.67%	Cemetery
Total Charges for services		\$1,124,390	\$86,050	\$1,230,060	109%	#####	94.62%	

# Cumulative Revenue

## 1 Jan – 31 Oct 2025

Department	Revenue
General Government	\$1,142,202
Golf Course	\$1,015,672
Parks and Recreation	\$92,029
Swimming Pool	\$78,815
Library	\$146
Cemetary	\$15,650
Total	\$2,344,514

# Golf Greens Operations

Personnel Cost
Parts/Supplies
Services
Equipment
Miscellaneous

Stansbury Service Agency of Tooele County							
Financial Statement Report - Monthly with Percent							
10 General Fund - 10/01/2025 to 10/31/2025							
	Account No.	Approved Budget	Current Period	YTD Balance	Percent (Approved Budget)	Adjusted Budget	Percent (Adjusted Budget)
Golf Operations							
52-110 Salaries	52-110	99225	7632	84083	0.8474	99225	0.8474
52-111 Salaries Mechanic	52-111		420	5085		6000	0.8476
52-115 Groundskeeper Hourly	52-115	45760		276	0.006	12000	0.023
52-117 Irrigation Repairs & Maintenance Hourly	52-117	56000	6653	51761	0.9243	78000	0.6636
52-120 Groundskeeper Seasonal	52-120	118000	10228	92673	0.7854	110000	0.8425
52-122 Irrigation Repairs & Maintenance Seasonal	52-122	28600					
52-131 FICA	52-131	28000	1890	17676	0.6313	22000	0.8034
52-132 Health Benefit	52-132	54000	2775	26909	0.4983	31680	0.8494
52-133 Retirement Benefit	52-133	32000	2202	21531	0.6729	28000	0.769
52-134 Unemployment Insurance	52-134	6600	320	3748	0.5678	4500	0.8328
52-135 Employee Incentive	52-135	500				500	
52-210 Dues & Subscriptions	52-210	1000	26	6792	6.7918	7000	0.9703
52-230 Mileage reimbursement	52-230	500				500	
52-240 Office supplies & PPE	52-240	3000	120	1434	0.4779	1500	0.9558
52-250 Facility Maintenance	52-250	6000	265	14386	2.3977	16000	0.8991
52-251 Irrigation Repairs & Maintenance	52-251	48000	3266	31210	0.6502	38000	0.8213
52-252 Equipment Repairs/Maintenance	52-252	37000	340	21082	0.5698	33000	0.6389
52-253 Fertilizer/Chemical	52-253	50000	8752	31660	0.6332	33000	0.9594
52-254 Sand/soil/seeds/materials	52-254	23000		7380	0.3209	8000	0.9225
52-255 Golf Course Maintenance	52-255					1500	
52-260 Waste/Trash	52-260	1320	181	1403	1.063	1320	1.063
52-270 Electricity	52-270	22000	2376	17838	0.8108	22000	0.8108
52-271 Natural gas	52-271	3000	7	807	0.2689	2000	0.4034
52-272 Telephone, Internet	52-272	2000	72	1332	0.666	2000	0.666
52-273 Water	52-273	57200	5951	54598	0.9545	61000	0.895
52-280 Fuel	52-280	13000	1356	10463	0.8048	13000	0.8048
52-311 Security	52-311	500	22	218	0.435	500	0.435
52-312 IT Expense	52-312	500		269	0.5374	500	0.5374
52-330 Training	52-330	2500	9	334	0.1336	750	0.4452
52-331 Safety Training	52-331			93		500	0.1857
52-610 Miscellaneous	52-610	1000		73	0.073	500	0.146
52-740 Small Tools under \$1000	52-740	4000	80	1280	0.32	3000	0.4267
52-741 Equipment Rental	52-741	68000	3465	30297	0.4455	40000	0.7574
Total Golf Operations		812205	58405	536689	0.6608	677475	0.7922

# TOTAL EXPENSES – GENERAL FUND

1 January – 31 October 2025

## EXPENSES - JAN THRU OCT 2025

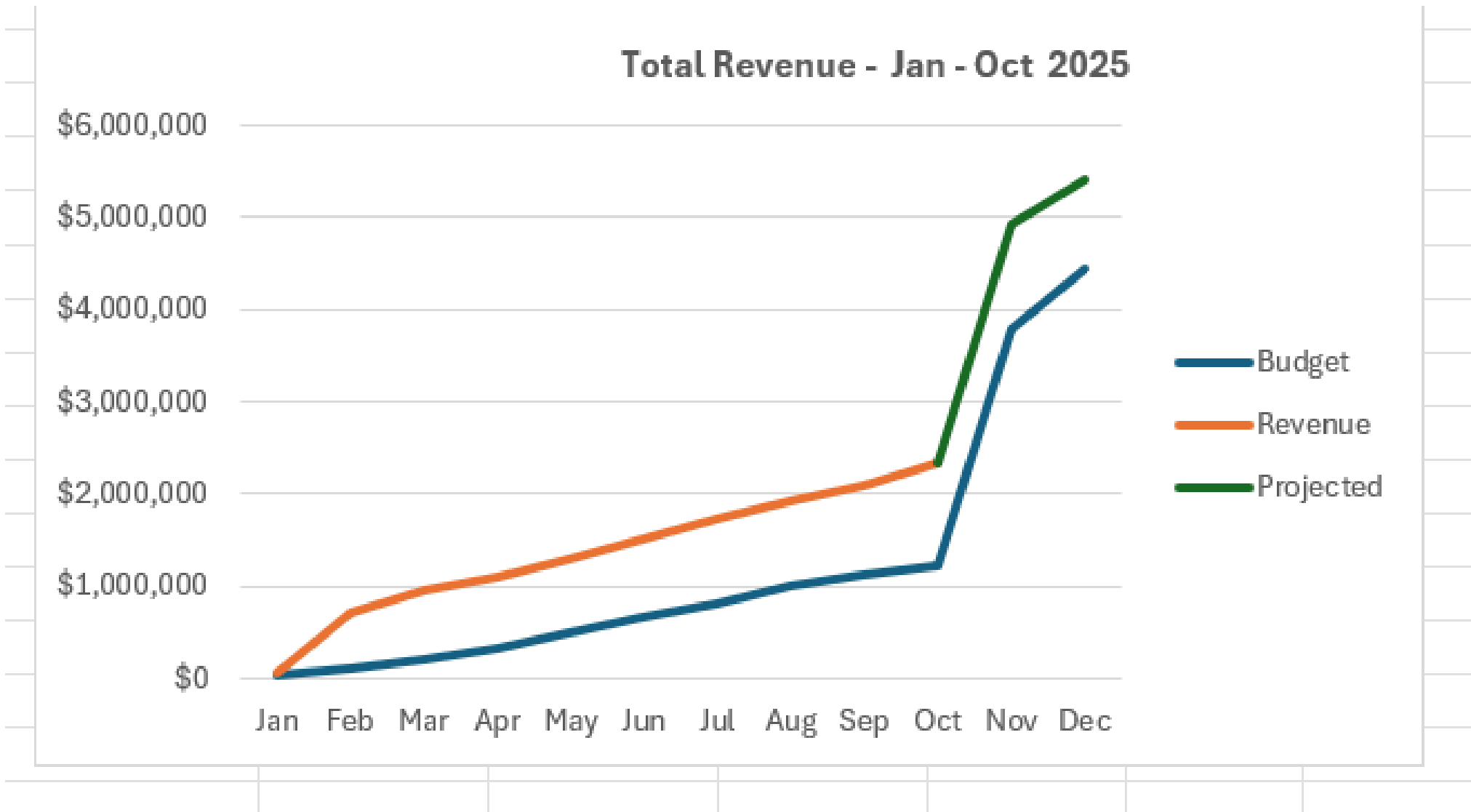
	APPROVED Annual Budget	Planned Expenses to Date	Actual Expenses to Date	Variation in Actual From Expected to Date	Percent Variance from Estimated to Date	Funds Remaining to do Expected Work	Estimated Expenses to do Remaining Work	Estimated Total Expense to do Work	Anticipated Variance from Approved Budget	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

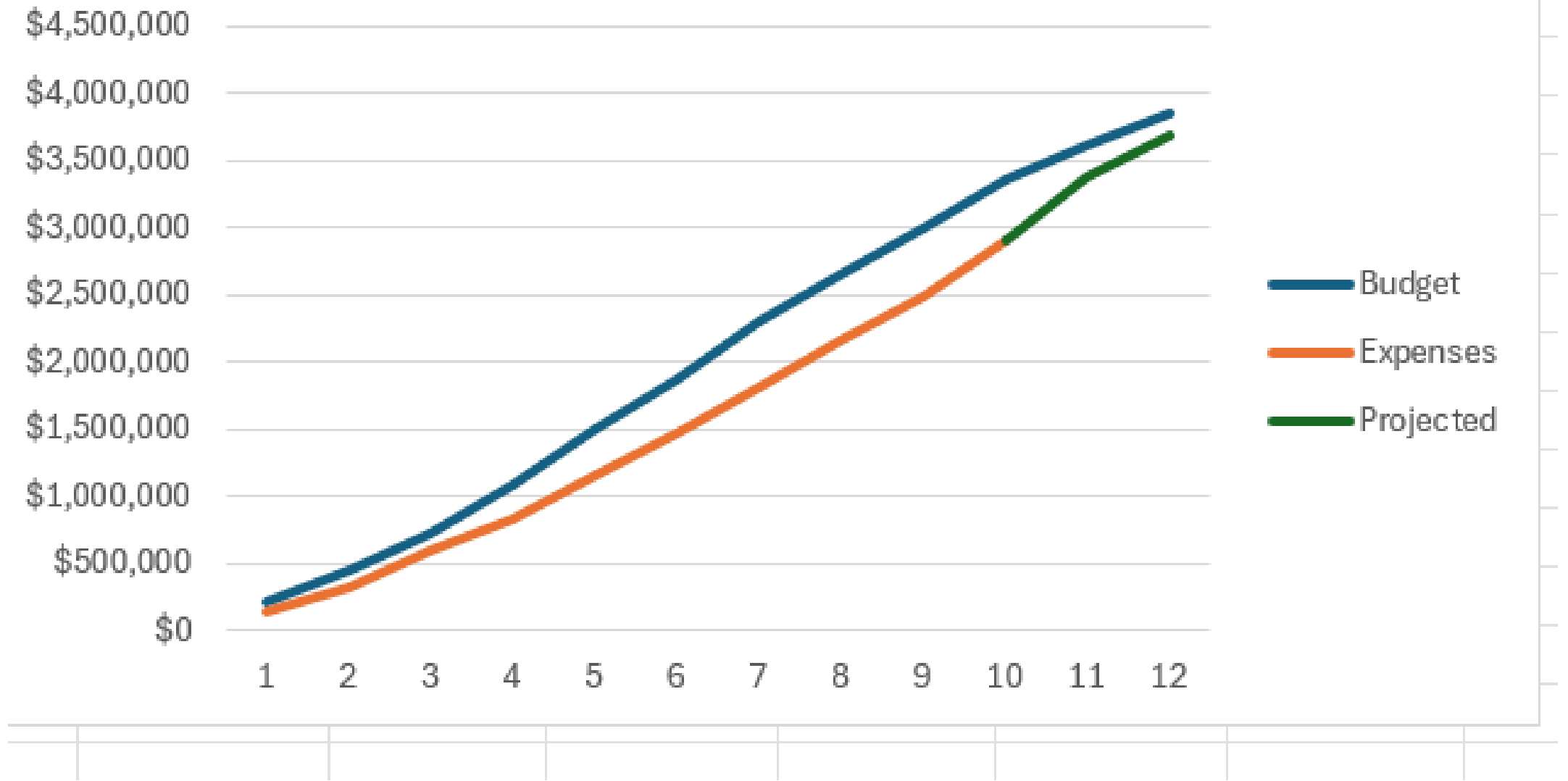


Future

Total Revenue - Jan - Oct 2025



## Total Expenses - Jan - Oct 2025





# Policies and Documents

# 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**

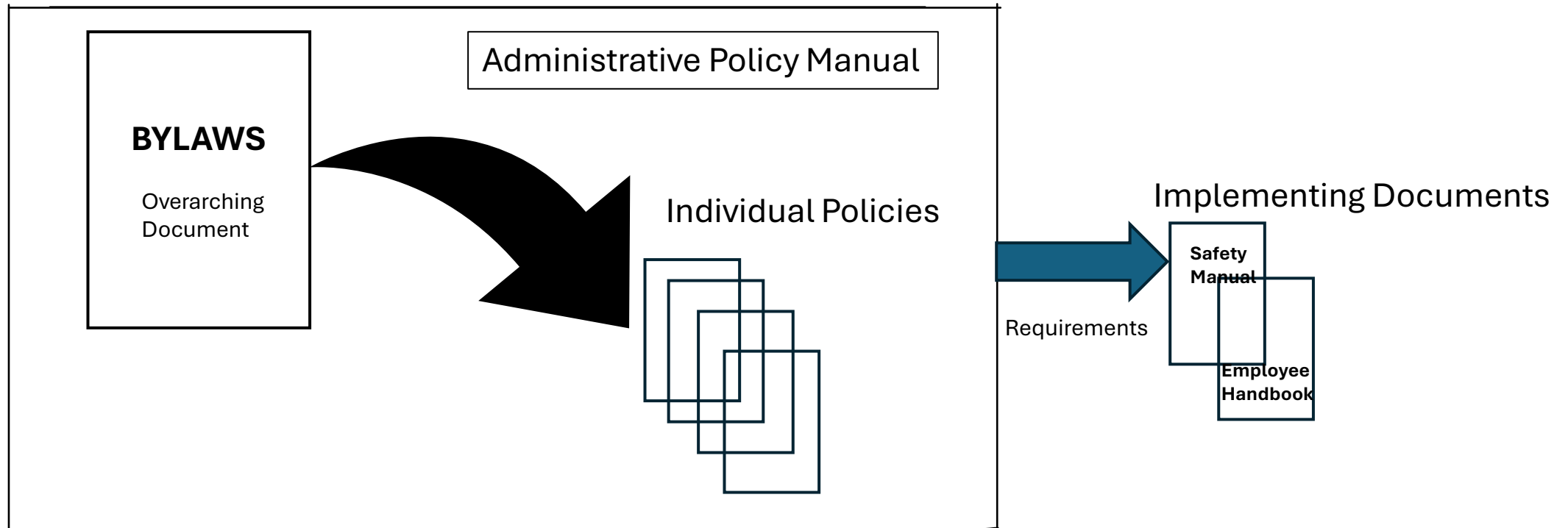
- Current Administrative Policy Manual
- Rigid, but without references to Utah Code or governing documents
- Lack of strong unifying structure
- No organized way to add policies and procedures so they can be found and used intuitively

## **Recommended State**

- New Stansbury Service Agency By-laws
- 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

# Document Management

## 20 December 2025



# Policy Template

- Purpose: Why do we need this policy – Approved by Board
- Applicability: Who does this apply to
- Related Documents:
- Requirements: What Requirements are satisfied by this policy
- Responsibilities: What needs to be done and who's responsible to do it.
- Process
  - Preceding activities: What needs to be done before we execute the policy or what initiates the actions of the policy
  - Cost
  - Benefits
  - Steps

# Creation of a Policy

- Determination of Need
  - Policy Committee Review
  - Board
  - Operational Issue
  - Change in Law or Condition
- Policy Committee Assigns Document Lead (Lead has to accept)
- Lead Drafts Purpose Statement – Board Approves
- Document Lead Determines Stakeholders
- Team Drafts Policy
- Policy Committee Reviews
- Board Review and Approval

# Policy Committee Documents

- Interlocal Agreement Update
- Bylaws
- Mid Term Replacement of a Board Member
- General Manager Hiring Process
- Acceptance of Property

# Comment Sheets

COMMENT SHEET									
DOCUMENT TITLE: _____				DOCUMENT NUMBER _____			DOCUMENT LEAD: _____		
						DOCUMENT LEAD RESPONSE			
COMMENT NO.	STATUS	LOCATION	COMMENT BY	COMMENT (WHAT'S THE BEEF?)	RECOMMENDED FIX	DISPOSITION	ACTION/REASON FOR REJECTION	FUTURE ACTIONS	
1	Open	Document	Jim Hanzelka	The numbering scheme seems a bit convoluted. Difficult to track from section to section and sub-paragraph to subparagraph	Develop an Agency Wide numbering schema	Accepted	Tasked policy committee to review schema and mae recommendations.		
2	Open	1.1, line 9	B Palmer	Playgrounds are Amenities not Facilities and should be noted	Add "Amenities" to that line	Accepted	Added to line		
3	Open	1.2	John Wright	Flying Header at end of page	Move Header to following page.				
4	Closed	1.2, second paragraph	Kyle Shelds	Do we use the term Director in anything?	Should be Trustee or Board Member	Rejected	Terms are defined in Chapter 2. Director is the appropriate term.		
5	Open	1.4	Kyle Shelds	Playgrounds are Amenities not Facilities and should be noted	Add "amenities" to paragraph?				
6	Open	Ch.2	Kyle Shelds	Confused about terms because definitions come after preamble.	Move the Definitions to Chapter 1.	Rejected	Move definitions to an appendix		
	Open		John Wright	Is thereference to Administrative	Remove reference unless we still have an administrative manual		This replaces the administrative		