

## Stansbury Service Agency Work Meeting Minutes

**Date:** Wednesday, 9 August 2023

**Location:** 1 Country Club Drive, STE 1, Stansbury Park, UT 84074

**Time:** Approximately 7:00 PM

1. **Call to Order @ 7:00 PM** by Cassandra Arnell
2. Roll Call

**Board Members:**

Cassandra Arnell- present  
James Hanzelka- present  
John Wright- present  
Ammon Jacobsmeyer- present  
Randall Hinton- present

**Staff Members:**

Darrin Jacobs- present  
Angie Perez- present

3. **Pledge of Allegiance led** by Angie Perez
4. **Review of Public Comments** presented by Ammon Jacobsmeyer
  - Jim will follow up on helping elderly residents bring lake weed to the shoreline.
  - Maintenance crew will remove a tamarisk tree by the gazebo because it is an invasive species.
  - Vandalism near the transient fishing population, affecting neighbors on Spinnaker. It is an ongoing conversation, and we are open to ideas.
  - Issues with the lake being public and solutions on how to make it private. Making the Lake private would require a license for DNR. A grammar request will be submitted. Offer to give the resident the lake report.
  - There are concerns with the Greenspace on Spinnaker with individuals urinating and vandalizing. Sheriff discussed to make sure to report actual crimes that take place.
  - Grass clippings being left behind after mowing specifically land mowers is something we want to be mindful of and clean up what we can.
  - Issues with seeing gas motorboats in the lake, we need to make sure they are not being operated. The kiosk will be checked and revised if needed with updated rules. We will reach out to the county Commissioner Representative if they will help with an ordinance. Long term solution would be to have a ranger to help enforce the lake rules.
  - Children causing disturbances after 11:00 pm on lakefront properties. Contact Parks and Rec's on-call person for after-hours issues, assess the situation, and update the sheriff. Improve our relationship with the sheriff and clarify legality under the county ordinance.



- The library board asked if a board member could join their board. James Hanzelka and Cassandra Arnell met with them, and we're supporting their needs. We may hire a part-time librarian next year if the budget allows. They require state/county sponsorship for full certification.

#### **5. General Manager Updates**

- Clubhouse Remodel – 99% Complete, we still need to fix the back wall in the main room. This was not a capital project it is under the clubhouse maintenance/renovation budget.
- Pool Boiler Replacement – Up and Operational
- Potential need to rewire boiler electricity, to be done when there is down time.
- Golf Course Upgrades- Green resodding is complete. Rewiring of last four holes was done inhouse all materials are in, it is just a matter of finding time.
- Assessments Needed in 2023-
  - Pool Structural Analysis: Assess the viability of pool, infrastructure and how long it has left. Formal vote for approval to be done at the next meeting.
  - Hole 3 drilling assessment update: Cost estimate doubled due to larger-than-expected lines. Suggestion to avoid work during operation to ensure solid wall. Wet ground could damage both underwater and surrounding lines.
  - Table video until we have a firm cost.
  - Concerned with finding funds available for the pump.
- **Impact Fee Projects-**
  - Solomon Park landscaping is in progress, Randall Hinton and James Hanzelka are overlooking the project.
  - Loading Zone- Ready for bid, Darrin will have it wrapped and complete the contract.
  - Millpond Park (Amphitheater)- Project planning committee walked the grounds and have a good plan in place and know where the lights will go. They would like to get preliminary paperwork in place.
  - Parking Lot and Bathroom- Planning committee will make sure they have a firm plan in place and update it.
  - Project Planning Committee working on final siting for the Porter Way Park bathroom, amphitheater, and Millpond Park.
  - Soundwall Trail is in the final phase and we will proceed with the level of effort that the state wants; 80% Grant/20% Impact fee.
- **Shoreline Improvements-**
  - We have a \$116K grant with a 60/40 match from DWR, along with a \$16K Tooele County grant that can offset the DWR match requirement.
  - Phase I includes swimming platforms, a fishing dock in the clubhouse area, and work at Delgada Park Shoreline. We're starting these immediately.
  - Phase II involves clubhouse shoreline work to support the swimming area, with grants and impact fees covering the costs. We're finalizing pricing for swimming and fishing platforms and planning to have phase 1 completed by the end of September.



- The location for one platform is near the old dock, and we'll work on installation logistics.
- Clear identification of swim and fish areas is needed, especially near the gazebo, and better signage for Solomon is necessary.

## 6. Discussion Items

- a. Review of Maplewood Annexation Revision
  - Previously Approved by Board however the County lost the paperwork and Maplewood started selling lots.
  - 3 Individual Lots Annexed into the Stansbury Service Agency.
  - Revised Paperwork Requires Second Approval, an annexation meeting will be held before the next board meeting.
- b. Rental Rates for Clubhouse Conference Room
  - 3 rental periods proposed, a sound system has been installed. Potential be used for various event,
  - Nonprofit rentals need to be approved sooner than board meetings. Include a nonprofit column. Make sure it is not a recurring event, we need to revisit the policy and possibly limit it by month/year. Show competitive pricing to be approved at the next meeting.
- c. Vandalism Actions
  - New concrete is going down for the relocation of the bike rack.
  - Potential reward for information leading to an arrest conviction for responsible party of the vandalism during the time frame. Contact the Service Agency with information. If nothing is done vandalism will continue. The reward is from private donors not the Service Agency.
- d. 90 Day Agency Assessment Out Brief
  - i. **Presentation**
    - James Hanzelka presented his background.
    - 90 Day Assessment Period was from May 11<sup>th</sup> to August 10<sup>th</sup>. Current process was left in place.
  - Actions:
    - Review Board operation, numbering System for Board action- was adopted but not Implemented. Project numbering system was not adopted.
    - Correct accounting for used funds is critical for the future budget.
    - Several contracts were put in place without following proper procedure. Three contracts were canceled, the web design contract was later reinstated. The cleaning contract was left in place. James Hanzelka does not think cleaning should be done in house; the facility needs to be professionally cleaned.
    - We have two agreements without contracts in place, an IT contract with a pay rate of \$120/hr and a Social Media contract in exchange for a golf pass.
    - Contracts were too open-ended without firm deliverables.



- We need to establish a better process and template for contracts.
- Assessed Organization
  - Both Grounds and Golf Course Departments are generally well organized and properly staffed for the work level.
  - Golf course and recreation area crews are executing at a high level. Internally there were some issues with the recreation manager not following proper safety protocol.
  - There is a mix of permanent and seasonal personnel. Permanent employees with benefits cost double their salary. Lack of key personnel slot; mechanic.
  - Admin and Office Staff Needed to be better organized for a more effective operation. Duties split between part time contracts and in house.
    - The reorganization was done with one side handling approvals and on the other side the business manager handling the budget.
    - Cash collection has receipt and goes to AP where it is verified and then counted by a second clerk. The pool does a double check of cash, inventory is backed checked against sales. There is a clear separation of duties which will protect us from nepotism claims. The process has been approved by the state auditor.
    - Split of Duties within administration created gaps in the operation. Budgeting actions split; Expertise not used; Use of multiple contracts led to inefficiency.
    - Created a revamped organization that allowed for compartmentalization.
    - Budgeting/approval and payment streams allowed for the ability to independently cross check both systems.
- Other Operations
  - Disposal of property process was not being followed which is a loss of potential revenue. We need a proper accountability process and inventory systems.
  - Administrative requirements were not followed. Board actions were not properly logged.
- Evaluated Financial Position- We became aware of a budget shortfall, with employee concerns of running out by September; county figures were not precise. We established a protocol to track personnel costs and revenue, aiming to cover costs until the end of August. We considered equipment costs as sunk expenses. A comparison of budget and accounting software revealed discrepancies, now reconciled. The final budget was derived from a separate spreadsheet. Two main factors contributed to the budget shortfall: overestimated tax income and golf course revenue, which was delayed. Additional factors include insufficient reserves and unforeseen costs, particularly related to sales tax collection by the state. Our agency budgeting process involved development by the general manager and business manager, review by the finance committee, and approval by the board.



- Budgeting taxation- In 2023, we faced a \$500K budget shortfall in property tax revenue due to a lack of tax increase, and there was an issue with double-counting \$71K in merchandise spending as profit in the 2022 financials. We made budget adjustments based on the previous meeting, considering weather delays and lower winter rates. 2022 had no snow. We need to address the 10% of earnings being issued as credits. Revenue-sharing with Stansbury Service Agency for golf tournament money should be clarified, while soccer and football tournaments generated no revenue. The 2022 audit results were discussed. Impact fees were wrongly counted as revenue, leading to a \$300K shortfall initially. PTIF balances remained consistent until July, but we need to monitor them until the end of August, given rising expenses for invoices, contracts, tax payments, worker compensation, and seasonal payroll. Equipment orders were cut back, but we kept some on order, like the Mac sprayer upgrade, set to arrive in January." It is going to be close making it until the end of the year.
- New organization- Full time librarian was let go. Events coordinator/receptionist is no longer a position. Mowing crew we would lose in July/august. The second mechanic was let go. We downgraded some full-time employees to seasonal, but they are still at 40 hours. Downgraded pro shop, Gardner, some staff not taking benefits.
- The Internal structure administration section was corrected. We do need better management control. Further cuts may be made. The staff is looking to increase revenue for the rest of the year. We need to talk about what will happen if we come up short, do we furlough, take out a loan, shift some staff to impact fees.
- Finance needs a firmer handle on the budget and increased training. The previous general manager would be the only one present everything which would make it possible to hide things in the budget.
- A newsletter is planned for better public outreach.
- Regarding social media, we will no longer be posting directly to the Stansbury Resident Page. We need to retain our own archives of comments.
- The plan for volunteers to help with weed whacking will be moving forward.

**ii. Public Question and Answers**

- **No comment**

**7. Board member reports and requests**

- Cassandra Arnell- Appreciates the staff and volunteers for everything they are doing for Stansbury Days and the Tunnell vision. Is happy to donate money for the collection of data for the lake. Library volunteers are needed and important. Residents could possibly sign a petition for the library.
- James Hanzelka- We need leadership.
- Ammon Jacobsmeyer- Gave an update on the pageant success. They have several requests to attend events and they want to increase volunteer efforts. Miss Stansbury also helped



- with painting in the tunnel vision project. Board participation in Stansbury Days is needed. We need to be heavily involved. Has deferred his stiffen for Stansbury Days. Also appreciates Joyce McMullin's efforts for Stansbury Day. Will help spread the word for library, it is a great endeavor for us to support. Appreciates the packets put together for tonight's meeting.
- Johnn Wright- Have a few suggestions on lighting for the tunnel. We are hoping to seal it by Friday. Will move forward with reward notice. Do his best to pour concrete tomorrow. May not make it to Stansbury Days. The diving board is due tomorrow, upon arrival we will be able to install it within 2 hours. Swimming lessons will be done tomorrow. Went to visit an Eagle Mountain Golf Course. Spent a couple hours and learned quite a bit, he will write a summary and share it with James Hanzelka. Would like our status on Millpond and Solomon bids. The baseball association is communicating with Kellianne regarding scheduling. Spoke with Kenny tonight fix Porter Way Park sprinklers and the softball field as soon as he can.
- Randall Hinton- Triathlon organizers reached out and are concerned about the pipe in lake would like us to mark or remove it. Circle back before Stansbury Days.

#### **8. Adjournment**

Motion to close the regular meeting and enter a closed meeting session, made by Ammon Jacobsmeyer, and seconded by James Hanzelka.

Vote as Follows:

Cassandra Arnell, "Aye; James Hanzelka, "Aye"; Ammon Jacobsmeyer, "Aye"; John Wright, "Aye"; Randall Hinton, "Aye".

Motion Passed. Meeting closed @ 8:55 PM

**Closed Session as needed to discuss personnel, pending, or threatened litigation, or property acquisitions.**

Closed Meeting started @ 8:58 PM

Motion to close the Closed Meeting session made by James Hanzelka and seconded by Randall Hinton

Vote as Follows:

Cassandra Arnell, "Aye; James Hanzelka, "Aye"; John Wright, "Aye"; Randall Hinton, "Aye".

Closed Meeting ended @ 9:16 PM.

*The content of the minutes is not intended, nor are they submitted, as a verbatim transcription of the meeting. These minutes are a brief overview of what occurred at the meeting.*