

Stansbury Service Agency Board of Directors Work Meeting Agenda

NOVEMBER 8TH, 2023

Agenda

Order of Business:

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Review of Public Comments (Including Truth in Taxation Session)
5. General Manager Updates

Discussion Items

1. Solomon Park Loading Area Contract
2. Update to Whistleblower Section of Operations Manual
3. Update to Board Compensation of Operations Manual
4. Draft 2024 Budget Presentation
5. Approval to Transfer Funds from a Restricted Account
6. GM Position
7. Move of December Board Meeting to 5 December
8. Potential Discount for the year 2024 to Current Sports Clubs regarding Fee Schedule
10. Board member reports and requests
11. Adjournment
12. Closed Session as needed to discuss personnel, pending, or threatened litigation, or property acquisitions.

REVIEW OF PUBLIC COMMENTS

INCLUDING TRUTH IN TAXATION

Communication vs Transparency

Communication – Exchange or Dissemination of Information

Transparency – Access and Visibility to Operations, Status and Finances of Organization

SSA Communications Efforts

Website – Updated and More User Friendly

State of the Park Letter

Newsletter

Links on Website to:

- Public Notice Website
- SSA Information and Messaging
- Input From Residents

Posting of Agenda for Upcoming Meetings:

- Clubhouse
- Golf Course
- SPID

Facebook Page – Limitations for Other Forums as a Government Agency

Other Communications Means

Email/Phone Numbers

Stream of Agency Meetings – Technology

Notification – Costs

- Postcards - \$3K
- Signage – Production Costs/Emplacement Costs

Public Meetings/Discussion

Surveys

Adding Minutes to Website

Transparency

Organization Assessment

Better Presentation of Financial Status in Monthly Meetings

Change in Process to Ensure All Actions Presented at Board Meetings

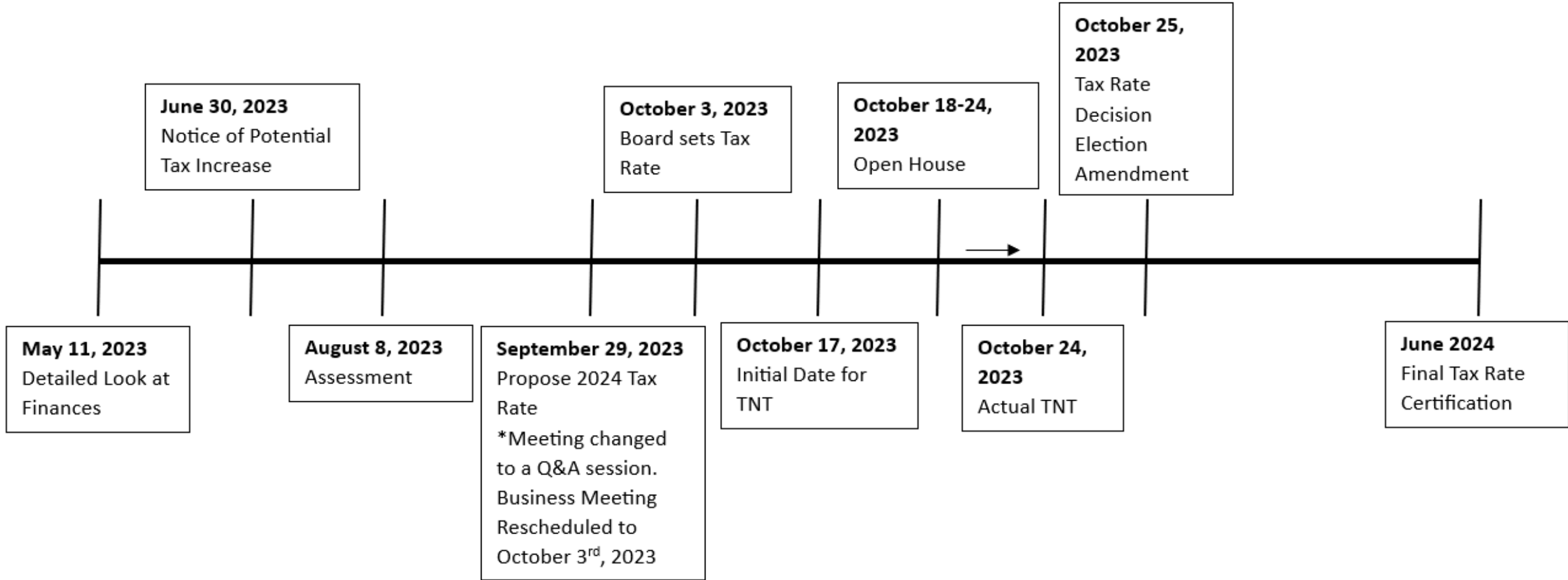
Adding a Link to the State Transparency Website

Adherence to board policies

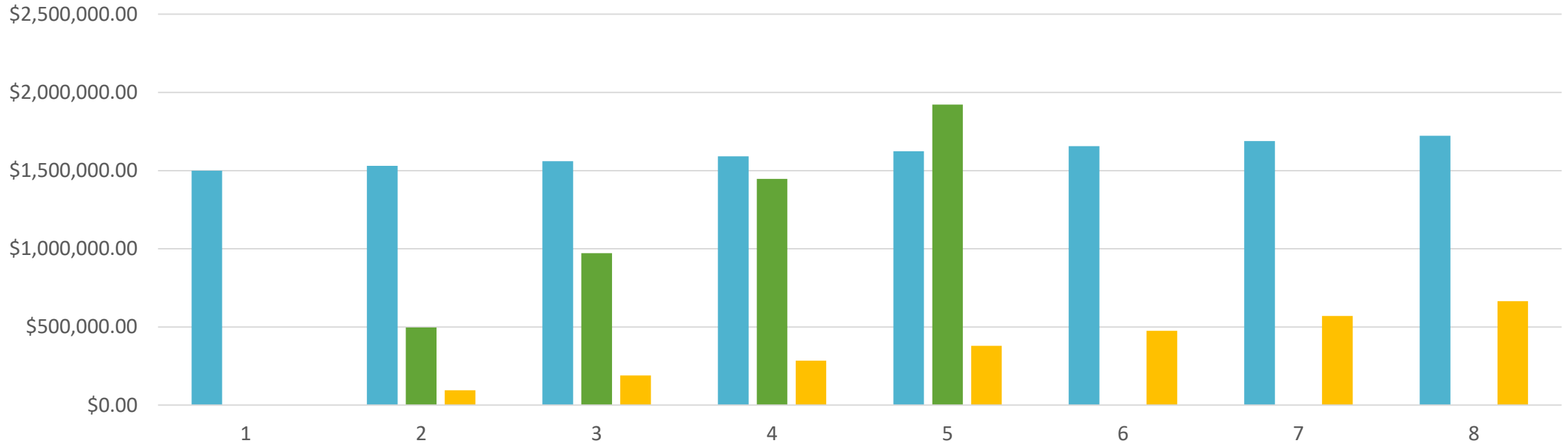
- Contracting
- Equipment Accountability

Adding Budget and Audit to Website

“WHY DID YOU VOTE THE DAY AFTER TNT?”



Comparison of Tax Rates



Why Not Ramp Up Taxes over 5 Years

Other Comments

The Golf Course Is the only thing that makes money

- 2023 numbers to date
 - Revenue -\$547,785
 - Expenses - \$809,212
 - Somewhat A-Typical Because of Equip Purchases/Repairs
 - Typical Year Losses Historically about \$150,000
 - Projections are that course may be self-sufficient in 2024
- Establishment of “Adopt a Greenbelt” Program
- Kiosks Around Lake
- Volunteer Efforts

Cost Reduction Measures

- Fees for Sports Teams
- Increase Fees for Recreation
- Look at Water Reduction Efforts
- Internal Improvement Actions
 - 2023 Fuel Cost Reduction
- Resident Driven Actions
 - Lake Monitoring
 - “Adopt a Greenbelt” Program
 - Kiosk for Lake Usage

Functions	Expenses	Program Revenues			Net (Expense) Revenues and Changes in Net Position
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
Governmental activities					
General government	\$ 1,930,339	\$ -	\$ -	\$ -	\$ (1,930,339)
Park	433,888	799,137	-	431,800	797,049
Clubhouse	930,988	38,100	-	-	(892,888)
Pool	3,562	14,765	-	-	11,203
Golf course	30,698	-	-	-	(30,698)
Lake	106,556	-	-	-	(106,556)
Greenbelt	26,225	-	-	-	(26,225)
Cemetery	58,298	14,650	-	-	(43,648)
Total governmental activities	\$ 3,520,554	\$ 866,652	\$ -	\$ 431,800	\$ (2,222,102)

General revenues:

Property taxes	1,504,366
Interest income	39,620
Gain (loss) on sale of assets	(1,391)
Legal Settlement	1,044,760
Other income	12,615
Total general revenues	2,599,970
Change in net position	377,868
Net position - beginning	29,687,872
Net position - ending	\$ 30,065,740

AUDIT PAGE FROM
NEWSPAPER

STANSBURY SERVICE AGENCY OF TOOELE COUNTY

Statement of Revenues, Expenditures, and Changes in Fund Balance

For the Year Ended December 31, 2022

	General	Capital Projects	Impact Fee	Total Governmental Funds
REVENUES				
Property taxes	\$ 1,504,366	\$ -	\$ -	\$ 1,504,366
Impact fees	-	-	431,800	431,800
Charges for services	866,652	-	-	866,652
Legal Settlement	1,044,760	-	-	1,044,760
Other income	12,615	-	-	12,615
Interest	39,591	29	-	39,620
Total revenues	<u>3,467,984</u>	<u>29</u>	<u>431,800</u>	<u>3,899,813</u>
EXPENDITURES				
Current:				
General government	1,434,257	-	-	1,434,257
Park	6,319	-	156,524	162,843
Clubhouse	807,940	-	-	807,940
Pool	3,378	-	184	3,562
Golf course	30,698	-	-	30,698
Lake	106,556	-	-	106,556
Cemetery	53,210	-	-	53,210
Capital outlay				
Park	-	545,790	-	545,790
Clubhouse	-	1,805	-	1,805
Total expenditures	<u>2,442,358</u>	<u>547,595</u>	<u>156,708</u>	<u>3,146,661</u>
Excess revenues over (under) expenditures	<u>1,025,626</u>	<u>(547,566)</u>	<u>275,092</u>	<u>753,152</u>
Other financing sources (uses):				
Operating transfers	-	(717,216)	717,216	-
Total other financing sources	-	(717,216)	717,216	-
Net change in fund balances	1,025,626	(1,264,782)	992,308	753,152
Fund balances - beginning of year	1,055,938	1,464,470	-	2,520,408
Fund balances - end of year	<u>\$ 2,081,564</u>	<u>\$ 199,688</u>	<u>\$ 992,308</u>	<u>\$ 3,273,560</u>

PERTINANT
AUDIT
INFORMATION

CLUBHOUSE AUDIT BREAKDOWN

Subgroup : [7203]	Clubhouse		
Fund : 10	General Fund		
Oct-40	Clubhouse management	70.96	0
Oct-75	Natural gas-Clubhouse/pool/shop	7,087.05	0
Oct-00	Fees other	2,236.00	0
Oct-00	Clubhouse maintenance/repair	15,132.47	0
10-53110	Salaries	0	169,457.55
10-53115	Wage	0	189,494.09
10-53120	Seasonal	0	80,165.89
10-53130	Benefits	0	127,731.24
10-53135	Employee Incentive	0	354.62
10-53210	Dues & Subscriptions	0	814.98
10-53230	Mileage reimbursement	0	189
10-53240	Office supplies	0	363.22
10-53250	Maintenance	0	97,895.44
10-53260	Waste/Trash	0	6,740.28
10-53270	Electricity	0	32,949.15
10-53271	Natural gas	0	5,189.71
10-53272	Telephone, Internet	0	4,255.67
10-53273	Water	0	55,970.86
10-53280	Fuel	0	32,890.44
10-53312	Security/IT Expense	0	911.71
10-53320	Community Outreach	0	515.78
10-53330	Training	0	2,049.90
Subtotal Fund : 10	Subgroup : [7203] Clubhouse	24,526.48	807,939.53

Public Comments

Camilla Olney - Lack of Public Comments for Greenbelt and Recreation Board Meetings – Not something we've done but probably need to revisit

Richard Davis – Poor Management and Leadership from the board for decades – Addressing by giving board guidance and tools to manage GM

Mr. Olney – Doesn't Feel the FAQ responses are accurate - Would like to have specifics so we can address any issues.

GENERAL MANAGER UPDATE

General Manager Updates

Millpond Park

- Bathroom Sewer Line in Progress
- Capital Projects Committee Working on Plan for Water and Electrical for Bathroom
 - Hope to have in operation for sledding season,
- County Site Plan Approval Meeting 14 Nov

Winterization Schedule ahead of last year

- Greenbelts attached to golf course shut off so can't be winterized until the golf course quits watering.
- Adding a drain and antifreeze refill to pool pump house.

Waterline Break and Aftermath

Feed Line to Clubhouse Failed Because of Poor Attachment of Bathroom Line

- Rebuilt with Proper Junction

Caused Failure of Water Heater and Toilets

- Replaced Water Heater With More Appropriate Size
- Repaired Toilets in Men's Stalls Downstairs
- Urinals Required Rebuild – Awaiting Parts
 - Failure in Fitting to Urinals required replacement and wall restoration

Single Shut Off To Building Means Lines Can't Be Isolated For Repair

Other Actions

Working with Golf Course to Improve Operations/Management

Use of ForeUP system

Auditor Input to Budget

Financial Report

Bank accounts Balance		
as of 11/08/2023		
BANK	GENERAL	IMPACT FEES
Zion's	\$ 43,975.53	\$ 9,661.81
Chartway	\$ 1,087.11	
PTIF	\$ 94,193.86	\$ 1,018,561.68
Total	\$ 139,256.50	\$ 1,028,223.49

Pool Course Revenue	
April	\$ 6,586.00
May	\$ 10,900.00
June	\$ (10,646.25)
July	\$ 14,145.25
August	\$ 8,725.19
Total	\$ 29,710.19

Golf Course Revenue as of 10/31/2023

Jan	\$ 3,815.50
Feb	\$ 6,750.22
Mar	\$ 22,058.62
Apr	\$ 94,875.64
May	\$ 76,102.70
June	\$ 82,946.19
July	\$ 78,512.19
August	\$ 79,471.77
September	\$ 68,760.94
October	\$ 39,489.33
Total	\$ 552,783.10

Financial Report

Employee Payroll as of 10/31/2023	
Jan	\$ 107,321.41
Feb	\$ 79,046.98
Mar	\$ 75,505.74
Apr	\$ 163,925.59
May	\$ 147,842.22
June	\$ 149,677.23
July	\$ 156,138.65
August	\$ 175,438.01
September	\$ 129,337.69
October	\$ 148,262.83
Total	\$ 1,332,496.35

Capital Expense	
Clubhouse Improvement	\$ 126,659.00
Golf Course Improvement	\$ 123,078.00
Golf Course Equipment	\$ 75,540.00
Pro Shop Improvement	\$ 38,519.00
ProShop Equipment	\$ 42,145.00
Swimming Pool Improvement	\$ 30,270.00
Swimming Pool Equipment	\$ 3,057.00
Park Equipment	\$ 84,134.00
Park Improvement	\$ 6,543.00
Total	\$ 529,945.00

Manage to End of Year

Remaining Funds		138,169.39
Projected Revenue		\$20,500
		158,669.39
Projected Costs		
	Payroll	172,614.49
	Invoices	102,523.00
		275,137.49
Shortfall		(116,468.10)

SOLOMON PARK LOADING AREA CONTRACT

UPDATE ON
WHISTLEBLOWER SECTION
OF OPERATIONS MANUAL

UPDATE TO BOARD COMPENSATION OF OPERATIONS MANUAL

DRAFT 2023 Amended/ 2024 BUDGET PRESENTATION

APPROVAL TO TRANSFER FUNDS FROM A RESTRICTED ACCOUNT

GM POSITION

MOVE OF DECEMBER
BOARD MEETING TO
DECEMBER 5TH, 2023

POTENTIAL DISCOUNT FOR THE YEAR 2024 TO CURRENT SPORTS CLUBS REGARDING FEE SCHEDULES

Stansbury Park Youth Baseball Association

Potential Discount for year 2024 (spring and or fall)	Cost	Total
No Discount	35.00 per hour (guess of 340 hours reserved per year)	\$11900.00
\$5.00 discount per hour	30.00 per hour (guess of 340 hours reserved per year)	\$10200.00
\$10.00 discount per hour	25.00 per hour (guess of 340 hours reserved per year)	\$8500.00

Estimated Cost to Maintain but not improve Sagers Park per year - \$16,631.29

SPYBA Proposal: 10.00 per head and estimating 600 children per year paying- \$6000.00 to SSA

Utes Conference

Potential Discount for year 2024 (Spring and/or Fall)	Cost to reserve Village Park	Total
No Discount	40.00 per hour (guess of 320 hours reserved per year)	\$12800.00
\$5.00 discount per hour	35.00 per hour (guess of 320 hours reserved per year)	\$11200.00
\$10.00 discount per hour	30.00 per hour (guess of 320 hours reserved per year)	\$9600.00

Estimated Cost to Maintain but not improve Village Park per year - \$12758.48

Utes Conference Proposal: 5.00 per head and estimating 240 children per year paying- \$1200.00 to SSA

Elite FC

Elite reserves 5 of our parks.

They estimate that it will cost them anywhere from \$15,000.00 to \$20,000.00 per year to reserve the parks they need for the hours needed. Possibility of a potential percentage discount may be easier to do then a dollar amount per hour discount.

Estimated Cost to Maintain but not improve
Sandhill, Parkview, Gateway, Galley Lane and Brent
Rose Park per year - \$28047.29

Elite FC Proposal: No amount given, just asking for some sort of discount and/or explanation to give to parents on what the fee increase is associated with

BOARD MEMBER REPORTS AND REQUESTS

ADJOURNMENT

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