

Stansbury Service Agency Board of Directors Business Meeting

NOVEMBER 15, 2023

Agenda

Order of Business

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Sheriff Report
5. Fire Chief Report
6. Presentation made by Jared Hall to recognize Matthew Shields.
7. Public Comment

Staff Updates and Reports

1. General Manager Update

Action Items

1. 2023.11.01 A
 - a. Board Review and Possible Approval of October 11, 2023, Work Meeting Minutes
2. 2023.11.02 A
 - a. Board Review and Possible Approval of October 25, 2023, Business Meeting Minutes
3. 2023.11.03 A
 - a. Presentation of Solomon Park Loading Area Contract
 - b. Public Comment
 - c. Board Discussion and Possible Approval of Solomon Park Loading Area Contract
4. 2023.11.04 A
 - a. Presentation of Update to Whistleblower Section of Operations Manual
 - b. Public Comment
 - c. Board Discussion and Possible Approval of Update to Whistleblower Section of Operations Manual
5. 2023.11.05 A
 - a. Presentation of moving Scheduled Board meeting from December 6, 2023, to December 5, 2023
 - b. Public Comment
 - c. Board Discussion and Possible Approval to move Scheduled Board meeting from December 6, 2023, to December 5, 2023
6. 2023.11.06 A
 - a. Presentation of Moving Restricted Funds
 - b. Public Comment
 - c. Board Discussion and Possible Approval of Moving Restricted Funds
7. 2023.11.07 A
 - a. Presentation of Fraud Risk Assessment Procedures
 - b. Public Comment
 - c. Board Discussion and Possible Approval of Moving Restricted Funds

Board Member Reports and Discussion Items

Adjourn

Closed Session, as needed, to discuss (a) character, competence, or health of an individual, (b) pending or reasonably imminent litigation, and/or (c) the lease, acquisition or sale of real property.

Presentation by Jared Hall

Public Comment

General Manager Update

Projects Updates

Millpond Park

- At county review, suggested updating submission to specify two pieces to project
- Bid for bathroom connection, not completed.
- Future work needs a better design

Soundwall trail

- Meeting with County Roads next week to get approval for crosswalk and ADA ramp.
- Meeting with UDOT to adjust grant schedule

Shoreline Improvements

- Working to update plan with DWR
- Move execution into 2024
- Reimbursement received from county for docks

Project Updates (Cont'd)

Bathrooms at pickleball courts in progress.

- Electrical run
- Interior connections done.

Oscarson Park

- Waiting on topography assessment

Other

Working on options for Stansbury sports teams for discount on field rental

- Credit for sweat equity
- Opportunity to pull revenue in from out of area

Policy and Procedures

- Updating operations manual
- Working on equipment inventory
- Grants

RAISE Grant Out brief

- Purpose: Rebuild bridge and complete trail system to Millpond park
- \$1.4 grant with \$500K internal match
- Not Selected
 - Typically need 5 high ratings to move through to approval
- Evaluated on 8 areas:
 - 6 Medium – could be strengthened to highs
 - 2 Lows – primarily due to lack of supporting data
- Potential for approval in 2024.

Auditor Out brief Summary

- Finished 2021 with about \$2M
- Received \$1M in fraud money
- With the one-time money still finished 2022 at about \$2M
- Should have enough funds to pay for the following year in reserve
 - Taxes for that calendar year received in Dec
 - Not counting the one-time fraud money, 2022 was only at about \$1M or \$1.5 above the 2022 budget.
- Should also have Capital Projects line to save for larger projects
 - SSA operations manual also spells out a O&M line and a Repair and Replace line

Financials

Financials

Remaining Funds		138,169.39
Projected Revenue		\$20,500
Projected Costs		
	Payroll	172,614.49
	Invoices	42,568.28
		215,182.77
Shortfall		20,500.00

Operational Budget

Stansbury Service Agency of Tooele County

Operational Budget Report

10 General Fund - 01/01/2023 to 12/31/2023

100.00% of the fiscal year has expired

	Prior YTD	Current Period	Current YTD	Annual Budget	Percent Used
Change In Net Position					
Revenue:					
Taxes	1,504,365.55	0.00	103,599.27	1,550,508.00	6.68%
Intergovernmental revenue	0.00	0.00	18,087.97	27,088.00	66.77%
Charges for services	845,446.05	0.00	656,556.32	661,441.00	99.26%
Interest	39,590.87	0.00	51,516.68	51,517.00	100.00%
Miscellaneous revenue	1,078,581.12	0.00	58,785.89	60,717.81	96.82%
Total Revenue:	3,467,983.59	0.00	888,546.13	2,351,271.81	37.79%
Expenditures:					
General government					
Council	16,600.00	0.00	14,539.69	16,100.00	90.31%
Administrative	559,381.02	0.00	1,009,219.38	1,074,979.39	93.88%
Total General government	575,981.02	0.00	1,023,759.07	1,091,079.39	93.83%
Parks, recreation, and public property					
Parks	(1,827.24)	0.00	0.00	0.00	0.00%
Recreation	811,996.95	0.00	683,481.60	784,720.00	87.10%
Golf Greens	870,738.00	0.00	458,000.60	517,860.00	88.44%
Pro Shop	0.00	0.00	423,134.43	494,513.00	85.57%
Pool	102,582.01	0.00	77,497.31	77,988.00	99.37%
Library	56,438.08	0.00	41,645.40	44,219.00	94.18%
Cemetery	27,288.85	0.00	11,864.86	16,705.00	71.03%
Project Management	0.00	0.00	66,167.92	75,690.00	87.42%
Total Parks, recreation, and public property	1,867,216.65	0.00	1,761,792.12	2,011,695.00	87.58%
Total Expenditures:	2,443,197.67	0.00	2,785,551.19	3,102,774.39	89.78%
Total Change In Net Position	1,024,785.92	0.00	(1,897,005.06)	(751,502.58)	252.43%

Stansbury Service Agency of Tooele County

Operational Budget Report

41 Capital Projects Fund - 01/01/2023 to 12/31/2023

100.00% of the fiscal year has expired

	Prior YTD	Current Period	Current YTD	Annual Budget	Percent Used
Change In Net Position					
Revenue:					
Intergovernmental revenue	6,000.00	0.00	0.00	0.00	0.00%
Interest	28.54	0.00	0.17	0.17	100.00%
Contributions and transfers	0.00	0.00	539,783.21	539,783.21	100.00%
Total Revenue:	6,028.54	0.00	539,783.38	539,783.38	100.00%
Expenditures:					
Parks, recreation, and public property					
Parks	551,789.99	0.00	100,516.61	100,516.61	100.00%
Recreation	1,805.00	0.00	126,659.22	126,659.22	100.00%
Golf Greens	0.00	0.00	198,617.00	198,617.00	100.00%
Pro Shop	0.00	0.00	80,663.83	80,663.83	100.00%
Pool	0.00	0.00	33,326.72	33,326.72	100.00%
Total Parks, recreation, and public property	553,594.99	0.00	539,783.38	539,783.38	100.00%
Transfers	717,216.05	0.00	0.00	0.00	0.00%
Total Expenditures:	1,270,811.04	0.00	539,783.38	539,783.38	100.00%
Total Change In Net Position	(1,264,782.50)	0.00	0.00	0.00	0.00%

Stansbury Service Agency of Tooele County

Operational Budget Report

44 Impact Fees Fund - 01/01/2023 to 12/31/2023

100.00% of the fiscal year has expired

	Prior YTD	Current Period	Current YTD	Annual Budget	Percent Used
Change In Net Position					
Revenue:					
Intergovernmental revenue	0.00	0.00	0.00	16,000.00	0.00%
Interest	0.00	0.00	38,019.91	40,000.00	95.05%
Miscellaneous revenue	431,800.00	0.00	51,305.00	55,000.00	93.28%
Contributions and transfers	717,216.05	0.00	0.00	307,201.29	0.00%
Total Revenue:	1,149,016.05	0.00	89,324.91	418,201.29	21.36%
Expenditures:					
General government					
Administrative	0.00	0.00	11,596.31	11,190.68	103.62%
Total General government	0.00	0.00	11,596.31	11,190.68	103.62%
Highways and public improvements					
Highways	184.20	0.00	10,098.20	10,098.20	100.00%
Total Highways and public improvements	184.20	0.00	10,098.20	10,098.20	100.00%
Parks, recreation, and public property					
Parks	79,768.32	0.00	258,446.03	258,446.03	100.00%
Recreation	76,754.95	0.00	139,866.33	138,466.38	101.01%
Total Parks, recreation, and public property	156,523.27	0.00	398,312.36	396,912.41	100.35%
Total Expenditures:	156,707.47	0.00	420,006.87	418,201.29	100.43%
Total Change In Net Position	992,308.58	0.00	(330,681.96)	0.00	0.00%

Stansbury Service Agency of Tooele County

Operational Budget Report

91 Governmental Capital Assets - 01/01/2023 to 12/31/2023

100.00% of the fiscal year has expired

	<u>Prior YTD</u>	<u>Current Period</u>	<u>Current YTD</u>	<u>Annual Budget</u>	<u>Percent Used</u>
Change In Net Position					
Expenditures:					
Miscellaneous	670,048.85	0.00	0.00	0.00	0.00%
Total Expenditures:	<u>670,048.85</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Total Change In Net Position	<u>(670,048.85)</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>

Approval of Minutes

Solomon Park Loading Area Contract

Bids

Rebid due to protest over requirements

One New Bid Received, two vendors chose not to rebid

Three Bids

- - Go Pave Utah - \$126
- - Powell Landscaping - \$108
- - H Cement - \$102

Recommendation of Project Planning Committee

Update to Whistle Blower Section of Operations Manual

Moving Scheduled Board
Meeting from December
6th to December 5th

Moving Restricted Funds

Decision to Borrow From Restricted Funds

- Agency may not have enough funds to meet obligations before receipt of 2023 tax revenue
- When 2023 taxes available will use those funds
- Two options for funding
 - Borrow from lending agency \$15-20 K start up fee, plus interest
 - Borrow from restricted fund account (Impact Fees)
 - No impact if repaid within current tax year
 - If borrowed for longer period requires public hearing
- No paperwork required, but initiated document

Fraud Risk Assessment Procedures

Proposed Timeline

- Assessed by finance committee in December of each year.
- Approved by board at first meeting of next year.

Board Members Reports and Discussion Items

Adjourned

Closed Session, as needed, to discuss (a) character, competence, or health of an individual, (b) pending or reasonably imminent litigation, and/or (c) the lease, acquisition or sale of real property.
