

Stansbury Service Agency Work Agenda

Date: Tuesday, January 3, 2024

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

Time: 7:00 PM

The agenda items for this meeting are as follows:

1. Call to Order
2. Roll Call
3. Review of Public Comments
4. General Manager
5. Discussion Items
 - a. Picnic in the Park
6. On-Boarding Actions
7. 2024 Budget Outline
8. SSA Board Organization/Functions/Goals
 - a. Organizational Structure
 - b. Committees
 - c. 2024 Goals
 - d. SSA Board Goals
9. Board member reports and requests
10. Adjournment
11. Closed Session as needed to discuss personnel, pending, or threatened litigation, or property acquisitions.

January 3rd, 2023

Work Meeting



3 January 2024
Meeting
Agenda

Recreation Services Board Meeting

Oath of Office

Minutes

Greenbelt Services Board Meeting

Oath of Office

Minutes

January 2024 SSA Board Work Meeting

WORK MEETING PARTICIPATION RULES



WORK MEETINGS ARE DESIGNED TO INFORM BOARD MEMBERS OF UPCOMING ACTIONS AND ALLOW FOR DISCUSSION



PUBLIC COMMENTS ARE NOT TAKEN, UNLESS SPECIFICALLY DIRECTED BY THE CHAIR.



WHEN ASKED TO JOIN, NON-BOARD MEMBERS ARE REQUIRED TO STAY ON THE TOPIC UNDER DISCUSSION.

2024 SSA Board Work Meeting Agenda

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GM Updates

2 Jan 2024

Millpond Bathroom Connection Contract Cancelled Due to Non-Performance

8 January Meeting Scheduled with the County

Meeting Scheduled with Sagewood Developer (Ivory Homes)

Equipment Inventory/Disposition

Approved 2024 Meeting Schedule

Date	Meeting
3-Jan-24	Recreation Board Swearing In Ceremony
3-Jan-24	Greenbelt Board Swearing In Ceremony
3-Jan-24	Service Agency Work Meeting-Onboarding
31-Jan-24	Recreation Board Organization
31-Jan-24	Greenbelt Board Organization Meeting
31-Jan-24	Service Agency Business Organization Meeting
14-Feb-24	Service Agency Work Meeting
28-Feb-24	Service Agency Business Meeting
13-Mar-24	Service Agency Work Meeting
27-Mar-24	Service Agency Business Meeting
10-Apr-24	Service Agency Work Meeting
24-Apr-24	Service Agency Business Meeting
8-May-24	Service Agency Work Meeting
22-May-24	Service Agency Business Meeting
12-Jun-24	Service Agency Work Meeting
26-Jun-24	Recreation Board Meeting
26-Jun-24	Greenbelt Board Meeting
26-Jun-24	Service Agency Business Meeting
10-Jul-24	Service Agency Work Meeting
17-Jul-24	Service Agency Business Meeting
14-Aug-24	Service Agency Work Meeting
28-Aug-24	Service Agency Business Meeting
11-Sep-24	Service Agency work Meeting
25-Sep-24	Service Agency Business Meeting
9-Oct-24	Service Agency Work Meeting
23-Oct-24	Service Agency Business Meeting
13-Nov-24	Service Agency Work Meeting
20-Nov-24	Service Agency Business Meeting
4-Dec-24	Service Agency Work Meeting
11-Dec-24	Recreation Service Area Meeting
11-Dec-24	Greenbelt Service Area Meeting
11-Dec-24	Service Agency Business Meeting

SNOW REMOVAL SCHEDULE

- 1.The sidewalk across the street from Stansbury Elementary School and the stretch between the school and the frontage road (golf course and greenbelt). This must be done before school foot traffic begins.
- 2.The sidewalks around the clubhouse and the pro shop. Must be ready for staff or renters.
- 3.Those assigned to operate the plow truck will begin to plow the Clubhouse parking lot and move to the parking lots in the parks immediately after.
- 4.The sidewalks around Porter Way Park and the tunnel. Must be ready for early joggers, dog walkers, etc.
- 5.The sidewalks, steps, and ramps throughout the Clubhouse complex; also for early users.
6. The Rabbit Ditch complex.
7. The sidewalks at the parks and cemetery.
8. The sidewalks at the 30 greenbelts around the golf course.
9. The sidewalks at the 20 greenbelts and causeway on the lake.
10. The Big “L”, The circles, the pass-throughs, Village Blvd. greenbelts, and any other remote properties that we own.
- 11.The Castle Rock trails.

SALTING

Ice melt is to be applied as an area is pushed or plowed when deemed necessary for the safe usage of the area. Special care is to be taken at the tunnel ramps, stairs and steps, areas around the clubhouse and pro shop, step-offs near the schools, etc.

Areas We Plow





The Church of
Jesus Christ of Latter

BIG "L"

Gateway Park



CASTLE ROCK TRAILS



ELEMENTARY SCHOOL

Y Park
y School



RABBIT DITCH

Music With Annika

CHURCH

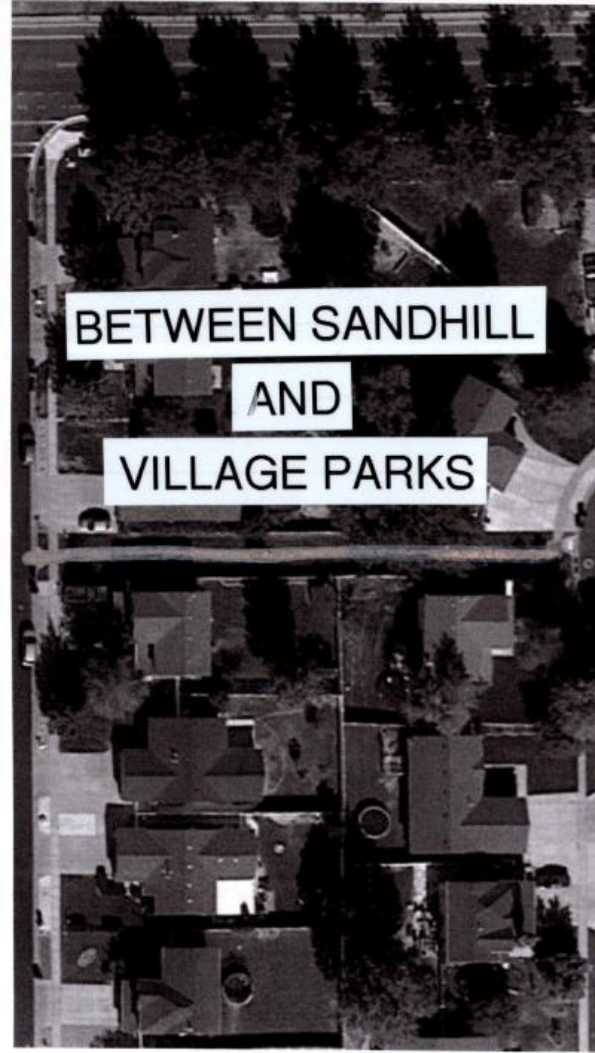
The Passthroughs



HIGH
SCHOOL




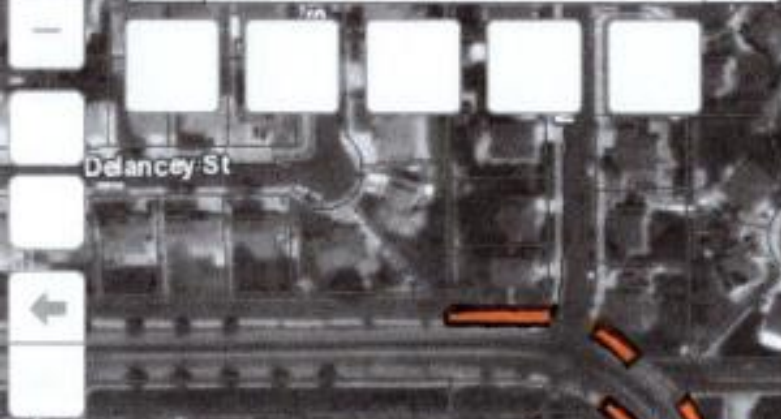
CHURCH ON
INTERLOCHEN



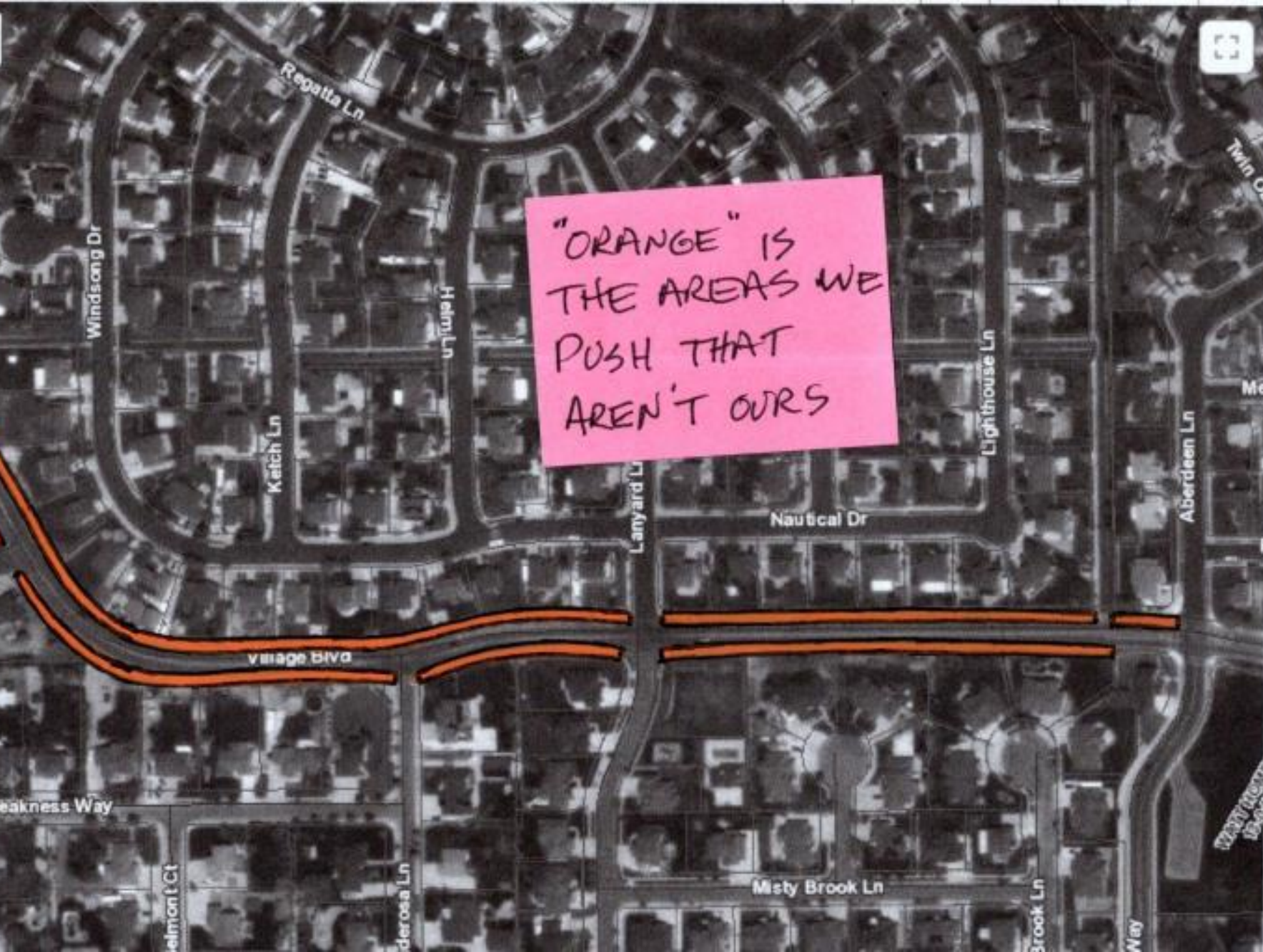
BETWEEN SANDHILL
AND
VILLAGE PARKS

Snow Removal Issues

Search (wild card = %) 



Scarlet Horizon St
Poppy Cir
Iris Ct
Beach Tree Ln
Derby Ln
Belmont Ct
derosa Ln
160 RANCH LLC
202-0-0150
401578
160 RANCH LLC
1-0610-000A
R63313



"ORANGE" IS
THE AREAS WE
PUSH THAT
AREN'T OURS



WANT TO
BUY



Search (wild card = %)



03-03-18-0002

EARLY STATE 1-07
18-01-01-0001
(R03-129)

37 HOMES 0124
2018-01-01
01:15:16

OS CHURCH



05-034-B-0002 19-001-A-1002

EARL'S STATE III JT
18-030-0-000
R00129

Country Club Dr

Brienne Way

Way

UTAH DEPT OF TRANSPORTATION
05-018-0-0072
R020003

SR36 HWY

Village St

KAMI JEAN BROWN CO-TRUSTEE
05-038-0-0047
R005977

KAMI JEAN BROWN CO-TRUSTEE
05-038-0-0047
R005977

"BLUE" IS THE AREAS THAT WE DON'T DO BUT PEOPLE THINK WE SHOULD





Search (wild card = %)



MAFI SCHREIB
09-0120-0005
R002122

JENNIFER
02-0156-0041
R00220

CINDY ROGERS
09-0120-0001
R00220

05-0148-0105

LUKE MOSES
09-0120-0001
R00220

Windlass Cir

Spinnaker Dr

Lakeview Dr

Hull Ct

Starboard Ln

Spinnaker Dr

Lakeside Dr

Windsons

Genoa

Keel C

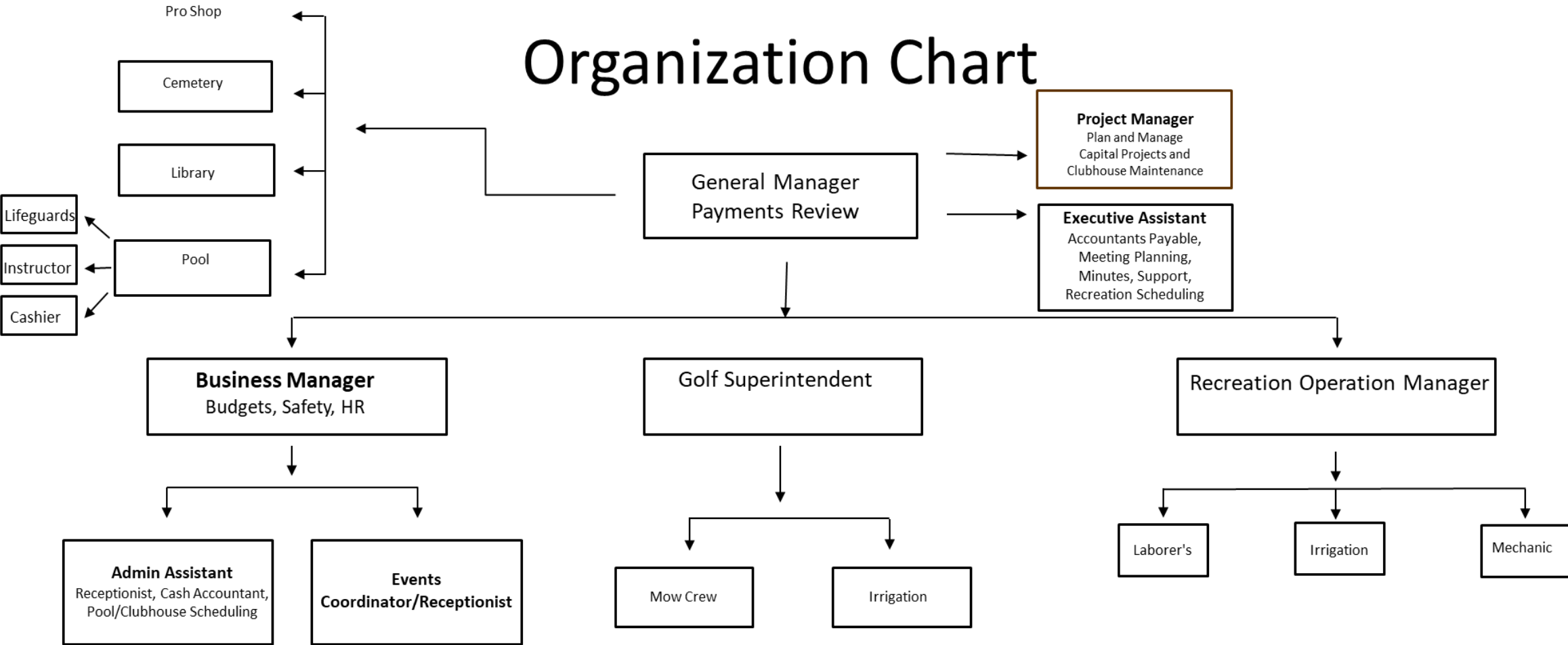
AVAILABLE FUNDS		(As of 2 Jan 2024)	
	2022	2023	2024
General	\$1,498,089.37	\$1,956,989.01	\$1,223,731.46
Impact	\$874,499.24	\$1,348,252.56	\$1,022,071.64

Available Funds

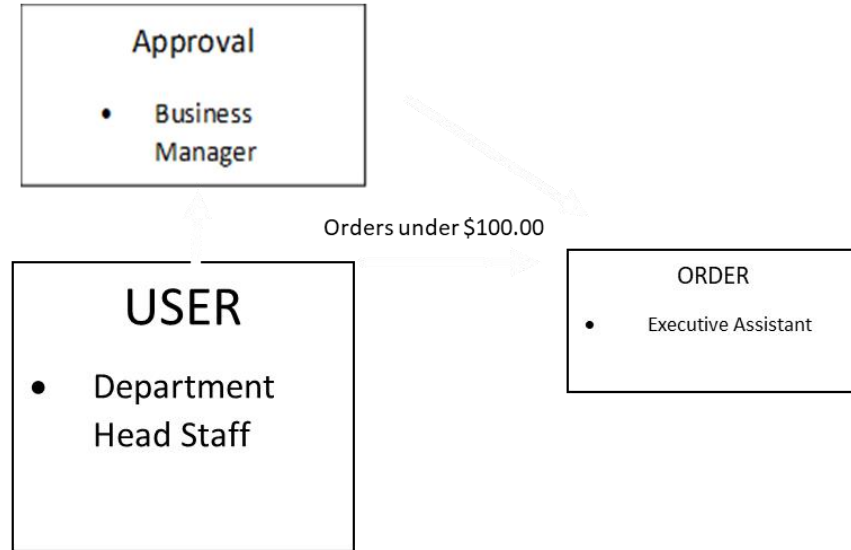
Picnic In The Park

Organization And Goals

Organization Chart



Order Request



TYPES OF PAYMENTS MADE

- Online (web portal)
- Print Checks
- Notifies GM of payments that need to be made through the bank via ACH

PAYMENT REQUEST/MADE

APPROVAL OF PAYMENTS TO BE MADE

- GM – Approves all invoices that are due before payments are made. GM then approves payments to be made

- Employee puts payments through bank and GM approves the bank payments

- Employee pays vendors online and cuts checks for the board to sign

CASH

RECEIVE

Receives the cash from;

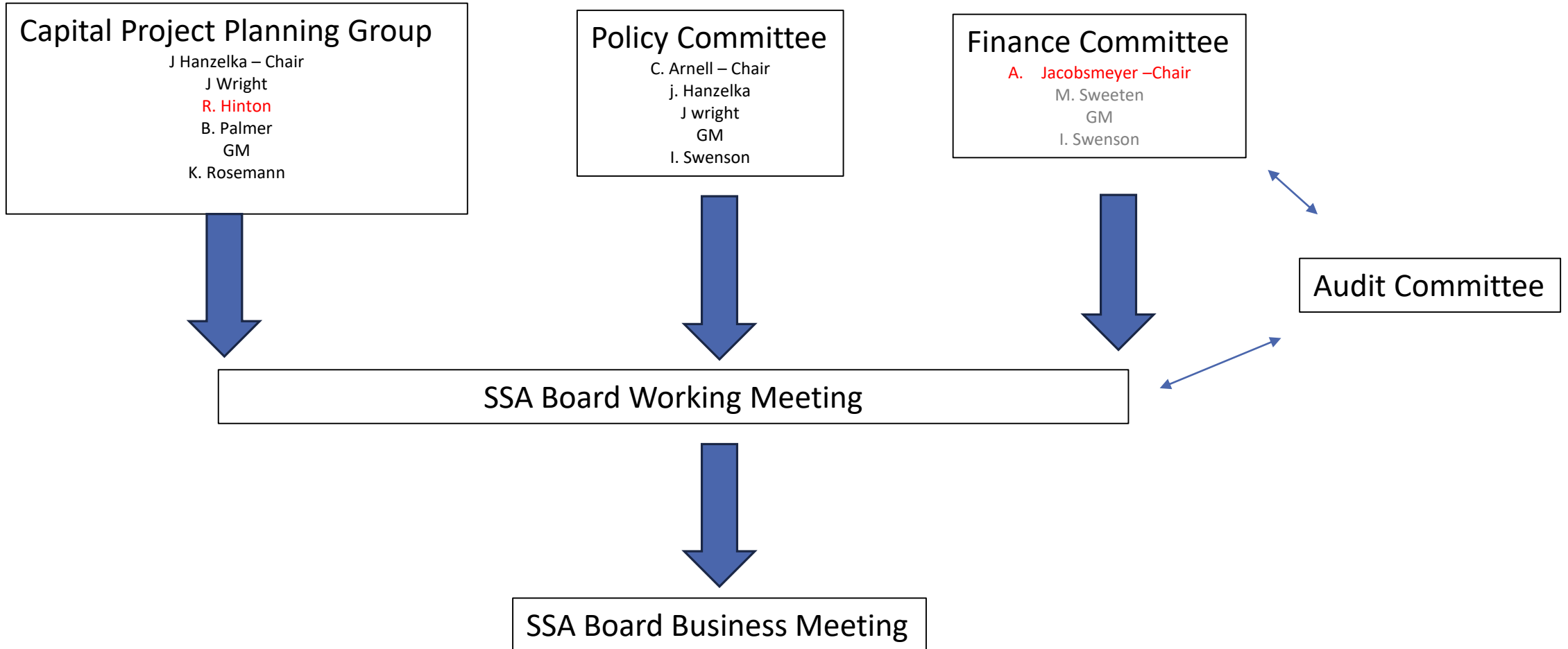
- Pool
- Golf Course
- Clubhouse
- Cemetery

Two employees counts the cash together

- Employee takes the deposit to the bank

- Employee verifies cash amount and creates deposit

SSA WORKFLOW CHART



Capital Projects Planning Committee 2024 Projects

Millpond Park

- County Approval of Plan
- Complete Parking Lot/Bathroom Hookups

Soundwall Trail (Grant)

- Complete Redesign Based On UDOT Changes
- Obtain County Roads Approval for Crossings
- Complete Phase I – Construction of Initial Trail

Shoreline Development (Grant)

- Update Design Based On DWR Input
- Install Docks
- Design for Clubhouse Shoreline Area
- Complete Work By Deadline

Capital Projects Planning Committee 2024 Projects

Oscarson Park

- Update Plan
- County Approvals
- Bathroom Hook up
- Plan for setup of playground equipment

Initial Prioritization of Critical Repairs

Playground Equipment

- Review of Equipment at All Parks
- Recommendation of Remediation

Policy Committee

Update Operations Section of Manual

Update Budget, Audits and Checks section of manual

- Do we want to separate out these functions

Update Impact Fees Document

- Include things like expanded Pool and Bridge

Safety Training

Workers Comp Procedures

Fraud Audit Shortfalls

- Audit Committee
- 40 hrs of formal training

Clubhouse Rental Contract

Board Compensation

Public Comment Policy

Finance Committee

Establish Audit Committee

Expand Committee to Include Residents

- Three Applicants

Establish Budget Monitoring Process

SSA Board

Budget – Fund the Enterprise
Approval of Execution Actions

2024 Guidance From Independent Auditor*

1. Repair Safety Issues as First Priority
2. Build Budget to Cover 1 Year of Budget + 3 Months+ 5%
 - \$4,200,000
3. Build Long Term contingencies
 - Capital Projects, Operations & Maintenance , Repair and Reserve
4. Recommend Staying at Maximum Tax Rate Until These Are Achieved

*Independent Auditor is a private firm who audits the Agency's financials under guidance from the State Auditor's Office.

Budget Training

Personnel Shortfall

Golf Course

- Mechanic
- Asst. Irrigation Tech
- 2 Full Time Laborers (Replaced with 3 part time)

Pro Shop

- Asst. Pro
- 8 cart Wranglers

Operations (Greenbelt/Parks)

- Mechanic
- Asst. Irrigation Tech
- Gardner
- 2 Boat Operators
- Building Maintenance Engineer
- 2 Full Time Laborers
- 8 Seasonal Laborers

Admin

- Part Time Clerk/Receptionist

Equipment Shortfall

Golf Course

- 2 Triplex Mowers
- 2 Utility Carts
- Large Rough Cut Mower
- Bunker Rake
- Trim Mower
- Core Harvester

Operations

- Pickup
- 2 Utility Carts
- 2 Mowers

Board Member Reports and Requests

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.