



Stansbury Service Agency Board of Directors Business Meeting Agenda

Date: Wednesday, April 24th, 2024

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

Time: 7:00 PM

Order of Business

1. Call to Order – Meeting started at 7:00 pm led by Brett Palmer, Chair
2. Roll Call

Board Members:
Brett Palmer – present
Kyle Shields – present
John Wright – present
Maria Sweeten – present
Cassandra Arnell – present
Ammon Jacobsmeyer – present

Staff Members:
James Hanzelka – present
Ingrid Swenson – present
Gwen Ruebush – present
Shawn Chidester – present

3. Pledge of Allegiance led by Ammon Jacobsmeyer
4. Sheriff Report – not present
5. Fire Chief Report – not present
6. Public Comment – none
7. General Manager Updates by James Hanzelka:

Reminders: Dogs are not allowed on the golf course. Vehicles are not allowed on greenbelts unless specifically approved by the Agency. The Lake cleanup is Saturday April 27 at 10. Regular food trucks will begin May 2 at Porter Way Park on Thursdays and the Clubhouse on Fridays. Dumpsters for clean-up are scheduled through the fire station May 10-20. We are taking names of people who want to volunteer to drive boats when certified. The tax increase funds will not take place until December, so we are working on a limited budget and staff.

Some changes: Darin Jacobs has retired as a project manager. Shawn Chidester is taking his place. Tom Costello is retiring as a golf pro. Other people left because of Tom retiring.

The Mitchells at 256 Spinnaker will be buying a sliver of property from us. The square footage is to be determined. This is only possible because the land was not included in the bankruptcy.



Pool repair list: Finish cleaning the pool, grind and caulk decking, repair crack in center of pool, fix gate hinge, replace tiles around the pool, lights, repairs to the buildings, electrical, startup, safety inspection, and staffing.

The park repair list is long. We are going to start by pulling out the Woodland Park playground and replacing it with the all-abilities playground purchased for Oscarson Park. We won't use woodchips because they aren't a good fit for this playground.

Organization charts for parks & rec, golf course, and pro shop were shown. Many needed positions are currently unfunded and thus not filled.

The capital equipment schedule of what we need to buy over the years was shown.

Financials: Available funds were shown. We hope to have a gentler slope of expenditures this year compared to last.

Action Items

8. 2024.04.09 A
 - a. Board Review and Possible Approval of November 15th, 2023 Business Meeting Minutes
Motion 2024.04.09 to approve November 15, 2023 Business Meeting Minutes with typographical non-substantive errors corrected made by Cassandra Arnell and seconded by Maria Sweeten. Vote as follows: Ammon Jacobsmeyer – yea; John Wright – yea; Maria Sweeten – yea; Cassandra Arnell – yea. Others abstained because they weren't on the Board at the time. Motion Passed.

9. 2024.04.10 A
 - a. Board Review and Possible Approval of December 20th, 2023, Special Meeting Minutes
10. 2024.04.11 A
 - a. Board Review and Possible Approval of April 3rd, 2024, Business Meeting Minutes
11. 2024.04.12 A
 - a. Board Review and Possible Approval of April 10th, 2024, Business Meeting Minutes
12. 2024.04.13 A
 - a. Board Review and Possible Approval of April 17th, 2024, Special Meeting Minutes
Motion 2024.04.10 to table decisions to approve December 20, 2023 (corrected date) Special Meeting Minutes, April 3, 2024 Business Meeting Minutes, April 10, 2024 Business Meeting Minutes, and April 17, 2024 Special Meeting Minutes until the next Business Meeting by Maria Sweeten and seconded by Ammon Jacobsmeyer. Vote as follows: Brett Palmer – yea; Kyle Shields – yea; John Wright – yea; Maria Sweeten – yea; Cassandra Arnell – yea. Ammon Jacobsmeyer – yea. Motion Passed.

13. 2024.04.14 A
 - a. Presentation of Additional Park Fees for the small conference room, replacement keys, use of microphones, golf course, park reservation, and boat registration for non-residents.



b. Public Comment:

Wes VanDyke - An annual fee per boat would be a great way to raise funds.

c. Discussion and Possible Approval of Additional Park Fees

Motion 2024.04.14 to approve additional fees as presented made by Cassandra Arnell and seconded by Ammon Jacobsmeyer. Vote as follows: Brett Palmer – yea; Kyle Shields – yea; John Wright – yea; Maria Sweeten – yea; Cassandra Arnell – yea; Ammon Jacobsmeyer – yea. Motion Passed.

14. 2024.04.15 A

a. Discussion to add Ammon Jacobsmeyer to the Finance Committee and Kasey Nobles to the Capital Projects Planning Committee. They each stated their background and introduced themselves.

b. Possible Approval to add Ammon Jacobsmeyer to the Finance Committee and Kasey Nobles to the Capital Projects Planning Committee

Motion 2024.04.15 to add Ammon Jacobsmeyer to the Finance Committee and Kasey Nobles to the Capital Projects Planning Committee made by Maria Sweeten and seconded by Cassandra Arnell. Vote as follows: Brett Palmer – yea; Kyle Shields – yea; John Wright – yea; Maria Sweeten – yea; Cassandra Arnell – yea. Ammon Jacobsmeyer – yea. Motion Passed.

15. 2024.04.16 A

a. Presentation of purchase of 2 triplex mowers options.

b. Public Comment-none

c. Discussion and Possible Approval of purchase of 2 triplex mowers

Motion 2024.04.16 to purchase triplex mowers now with a 60-month loan with \$111,786 in deferred cost and \$135,394.19 in total cost made by Maria Sweeten and seconded by Kyle Shields. Vote as follows: Brett Palmer – yea; Kyle Shields – yea; John Wright – yea; Maria Sweeten – yea; Cassandra Arnell – yea. Ammon Jacobsmeyer – yea. Motion Passed.

Board Member Reports and Discussion Items

Cassandra Arnell thanks Ammon Jacobsmeyer and Kasey Nobles for joining committees.

John Wright is working with people on pool repairs. We need to stay on top of weeds. Volunteer response discussed.

Kyle Shields is looking for volunteers with a financial background to help on the finance committee in response to public feedback.

Community discussion: Mary Wilson wants to know where calls for volunteers are going out. They are on social media and our website. We are working towards an Adopt-a-Greenbelt program. Jennifer VanDyke would like the community to take care of green spaces near their homes.

Ammon Jacobsmeyer appreciates community members stepping up for the lake clean-up this week. Joyce McMullen is doing an amazing job with Stansbury Days.



Adjourn

Motion to adjourn made by Maria Sweeten and seconded by Kyle Shields. Vote as follows: Brett Palmer – yea; Kyle Shields – yea; John Wright – yea; Maria Sweeten – yea; Cassandra Arnell – yea. Ammon Jacobsmeyer – yea. Motion Passed.

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.

Approved this 22 day of May 2024

Brett Palmer, Board Chair

Stansbury Service Agency of Tooele County
Invoice Register: 4/1/2024 to 4/22/2024 - All Invoices

4/24/2024

<u>Invoice No.</u>	<u>Check No.</u>	<u>Vendor</u>	<u>Ledger Date</u>	<u>Due Date</u>	<u>Amount</u>	<u>Account No.</u>	<u>Account Name</u>	<u>Description</u>
26480		ACH	3/15/2024	4/14/2024	\$43.50			
					21.75	1052-311	Security	Billing for CCTV
					21.75	1053-311	Security	Billing for CCTV
15954		ACH	3/8/2024	4/7/2024	\$77.09			
					77.09	1057-250	Maintenance	Road Base
4083166	32110		3/5/2024	4/10/2024	\$504.97			
PO# 202468					504.97	1052-252	Equipment Repairs/Maintenanc	Tires for mowers
11YR-LC4C-63M			3/14/2024	4/13/2024	\$19.99			
					19.99	1051-240	Office supplies & PPE	3 RING PAGE DIVIDERS BULK
16MV-16YG-K6CACH			3/2/2024	4/1/2024	\$22.32			
					22.32	1053-256	Clubhouse Maintenance	Air Freshners
17WW-XYPP-R1	ACH		3/22/2024	4/21/2024	\$10.63			
					10.63	1051-240	Office supplies & PPE	Staplers for office
1FXY-MPM1-11NACH			3/19/2024	4/18/2024	\$30.71			
					30.71	1051-320	Community Outreach	Ballon Arch and Easel Stand for
1G46-6H3K-GYN			3/15/2024	4/14/2024	\$44.00			
					44.00	1053-740	Small tools under \$1000	sHOCKWAY IMPACT DUTY DRI
1HGC-F7JK-GY6			3/7/2024	4/6/2024	\$205.65			
					87.98	1053-252	Equipment Repairs & Maintenan	Gator Blade
					15.69	1053-252	Equipment Repairs & Maintenan	air filter replacements
					101.98	1053-252	Equipment Repairs & Maintenan	Edger Blade
1HQY-1WMY-PGACH			3/22/2024	4/21/2024	\$11.99			
					11.99	1051-240	Office supplies & PPE	Desk tape dispenser
1JP4-KQW9-HQ			3/15/2024	4/14/2024	\$29.49			
					29.49	1053-250	Maintenance	Fabuloso Cleaner
1KFY-6HWY-P6D			3/16/2024	4/15/2024	\$18.59			
					18.59	1058-410	Inventory, food	STRAWS
1Q49-W4L1-NTQACH			3/21/2024	4/20/2024	\$123.44			
					123.44	1058-410	Inventory, food	Ice bags and straws
1Q49-W4L1-PG	ACH		3/21/2024	4/20/2024	\$20.56			
					20.56	1053-256	Clubhouse Maintenance	Frames for evacuation routes
1RK9-LW4Y-1NJ	ACH		3/19/2024	4/18/2024	\$148.13			
					22.49	1053-250	Maintenance	Mouse Trap
					125.64	1053-252	Equipment Repairs & Maintenan	transfer pumps/trimmer head/tri
1V6V-RKHP-KW	ACH		3/2/2024	4/1/2024	\$28.70			
					28.70	1051-240	Office supplies & PPE	Keyboard for Jim
1VTH-D9QD-97F			3/6/2024	4/5/2024	\$8.58			
					8.58	1051-320	Community Outreach	Raffle tickets for open house
1WDX-H39T-Y3			3/4/2024	4/3/2024	\$37.16			
					37.16	1053-256	Clubhouse Maintenance	PAPERTOWES
1XRN-HRNJ-79L			3/14/2024	4/13/2024	\$185.98			
					185.98	1058-312	IT Expense	TV for proshop
					\$945.92			
937805851		ACH	3/6/2024	4/5/2024	\$266.70			
					266.70	1058-415	Inventory, Non Food	Callaway Chrome
676225	32108		3/26/2024	4/5/2024	\$221.75			
					221.75	1058-410	Inventory, food	beer
PR033124-160	32109		4/4/2024	4/4/2024	\$138.46			
					138.46	102107	Other payroll liabilities	Child Support
PR041424-160			4/18/2024	4/18/2024	\$584.31			
					584.31	102107	Other payroll liabilities	Child Support
					\$722.77			
187971		ACH	4/11/2024	4/19/2024	\$400.00			
					400.00	1051-310	Professional services	Review and Edit of Food truck le
04032024			4/3/2024	4/3/2024	\$387.23			
					38.16	1058-240	Office supplies	Paper
					29.68	1058-250	Proshop Maintenance	aluminum foil/napkins
					94.85	1058-258	Housekeeping	Urinal Deodorizer/Trashbags/dis
					224.54	1058-410	Inventory, food	Muffins/sandwich roll/Trail Mix/M
04112024			4/18/2024	4/18/2024	\$488.18			
PO# 202509					31.58	1052-240	Office supplies & PPE	Black Gloves
					15.58	1052-240	Office supplies & PPE	Water
					23.37	1053-240	Office supplies & PPE	Water
					40.38	1053-250	Maintenance	White Trash Bags
					56.38	1053-250	Maintenance	Black trash bags
					12.79	1058-240	Office supplies	Sharpie
					31.39	1058-250	Proshop Maintenance	Paper Towel

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4/24/2024

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					56.38	1058-250	Proshop Maintenance	Black trash bags
					20.19	1058-250	Proshop Maintenance	White Trash Bags
					24.54	1058-410	Inventory, food	Sandwich Rolls
					23.29	1058-410	Inventory, food	Chips
					17.19	1058-410	Inventory, food	Snacking Nuts
					45.58	1058-410	Inventory, food	Protein Bars
					17.09	1058-410	Inventory, food	Trail Mix
					54.36	1058-410	Inventory, food	Muffins
					18.09	1058-410	Inventory, food	Sugar Portion Packets
					\$875.41			
0337236-IN	32114		3/19/2024	4/16/2024	\$420.37			
					420.37	1058-415	Inventory, Non Food	Club Covers
27920823	ACH		3/28/2024	4/1/2024	\$5,766.60			
					5,766.60	1058-741	Equipment Rental	Golf Cart Rental
March2024	ACH		3/7/2024	4/1/2024	\$957.33			
					957.33	1053-274	Natural gas - Clubhouse	Clubhouse
March2024a	ACH		3/7/2024	4/1/2024	\$18.25			
					18.25	1055-271	Natural gas	Pool
March2024b	ACH		3/7/2024	4/1/2024	\$347.69			
					347.69	1058-271	Natural gas	Pro Shop
March2024c	ACH		3/7/2024	4/1/2024	\$270.41			
					270.41	1053-271	Natural gas	Country Club
					\$1,593.68			
F2408E00910	32106		3/4/2024	4/1/2024	\$632.65			
					632.65	1053-280	Fuel	FUEL
03282024	ACH		3/28/2024	4/12/2024	\$134.50			
					134.50	1058-410	Inventory, food	Beer
3305406	ACH		3/21/2024	4/3/2024	\$419.56			
					419.56	1058-410	Inventory, food	Beer
					\$554.06			
04102024	ACH		4/10/2024	4/16/2024	\$35,500.00			
					1,000.00	447258	Solomon Park	Excavation of loading zone area-
					4,500.00	447258	Solomon Park	A1A base material and state spe
					29,000.00	447258	Solomon Park	Concrete Materials and labor for
					1,000.00	447258	Solomon Park	Curing compounds and saw cutti
3257	ACH		3/28/2024	4/12/2024	\$366.00			
					366.00	1058-410	Inventory, food	sausage
SI-195064	32111		3/15/2024	4/14/2024	\$424.40			
					424.40	1058-415	Inventory, Non Food	Fly Tees and Glitzy Marker W/ CI
03-000312089			4/9/2024	4/9/2024	\$38.08			
					38.08	1058-240	Office supplies	Drum Kit for Printer
5499176626	ACH		3/25/2024	4/9/2024	\$380.60			
					380.60	1058-410	Inventory, food	beer
087421	ACH		3/21/2024	4/1/2024	\$860.00			
					860.00	1053-256	Clubhouse Maintenance	Clubhouse Cleaning plus waxing
37989	32113		4/1/2024	4/20/2024	\$474.50			
					109.50	1052-610	Miscellaneous	Drug Test - Gadd, Harvey ,Marti
					182.50	1053-610	Miscellaneous	Drug Test - Collins, Fulmer, Jen
					182.50	1058-610	Miscellaneous	Drug Test - Castle, Clausen, Ful
3751-172595	ACH		3/1/2024	4/20/2024	\$53.17			
PO# 202464					53.17	1053-252	Equipment Repairs & Maintenanc	Sparks plugs and air filters
3751-173474	ACH		3/13/2024	4/20/2024	\$478.59			
PO# 202475					320.76	1052-252	Equipment Repairs/Maintenanc	Hyd FI
					31.96	1052-252	Equipment Repairs/Maintenanc	RTU EXT/LIFE GAL
					83.60	1052-252	Equipment Repairs/Maintenanc	Hyd Oil
					4.97	1052-252	Equipment Repairs/Maintenanc	Engine Oil Filter
					19.43	1052-252	Equipment Repairs/Maintenanc	Gold Air Filter
					12.90	1052-252	Equipment Repairs/Maintenanc	Fuel Filter
					4.97	1052-252	Equipment Repairs/Maintenanc	Oil Filter
3751-173615	ACH		3/13/2024	4/20/2024	\$7.54			
PO# 202474					7.54	1052-250	Facility Maintenance	Hydraulic Filter
3751-174878	ACH		3/26/2024	4/20/2024	\$385.83			
PO# 202493					125.73	1053-252	Equipment Repairs & Maintenanc	Battery
					213.84	1053-252	Equipment Repairs & Maintenanc	Prem AW 46 Hyd/FI 5G
					17.56	1053-252	Equipment Repairs & Maintenanc	Brake Parts Cleaner
					4.97	1053-252	Equipment Repairs & Maintenanc	Engine Oil Filter
					8.60	1053-252	Equipment Repairs & Maintenanc	Air Filter
					7.13	1053-252	Equipment Repairs & Maintenanc	Air Filter Pro Select

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4/24/2024

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					4.00	1053-252	Equipment Repairs & Maintenan	Engine Oil Filter
					4.00	1053-252	Equipment Repairs & Maintenan	Oil Filter Pro Select
3751-174912	ACH		3/26/2024	4/20/2024	\$43.62			
PO# 202487					43.62	1052-252	Equipment Repairs/Maintenanc	Filters
3751-175043	ACH		3/27/2024	4/20/2024	\$28.68			
PO# 202496					28.68	1053-252	Equipment Repairs & Maintenan	Battery/Air Filter
					\$997.43			
0124059140	ACH		3/20/2024	4/9/2024	\$85.34			
					85.34	102108	Accrued life insurance	Feb and March Life Insurance
286012	ACH		3/15/2024	4/5/2024	\$15,690.23			
					15,690.23	102104	Accrued health insurance	April Health Insurance
					\$15,775.57			
240401	32103		3/1/2024	4/1/2024	\$1,450.00			
					1,450.00	1051-312	IT expense	Software Support and Cloud Ser
95992659	ACH		3/13/2024	4/15/2024	\$676.95			
					676.95	1058-410	Inventory, food	soda/gatorade/enegy drink/water
99125363	ACH		3/28/2024	4/15/2024	\$1,118.65			
					1,118.65	1058-410	Inventory, food	gatorade/energy drink/soda/wate
					\$1,795.60			
112	ACH		3/27/2024	4/10/2024	\$350.00			
PO# 202495					350.00	1052-252	Equipment Repairs/Maintenanc	Grind Reels. Front Face and Top
IN-013037-24	ACH		4/11/2024	4/21/2024	\$837.92			
					259.43	1052-280	Fuel	Deisel
					578.49	1052-280	Fuel	Gas
WC0272	ACH		3/6/2024	4/10/2024	\$1,446.46			
PO# 202465					1,446.46	1053-251	Irrigation Repairs & Maintenanc	misc. irrigation parts
WC1880	ACH		3/13/2024	4/10/2024	\$263.49			
					263.49	1053-251	Irrigation Repairs & Maintenanc	2" 4A Series RPZ Relief Valve R
WC5151	ACH		3/21/2024	4/10/2024	\$141.43			
PO# 202482					141.43	1053-251	Irrigation Repairs & Maintenanc	repairs parts for Baseball field a
					\$1,851.38			
1411452	32112		3/21/2024	4/10/2024	\$486.44			
PO# 202494					246.64	1053-250	Maintenance	Gopher Bait
					239.80	1053-265	Sports Fields Maintenance	Trifluralin
P33849	ACH		3/6/2024	4/5/2024	\$681.75			
					681.75	1052-252	Equipment Repairs/Maintenanc	4 Fuel Filters and 1 spindle
1195939			3/19/2024	4/19/2024	\$189.50			
					189.50	1058-415	Inventory, Non Food	C130 BLK Steel Rush Red
37189158	ACH		2/20/2024	4/20/2024	\$379.74			
					379.74	1058-415	Inventory, Non Food	TM24 SpeedSoft GLB
917288054	ACH		2/20/2024	4/5/2024	\$117.60			
					117.60	1058-415	Inventory, Non Food	6 titleist caps
917302486	ACH		2/22/2024	4/7/2024	\$117.60			
					117.60	1058-415	Inventory, Non Food	6 titleist caps
917372856			3/4/2024	4/18/2024	\$58.80			
					58.80	1058-415	Inventory, Non Food	Titleist Cap
					\$294.00			
04082024			4/8/2024	4/8/2024	\$3.19			
					3.19	1052-252	Equipment Repairs/Maintenanc	MTRC Carr BLT
PR033124-615	ACH		4/4/2024	4/4/2024	\$7,435.19			
					4,264.82	102101	Accrued federal payroll taxes	Social Security Tax
					997.40	102101	Accrued federal payroll taxes	Medicare Tax
					2,172.97	102101	Accrued federal payroll taxes	Federal Income Tax
PR041424-615	ACH		4/18/2024	4/18/2024	\$8,863.04			
					5,141.90	102101	Accrued federal payroll taxes	Social Security Tax
					1,202.52	102101	Accrued federal payroll taxes	Medicare Tax
					2,518.62	102101	Accrued federal payroll taxes	Federal Income Tax
					\$16,298.23			
PR033124-626			4/4/2024	4/4/2024	\$550.30			
					550.30	102105	Accrued state unemployment	State Unemployment
PR041424-626			4/18/2024	4/18/2024	\$663.46			
					663.46	102105	Accrued state unemployment	State Unemployment
					\$1,213.76			
03/31/2024	ACH		4/4/2024	4/4/2024	\$0.06			
					0.06	102103	Accrued state retirement	Difference in Retirement benefit

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4/24/2024

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PR033124-632	ACH		4/4/2024	4/4/2024	\$3,887.37			
					2,925.18	102103	Accrued state retirement	URS State Retirement
					844.13	102103	Accrued state retirement	URS 401k
					118.06	102103	Accrued state retirement	Additional 401k
PR041424-632			4/18/2024	4/18/2024	\$3,929.07			
					2,982.17	102103	Accrued state retirement	URS State Retirement
					828.78	102103	Accrued state retirement	URS 401k
					118.12	102103	Accrued state retirement	Additional 401k
					\$7,816.50			
PR033124-636			4/4/2024	4/4/2024	\$1,338.31			
					1,338.31	102102	Accrued state withholding	State Income Tax
PR041424-636			4/18/2024	4/18/2024	\$1,608.02			
					1,608.02	102102	Accrued state withholding	State Income Tax
					\$2,946.33			
9958161178	ACH		3/2/2024	4/1/2024	\$588.93			
					256.33	1051-272	Telephone, Internet	admin phone and internet
					65.00	1052-272	Telephone, Internet	golf internet
					101.00	1053-272	Telephone, Internet	recreation phone and internet
					16.05	1056-272	Telephone, Internet	library internet
					16.05	1057-272	Telephone, Internet	cemetery internet
					134.50	1058-272	Telephone, Internet	pro shop internet and phone
04022024			4/2/2024	4/2/2024	\$31.59			
					31.59	1051-320	Community Outreach	Cookies for Clubhouse Open Ho
					Total:			
					\$105,056.91			
					16,298.23	102101	GL Account Summary	
					2,946.33	102102	Accrued federal payroll taxes	
					7,816.50	102103	Accrued state withholding	
					15,690.23	102104	Accrued state retirement	
					1,213.76	102105	Accrued health insurance	
					722.77	102107	Accrued state unemployment	
					85.34	102108	Other payroll liabilities	
					71.31	1051-240	Accrued life insurance	
					256.33	1051-272	Office supplies & PPE	
					400.00	1051-310	Telephone, Internet	
					1,450.00	1051-312	Professional services	
					70.88	1051-320	IT expense	
					47.16	1052-240	Community Outreach	
					7.54	1052-250	Office supplies & PPE	
					2,062.12	1052-252	Facility Maintenance	
					65.00	1052-272	Equipment Repairs/Maintenanc	
					837.92	1052-280	Telephone, Internet	
					21.75	1052-311	Fuel	
					109.50	1052-610	Security	
					23.37	1053-240	Miscellaneous	
					395.38	1053-250	Office supplies & PPE	
					1,851.38	1053-251	Maintenance	
					798.97	1053-252	Irrigation Repairs & Maintenanc	
					940.04	1053-256	Equipment Repairs & Maintenanc	
					239.80	1053-265	Clubhouse Maintenance	
					270.41	1053-271	Sports Fields Maintenance	
					101.00	1053-272	Natural gas	
					957.33	1053-274	Telephone, Internet	
					632.65	1053-280	Natural gas - Clubhouse	
					21.75	1053-311	Fuel	
					182.50	1053-610	Security	
					44.00	1053-740	Miscellaneous	
					18.25	1055-271	Small tools under \$1000	
					16.05	1056-272	Natural gas	
					77.09	1057-250	Telephone, Internet	
					16.05	1057-272	Maintenance	
					89.03	1058-240	Telephone, Internet	
					137.64	1058-250	Office supplies	
					94.85	1058-258	Proshop Maintenance	
					347.69	1058-271	Housekeeping	
					134.50	1058-272	Natural gas	
					185.98	1058-312	Telephone, Internet	
					3,884.72	1058-410	IT Expense	
					1,974.71	1058-415	Inventory, food	
					182.50	1058-610	Inventory, Non Food	
					5,766.60	1058-741	Miscellaneous	
					69,556.91		Total	
					35,500.00	447258	Solomon Park	
					\$105,056.91		GL Account Summary Total	

Stansbury Service Agency Board of Directors Business Meeting Agenda

APRIL 24TH, 2024

Agenda

Order of Business

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Sheriff Report
5. Fire Chief Report
6. Public Comment
7. General Manager Updates
8. 2024.04.09 A
 - a. Board Review and Possible Approval of November 15th, 2023, Business Meeting Minutes
9. 2024.04.10 A
 - a. Board Review and Possible Approval of December 20th, 2024, Special Meeting Minutes
10. 2024.04.11 A
 - a. Board Review and Possible Approval of April 3rd, 2024, Business Meeting Minutes
11. 2024.04.12 A
 - a. Board Review and Possible Approval of April 10th, 2024, Business Meeting Minutes
12. 2024.04.13 A
 - a. Board Review and Possible Approval of April 17th, 2024, Special Meeting Minutes
13. 2024.04.14 A
 - a. Presentation of Additional Fees
 - b. Public Comment
 - c. Discussion and Possible Approval of Additional Fees
14. 2024.04.15 A
 - a. Discussion to add Ammon Jacobsmeyer to the Finance Committee and Kasey Nobles to the Capital Projects Planning Committee
 - b. Possible Approval to add Ammon Jacobsmeyer to the Finance Committee and Kasey Nobles to the Capital Projects Planning Committee
15. 2024.04.16 A
 - a. Presentation of purchase of 2 triplex mowers
 - b. Public Comment
 - c. Discussion and Possible Approval of purchase of 2 triplex mowers

Board Member Reports and Discussion Items

Adjourn

Public Comment

GM Update

REMINDERS

NO DOGS ON GOLF COURSE

NO VEHICLES ON GREENBELTS UNLESS SPECIFICALLY APPROVE BY AGENCY

Lake Cleanup Saturday

- Food Trucks at Clubhouse starting 5 PM.

Food Truck Nights Starting 2 May, 5-9PM

- Thursdays at Porter Way Park
- Fridays at the Clubhouse Parking lot

Dumpster Days at Fire Station 10-20 May

Taking names for Volunteer boat drivers to drive the weed boat

Utah Boater Safety Certificate

Training with the Operations Crew Chief

Tax revenue increase will not generate Revenue until December

CH-CH-CHANGES

Darin Jacobs, from the office staff, has elected to retire

- Shawn Chidester has been selected as his replacement

Tom Costello has elected to retire

- A number of golf course employees left also
- Doug will be here at the work meeting to go over the plan going forward

REPAIRS

Pool Repair List

Finish cleaning the pool

Grind and caulk decking - \$4K

Repair Crack in center of pool ?

Fix Gate Hinge

Replace tiles around pool

Lights

Repairs to Buildings

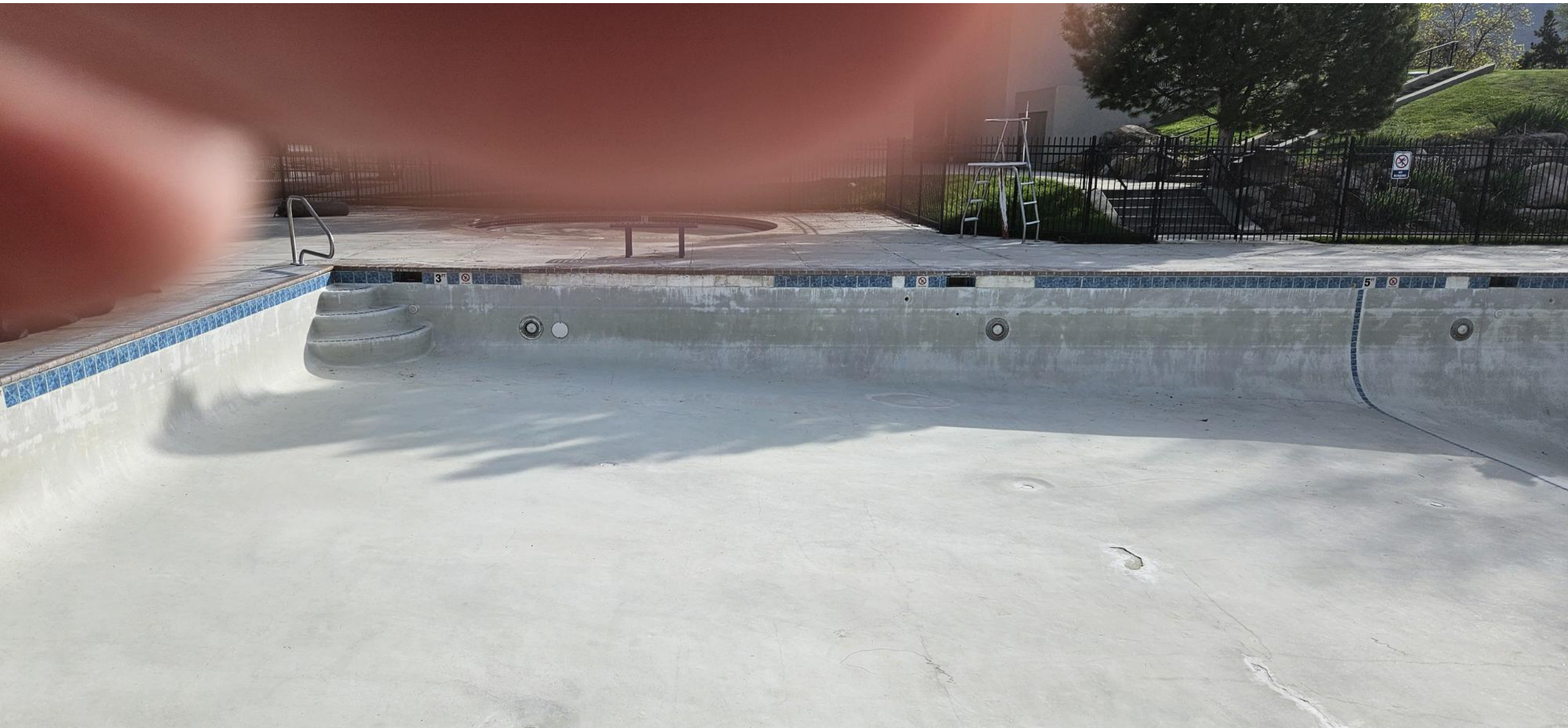
Electrical

Startup

Safety Inspection

Staffing



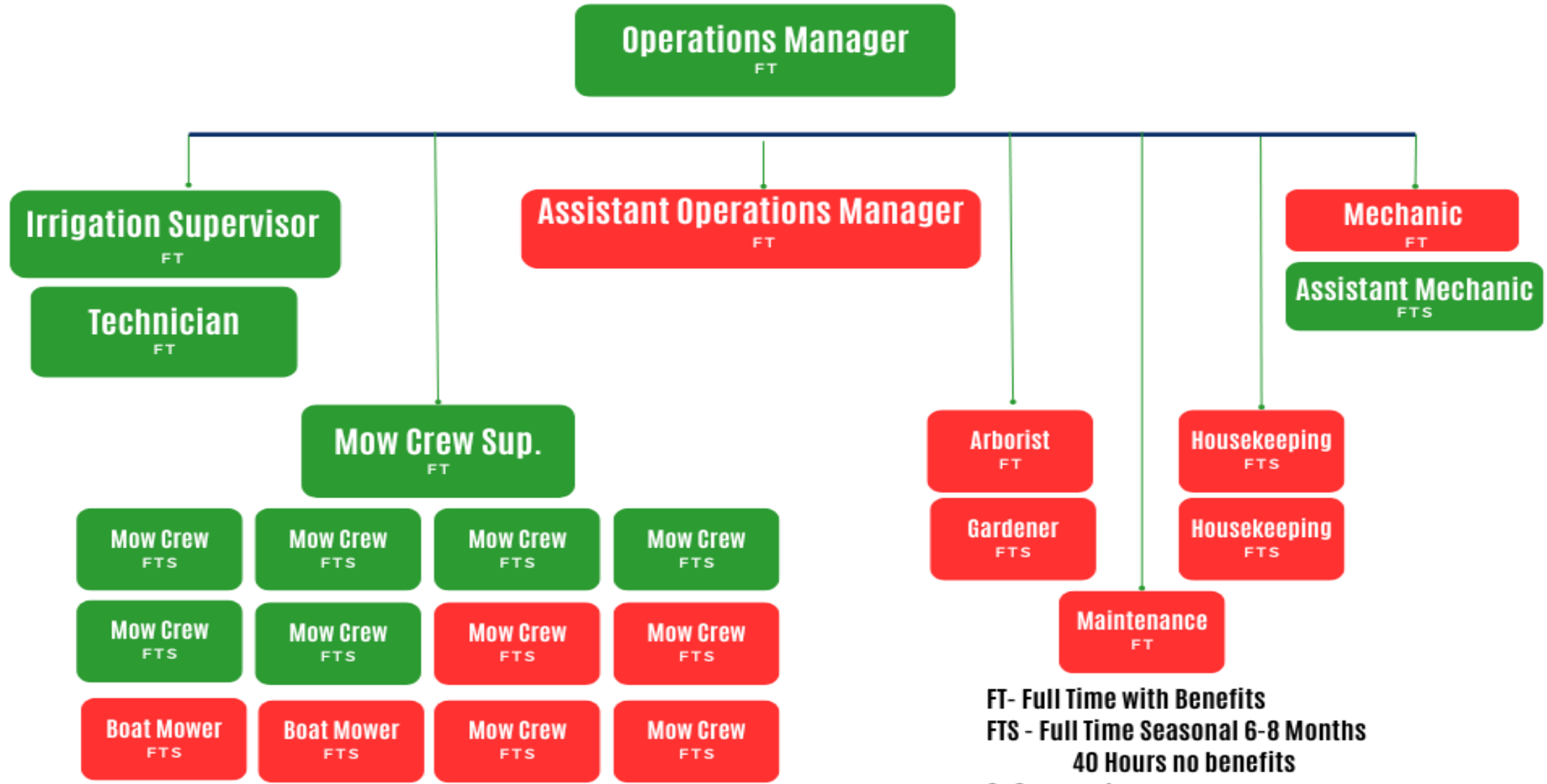








PARKS AND REC ORGANIZATION CHART



● Required - Not Budgeted
● Filled and Budgeted

FT- Full Time with Benefits
FTS - Full Time Seasonal 6-8 Months
40 Hours no benefits
S- Seasonal
Under 40 Hours 6-8 Month

Assistant Mechanic No longer needed once Golf Course has a Mechanic Hired



GOLF COURSE ORGANIZATION CHART



PRO SHOP ORGANIZATION CHART

Business Manager
FT

Head Golf Pro.
FT

Starter
PT

Starter
PT

Marshall
PT

Starter
PT

Starter
PT

Marshall
PT

Assistant Golf Pro
FT

Cart Att.
PT

Cart Att.
PT

Cart Att.
PT

Cart Att.
PT

Cart Att.
PT

Cart Att.
PT

 Filled and Budgeted

FT- Full Time with Benefits
FTS - Full Time Seasonal 6-8 Months
40 Hours no benefits
S- Seasonal
Under 40 Hours 6-8 Month



CAPITAL EQUIPMENT

2024 BUDGET

Department	Description	Estimated Amount	Actual Amount	Date Purchased	Notes
Golf Greens	1 John Deer small sprayer	50,000		Purchase	On order
Golf Greens	1 John Deer Large sprayer	80,000		Purchase	On order
Golf Greens	2 Triplex Mower	120,000		Lease	On order
Total		250,000	250,000	250,000	250,000
Grand Total		250,000			

2025 BUDGET

Department	Description	Estimated Amount	Actual Amount	Date Purchased	Notes
Pool	1 Duraflex Diving Board	8,000			
Pool	1 Sound system	15,000			
Pool	1 Pool Cover Storage	1,500			
Pool	Staff Lockers	1,500			
Total		26,000	-		
ProShop	1 AED	2,000			
ProShop	1 new PA System				
ProShop	Display shelves				
ProShop	1 Golf Netting	20,000			
ProShop	1 Grill	18,000			
Total	Total	40,000	-		
Golf Greens	2 Utility vehicle	20,000		Purchase	Indispensable
Golf Greens	1 Bunker Rake	30,000		Purchase	1st priority
Golf Greens	1 Core Harvester	20,000		Purchase	1st priority
Golf Greens	1 Verticut Reels	9,000		Purchase	Indispensable
Golf Greens	1 Large Rough Mower	80,000		Lease	1st priority
Total	Total	159,000	-		
Recreation	2 Utility vehicle	20,000.00		Purchase	Indispensable
Recreation	1 Lake Boat Mower	115,000.00		Purchase	Indispensable
Recreation	1 Toro Wide Area Mower	80,000.00		Purchase	Replacement
Recreation	1 Stand Behind Mower	5,000.00		Purchase	Replacement
Recreation	1 Toro Riding Mowers	6,000.00		Purchase	Replacement
Total		215,000			
Grand Total		440,000	-		

Financials

AVAILABLE FUNDS

2023 Year End

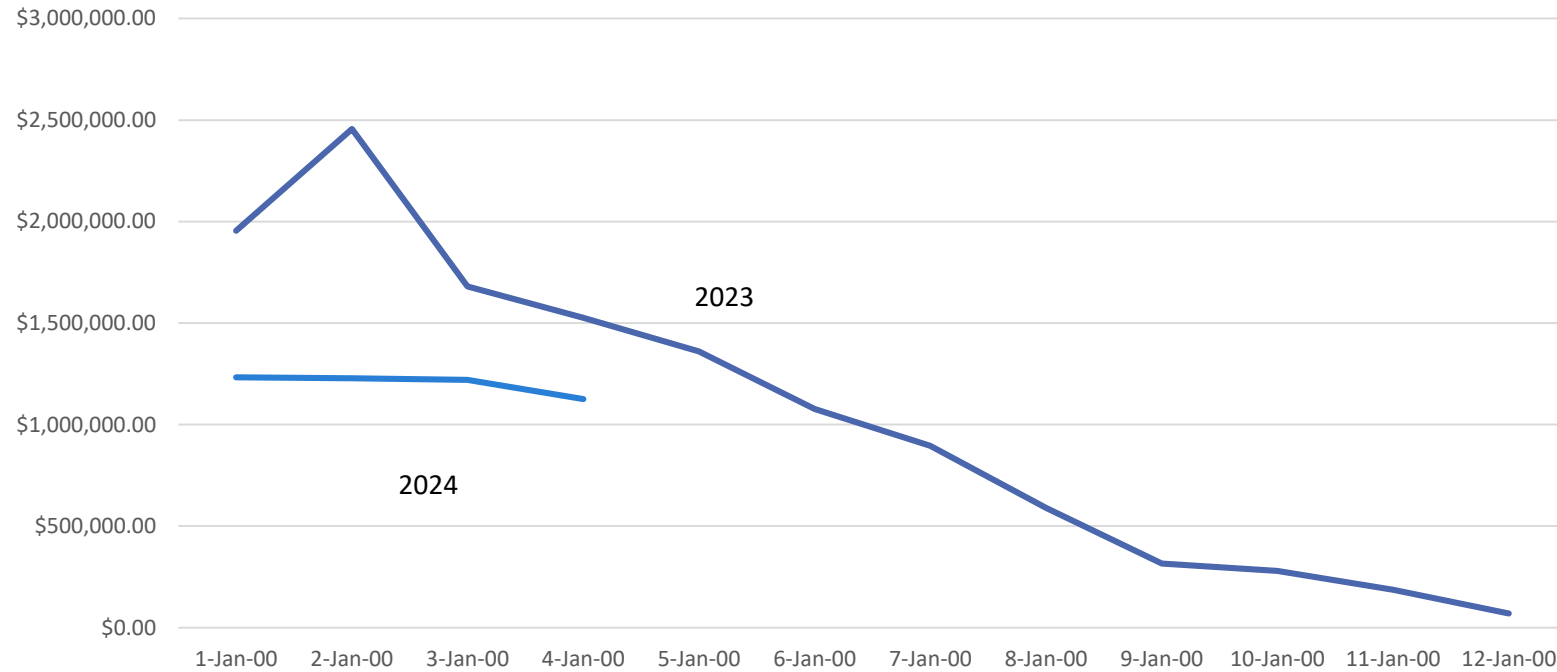
	OPERATIONS		IMPACT	
Checking (Zions Bank)	\$19,751.38		Checking (Zions)	\$32,916.03
Checking (Chartway)	\$1,087.11		PTIF	\$993,811.32
Savings (Chartway)	\$5.00			
PTIF	\$1,213,643.00			
TOTAL	\$1,234,486.49			\$1,026,727.35
TOTAL	\$2,261,213.84			

As of 24 April 2024

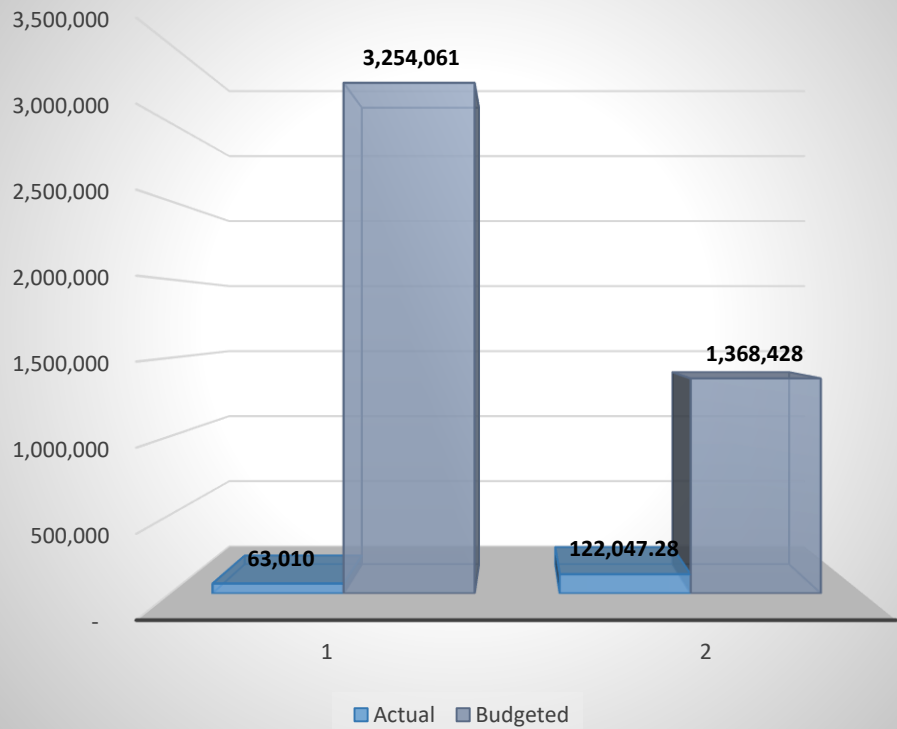
	OPERATIONS		IMPACT	
Checking (Zions Bank)	\$44,594.02		Checking (Zions)	\$251.14
Checking (Chartway)	\$1,087.11		PTIF	\$1,080,656.22
Savings (Chartway)	\$5.00			
PTIF	\$1,105,399.43			
TOTAL	\$1,151,085.56			\$1,080,907.36
TOTAL	\$2,231,992.92			

BURN RATE BY MONTH

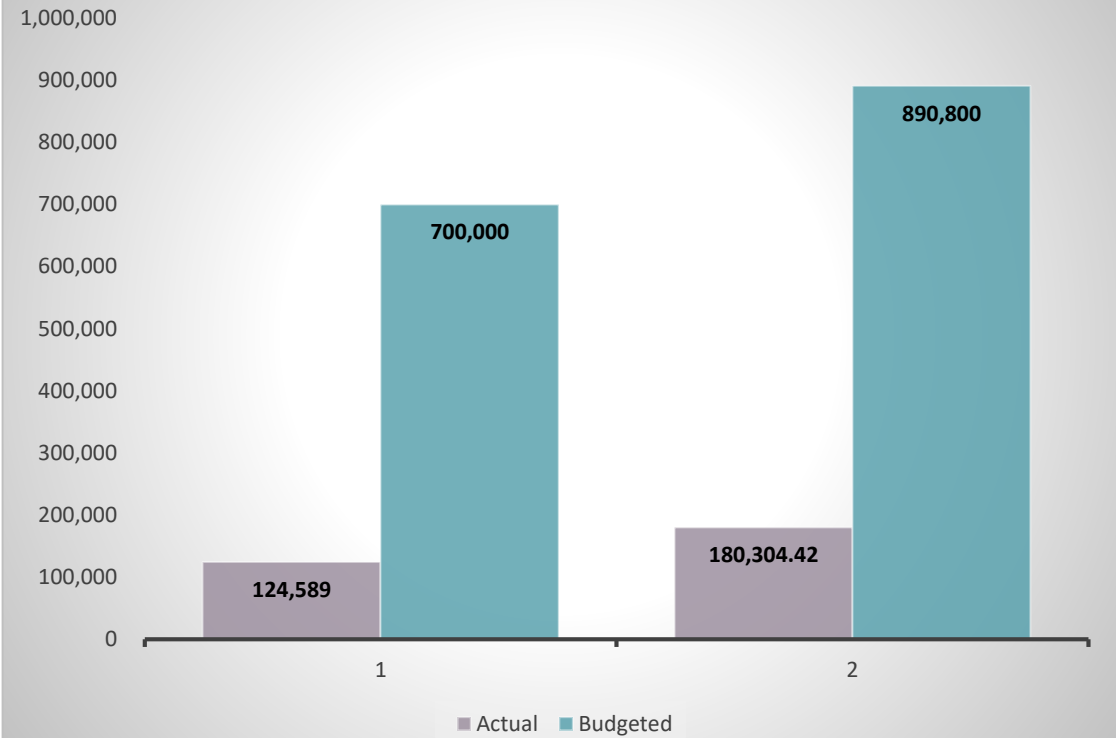
Operational Funds by Month



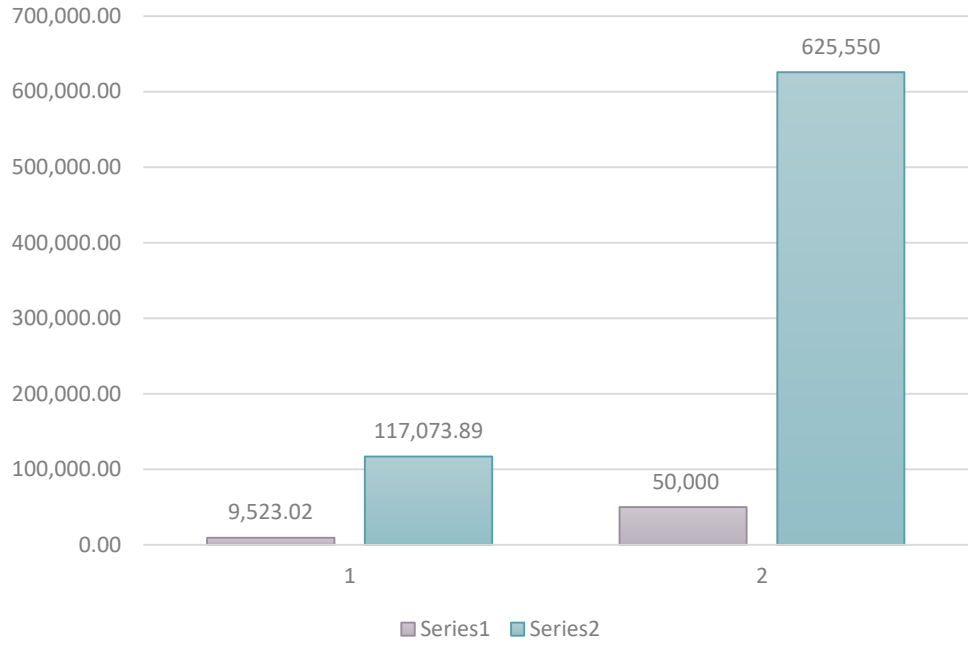
ADMIN REVENUE/EXPENSES



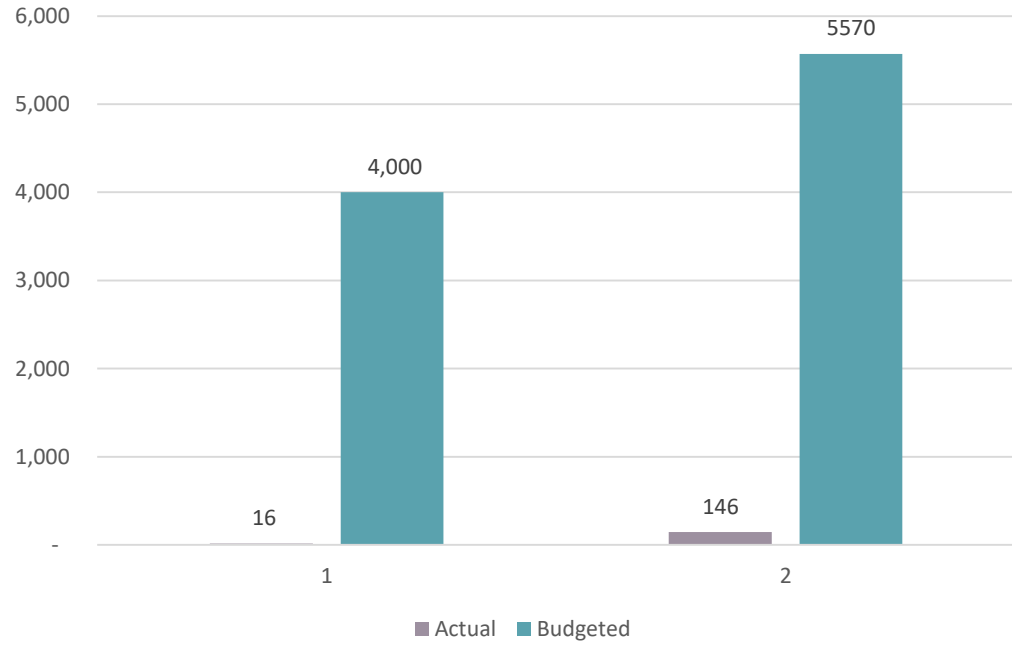
Golf Revenue/Expenses



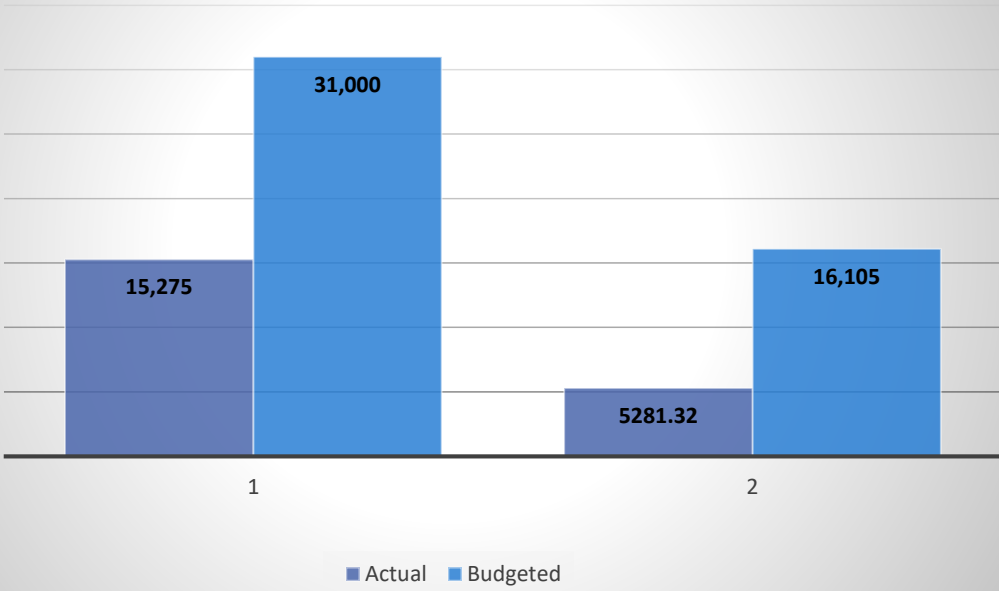
Recreation Revenue/Expenses



Library Revenue/Expenses



Cemetery Revenue/Expenses



Approval of Minutes

Additional Fees

Small Conference Room Fee		
	Resident	Non-Resident
Hourly Rate	\$ 40.00	\$ 70.00
Alcohol Fee	\$ 400.00	\$ 400.00
Cleaning Fee	\$ 150.00	\$ 150.00
Replacement Key fee	\$ 25.00	\$ 25.00
Damage Fee	\$ 1,000.00	\$ 1,000.00

Clubhouse Fee

	Resident	Non-Resident
Replacement Key Fee	\$ 25.00	\$ 25.00
Microphone Fee	\$ 30.00	\$ 30.00
Microphone Deposit (Returned if not damaged)	\$ 500.00	\$ 500.00

Additional Golf Course Fees

	9 Holes	18 Holes
Pull Cart	\$ 2.00	\$ 4.00
Trail Fee	\$ 10.00	\$ 15.00
Range Token	\$ 3.00	
	4 Hour Rental	Full Day
Pavilion Rental	\$ 50.00	\$ 75.00

Parks Reservation Fee

Park	Size	Cost per hour
Porter Way (Fall Season Only)	Same SQFT of usable field space as Village Park	\$ 40.00
Small Parks and Greenbelts	Any	\$ 5.00
Brent Rose	Tennis Courts	\$ 5.00

Boat Registration Fee

	Resident	Non-Resident
Boat Registration	\$ 5.00	\$ 10.00

Discussion to add Ammon Jacobsmeyer
to the Finance Committee and Kasey
Nobles to the Capital Projects Planning
Committee

Presentation of purchase of 2 triplex mowers

Triplex Mower Decision

Key Decision Factors

Triplex mowers ordered in 2022, Anticipated Delivery 2025

Available in 30-45 days

Could be another two years if order refused.

Options

- Defer Taking Delivery – Loss of Capability
- Purchase - \$114K (about \$30K available in existing budget)
- 48-Mo. Loan - \$500 Origination Fee, \$2841/Mo.
 - \$2450 in first year costs
 - \$136,414 Total Cost (\$115,950 in deferred cost)
- 60-Mo Loan/48-Mo Buyout - \$500 Origination Fee, \$1848/Mo., \$44839 due at 48 Mos.
 - \$14,178 in First Year
 - \$135,394.19 Total Cost (\$111,786 in deferred Cost)

Approvals

Motion to approve Expenditures. Financial Statements and Journal Entries

NOTICE OF THE STANSBURY SERVICE AGENCY BOARD OF DIRECTORS BUSINESS MEETING

PUBLIC NOTICE is hereby given that the Board of Directors of the Stansbury Service Agency hereby gives notice of the Meeting of the Stansbury Service Agency Board of Directors, which shall be open to the public, to be held on Wednesday, April 24th, 2024, at 7:00 pm at the Clubhouse, 1 Country Club Dr. Ste 1, Stansbury Park, Utah

Stansbury Service Agency Board of Directors Business Meeting Agenda

Date: Wednesday, April 24th, 2024

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

Time: 7:00 PM

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- b. Public Comment
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Board Member Reports and Discussion Items

Adjourn