



Combined Stansbury Recreation Service Area, Stansbury Greenbelt Service Area, and the Service Agency Board of Directors Meeting Minutes

Date: Wednesday, January 8th, 2025

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

Time: 7:00 PM

Call to Order by Brett Palmer @ 7:00 pm

Roll Call

1. Board Members
 - a. Brett Palmer – present
 - b. John Wright – present
 - c. Kyle Shields – present
 - d. Cassandra Arnell – present
 - e. Ammon Jacobsmeyer – present
 - f. John Duval – present
2. Staff
 - a. James Hanzelka – present
 - b. Ingrid Swenson – present
 - c. Shawn Chidester – present
 - d. Jessica Shaw – present

Pledge of Allegiance, led by Cassandra Arnell

Motion to close the Stansbury Service Agency Meeting and enter into the Stansbury Recreation Service Area and the Stansbury Greenbelt Service Area Board of Trustees Meetings made by Ammon Jacobsmeyer. Seconded by John Duval.

Vote as follows:

Cassandra Arnell – yea; John Wright - yea; Kyle Shields – yea; Brett Palmer – yea; Ammon Jacobsmeyer – yea; John Duval - yea. **Motion Passed**

Stansbury Recreation Service Area Board of Trustees Meeting Minutes

Call to Order by John Wright at 7:02 PM

Roll Call

1. Board Members
 - a. John Wright – present
 - b. Cassandra Arnell – present
 - c. Kyle Shields – present

Action Items

2. 2025.01.01 R
 - a. Board Review and possible approval of December 11, 2024, Public Hearing minutes

Motion to approve December 11, 2024, public hearing minutes as currently written made by Kyle Shields. Seconded by Cassandra Arnell.

Vote as follows:

Cassandra Arnell – yea; John Wright - yea; Kyle Shields – yea. **Motion Passed**

3. 2025.01.02 R

1. Selection of Stansbury Recreation Service Area Board of Trustees Chair, Clerk, and Treasurer for 2025.

Motion to nominate John Wright as Chair of the Recreation Service Area Board made by Cassandra Arnell. Seconded by Kyle Shields.

Vote as follows:

Cassandra Arnell – yea; John Wright - yea; Kyle Shields – yea. **Motion Passed**

Motion to retain Ingrid Swenson as the clerk of the Recreation Service Area Board made by Kyle Shields. Seconded by Cassandra Arnell.

Vote as follows:

Cassandra Arnell – yea; John Wright - yea; Kyle Shields – yea. **Motion Passed**

2. John Wright asked if a treasurer is needed, as the Service Agency handles the funds. Brett Palmer answered that it is required by state law. Ammon Jacobsmeyer added that the treasurer is responsible for receipts.

Motion to nominate Kyle Shields as the treasurer for the Stansbury Recreation Service Area made by John Wright. Seconded by Cassandra Arnell.

Vote as follows:

Cassandra Arnell – yea; John Wright - yea; Kyle Shields – yea. **Motion Passed**

Motion to adjourn this Stansbury Recreation Service Area meeting made by Cassandra Arnell. Seconded by Kyle Shields.

Vote as follows:

Cassandra Arnell – yea; John Wright - yea; Kyle Shields – yea. **Motion Passed**

Stansbury Greenbelt Service Area Board of Trustees Meeting Minutes

Call to Order by Brett Palmer at 7:10 PM

Roll Call

1. Board
 - a. Brett Palmer – present
 - b. Ammon Jacobsmeyer – present
 - c. John Duval – present

Action Items

2. 2025.01.01 R
 - a. Board Review and possible approval of December 11, 2024, Public Hearing minutes

- b. Ammon Jacobsmeyer made a point of order. He said that action items need due process with proper representation from the public. He requested that a public forum be opened for due diligence prior to action items.
- c. Brett Palmer opened the floor for public comment. No comments were made.

Motion to approve December 11th, 2024, public hearing minutes made by Ammon Jacobsmeyer. Seconded by John Duval.

Vote as follows:

Brett Palmer – yea; Ammon Jacobsmeyer – yea; John Duval - yea. **Motion Passed**

3. 2025.01.02 R

- a. Selection of Stansbury Greenbelt Service Area Board of Trustees Chair, Clerk, and Treasurer for 2025.

Motion for Brett Palmer to continue to assume the role of chair by John Duval. Seconded by Ammon Jacobsmeyer.

Vote as follows:

Brett Palmer – yea; Ammon Jacobsmeyer – yea; John Duval - yea. **Motion Passed**

Motion to appoint Ingrid Swenson as the clerk for the Stansbury Service Area by Ammon Jacobsmeyer. Seconded by John Duval.

Vote as follows:

Brett Palmer – yea; Ammon Jacobsmeyer – yea; John Duval - yea. **Motion Passed**

Motion to appoint Ammon Jacobsmeyer as the treasurer for the Greenbelt Service Area Board by John Duval. Seconded by Ammon Jacobsmeyer.

Vote as follows:

Brett Palmer – yea; Ammon Jacobsmeyer – yea; John Duval - yea. **Motion Passed**

Motion to adjourn Stanbury Greenbelt Service Area Meeting and enter into the Stansbury Service Agency Board of Directors Meeting made by Ammon Jacobsmeyer. Seconded by John Duval.

Vote as follows:

Brett Palmer – yea; Ammon Jacobsmeyer – yea; John Duval - yea. **Motion Passed**

Stansbury Service Agency Board of Directors Meeting Minutes

Review of Public Comments from the last meeting

- 1. No comments were made at the last meeting

Public Comments

- 1. None

General Manager Updates

- 1. Operations.

- Fall activities. We have been able to accomplish a lot because we have not had to deal with snow removal to slow progress down.
- The sod at Porter Way Park, Parkview Park, and in the clubhouse area has been aerated and hydro-seeded. Several repairs and improvements have been made to facilities; an example is the pro shop sink, which was reworked to operate better and fix leaks. The grinding of the stump along Pole Canyon was completed. Leaves were collected for mulch.
- John Wright asked where it is used. James Hanzelka answered that it is used all over the community wherever the Agency needs soil. At this point, the leaves are mostly being stored at the cemetery due to space availability.
- Trees are being trimmed. The new mechanic has been working on vehicle maintenance and is starting a dedicated maintenance program for all vehicles.
- Fall irrigation repairs: The staff has been working to locate lost sprinkler controllers and repair wires. They have found about twelve boxes and repaired a significant number of broken wires. They have also been replacing bad sprinkler lines and rebuilding several backflow valves, including the repair of the 1" line break at Sagers, the rebuild of the causeway backflow, and the repair of a stuck valve on Village.
- The staff is continuing to work on the irrigation systems on Stansbury Parkway and the area around the shop.
- The golf course staff have run lines to rewire holes 10 and 17. Next year, they plan to do the lines at holes 11 and 18.
- A new carpet was installed in the Proshop, and the staff is working on the walls and displays. John Wright asked about the quality of the carpet and was told it was of better quality than what was put into the clubhouse.
- Kenny Smith, the mechanic, was sent to meet with boat manufacturers shortly before Christmas. This will be reported on in more detail later in the meeting.
- The effort to bring impact fees back in-house is ongoing. James Hanzelka sent a letter to the county requesting to formally terminate the current agreement. Tooele County said that they wanted the termination of the interlocal agreement reviewed by their lawyer before moving forward. The Agency's attorney, Brent Rose, prepared and sent a legal document requesting a waiver of the waiting period of six months to the county this week, and we are waiting for their response based on their attorney's findings.
- James Hanzelka showed an image of a pole in the lake that is used to help determine the lake's level. They try to keep the lake within a certain level, but it is currently about four inches low based on the current level.
- The inflow of water to the lake comes from three sources: (1) water from rain and snow, (2) water pumped in from the millpond from April to October, and (3) water from the Gordon Well 1 is pumped into the ponds on the golf course that eventually runs into the lake. Right now, there is limited precipitation. We are outside the pumping time for the Millpond, and we are not running the Gordon Well because, in cold weather, the ice that forms in the ponds can block the outflow and cause water to overflow ponds and flood homes adjacent to the course.
- The Stansbury Lake outflow control Weir is located near Solomon Park. The control platform has some natural restriction. A plate can be added to further limit outflow, but it can only increase the barrier by a few inches. Additionally, the plate is not 100% restrictive,

and there is some leakage around it. There is no fine control of the system. It is only controlled by having the plate in or out.

- The pumps at Gordon Well were run for a couple of days over Christmas, which brought the lake level up about an inch. The flow is limited by the flow of Millpond Spring, and a bigger pump would not increase the flow.
- The Millpond Spring flow is monitored and recorded using an electronic sensor that was installed and is maintained by the USGS. The flow data is available online. The service agency has the right to pump the flow out of the Millpond one day per week between April and October. The agency reviews the flow output of the spring and then matches the pump's output to match the spring's flow. If the pump produces more than the spring output, the water available to the next user will be diminished when the agency is done pumping. The gate at the Benson Grist Mill is closed while water is pumped out of the Millpond into Stansbury Lake. This gate is hard to operate and needs to be repaired.
- Several residents are blocking access to the public access points to Stansbury Lake or using them to store their personal property. The agency's staff does not have a way to enforce rules about the usage of these properties; they can only request that residents comply. It was pointed out that the Agency may be able to have vehicles on Agency property that are technically trespassing be towed. Also, parking on sidewalks is against county ordinances and can be enforced by the county. There is also a county ordinance that there is no parking on public roads between 3 am and 6 am from November 1st through March 30th. Discussion needs to happen with the policy committee and the county about the best way to rectify these and similar issues around the community. The policy committee also needs to review the Adopt a Greenbelt Program terms and purview, decide how to approve applications and resident plans, and put together definitive guidelines on what can and cannot be implemented and enforced.

2. Projects

- Some 2025 Capital Projects have started. The fire alarm system has been installed in both the clubhouse and the pro shop. The system is in the process of being tested. The clubhouse lobby door automated locks initial installation is done but is now being extended to both doors on the front doors to ensure proper locking during rentals. Once the installation is completed, staff will issue codes to board members that request them but those will only open the doors once for entry and then relock. If board members want to use the clubhouse for a party, they will need to follow normal rental procedures. There is a contract out to replace the main breaker that is significantly lower than the original bid. Hopefully, it will be done by the end of the month.
- The pro shop leaks in two areas, the windows and the HVAC system and the operations crew is looking to seal it. Contractors have come out to look over the clubhouse leaks and structure repairs for the maintenance building.
- Impact Fee Projects: Blu Line and Ensign Engineering have updated the topography maps for the area. The Planning Committee will be meeting tomorrow night to discuss comments and get a succinct outline, so there is only one more iteration of updates to the drawings, and they can then be submitted to the county. The county has asked for more paperwork and information on the Millpond Park, Porter Way Park, and Oscarson Park bathrooms

installation, specifically on the elevation flow, which is information received from the Blu Line. The shoreline is mostly on hiatus during the winter. They hope to finish the project in the spring. UDOT received the grant adjustment request for the soundwall project in the fall for the final approval of the route change and should happen in the spring. This trail will be located adjacent to the sound wall along to SR 36 and will be constructed using impact fees with an 80% reimbursement provided by UDOT upon completion.

3. Finances

- a. The golf course's 2024 year-end net revenue was \$868,699, up from \$868,325, which was projected. This is much higher than the 2020-2023 period.
- b. Operational funds available at the end of 2023 were \$1,234,486, and 2024 end-of-year funds available were \$2,788,312. Including Impact Fee Funds, total funds come to just under \$4 million. The Agency mostly works off the operational budget; the impact fee funds are reserved and can only be used for identified impact fee improvement projects.
- c. The 2024 Financial summaries are absent December numbers; those will be completed later this week, and the close-out number should be available at the next meeting.
 - o Admin – Year-end revenue is projected at \$3,118,618. It is currently at \$2,885,741. Expenses for 2024 are \$485,258 and projected for 2025 at \$711,469.
 - o Parks & Recreation – Revenue for 2024 was about \$93K and is projected for 2025 at about \$116K. On expenses, there will be a large increase for 2025 due to increasing the staff from half to full staffing. It will go from about \$672K in 2024 to about \$1.3 million in 2025.
 - o Golf Course – Revenue projects for 2025 are similar to 2024 at about \$886K. Expenses will be higher in 2025 due to leased equipment that started in 2024 but will have a full year of payments in 2025. There will be increased expenses in fertilizer, chemicals, seeds, herbicides, and insecticides for doing two treatments a year instead of only one. There will be an increase due to the replacement of irrigation parts that were used this year.
 - o Pool – 2024 Revenue was higher than expected and ended at about \$75K due to increased usage with the Deseret Peak pool being closed. Revenue is expected to be slightly lower in 2025 due to the potential for Deseret Peak to open later in the season (though it now looks like that will not be the case). Expenses for 2024 were at about \$121K, with \$20K going towards repairs. So, the 2025 budget is set at \$130K to plan for potential repairs.
 - o Library – There is a large increase in expenses in 2025 because funds were put in to hire an assistant for the library, similar to 2022. In 2023, they had gone to a full-time librarian, but the librarian was included in the layoffs in August of 2023. Only the Summer Reading Grant is included, but there is the potential for more grants. Grant totals are included in expenses because the money must be spent upfront, and then the grant is reimbursed. The Summer Reading Grant is 100% reimbursement versus the more common 40/60 or 50/50 split of grants. Funds are planned for the library's shared expenses, like electricity.
 - o Cemetery – The same revenue projected for 2025 is the same as this year, but it is just a guess. There is no way to predict how many people will need to buy or use plots. Revenue will also be impacted in the future by the need to create more space

for plots. The board should consider increasing internment costs to consider increasing costs and the need for future maintenance when sales and burials decline.

- i. Cassandra Arnell suggested putting residuals in a housekeeping account for future years when new plots are not being sold.
- o In 2024, about \$13K was spent. Next year's costs are projected to be slightly higher due to projects and maintenance scheduled for the area.
- o Overall – 2024 is anticipated to end with revenue at \$3,941,000 and expenses at \$2,365,000. 2025 revenue is projected to be slightly higher due to the tax increase, and expenses are projected to be higher due to being fully staffed. The expenses projection is based on what would have been spent in 2024 if the Agency had been fully staffed. John Duval suggested that the charts be labeled with creation dates so that it is easier to see how projections and actuals change in the reports from month to month.

Action Items

4. 2025.01.01 A

- a. Selection of Stansbury Service Agency Board Chair, Treasurer, Clerk for 2025.

Motion to nominate Brett Palmer as the Service Agency Board Chair for 2025 made by John Duval. Seconded by Cassandra Arnell.

Vote as follows:

Cassandra Arnell – yea; John Wright - yea; Kyle Shields – yea; Brett Palmer – yea; Ammon Jacobsmeyer – yea; John Duval - yea. **Motion Passed**

Motion to nominate Kyle Shields to be the treasurer for the Stansbury Service Agency Board for 2025 made by John Wright. Seconded by Cassandra Arnell.

Vote as follows:

Cassandra Arnell – yea; John Wright - yea; Kyle Shields – yea; Brett Palmer – yea; Ammon Jacobsmeyer – yea; John Duval - yea. **Motion Passed**

Motion to appoint Ingrid Swenson as clerk for the year 2025 for the Stansbury Service Agency Board made by Ammon Jacobsmeyer. Seconded by Kyle Shields.

Vote as follows:

Cassandra Arnell – yea; John Wright - yea; Kyle Shields – yea; Brett Palmer – yea; Ammon Jacobsmeyer – yea; John Duval - yea. **Motion Passed**

5. 2025.01.02 A

- a. Board Review and approval of December 4, 2024, Meeting Minutes

Motion to approve them as they are currently written made by John Wright. Seconded by John Duval.

Vote as follows:

Cassandra Arnell – yea; John Wright - yea; Kyle Shields – yea; Brett Palmer – yea; Ammon Jacobsmeyer – yea; John Duval - yea. **Motion Passed**

6. 2025.01.03 A

Resolutions regarding the budgets that were voted on and approved in December 2024 are a formality to be submitted to the state.

- a. Approval of Resolution 2024-01 Amending the 2024 General Fund Budget. Brett Palmer read the resolution. The board discussed the specifics of how the \$47K in the resolution was adjusted. Several board members requested clarification from staff members on how the budget was adjusted.

Motion to approve Resolution 2024-01, but with the caveat that we make sure I understand where it is coming from because I am a little lost at the moment, made by Kyle Shields. Seconded by John Duval.

Vote as follows:

Cassandra Arnell – yea; John Wright - yea; Kyle Shields – yea; Brett Palmer – yea; Ammon Jacobsmeyer – nay; John Duval - yea. **Motion Passed**

- b. Approval of Resolution 2024-02 Amending the 2024 Budget. Brett Palmer read the resolution.

Motion to approve Resolution 2024-02 made by John Duval. Second, by Ammon Jacobsmeyer.

Vote as follows:

Cassandra Arnell – yea; John Wright - yea; Kyle Shields – yea; Brett Palmer – yea; Ammon Jacobsmeyer – yea; John Duval - yea. **Motion Passed**

- c. Approval of Resolution 2024-03 Adopting the Stansbury Service Agency 2025 Budget. John Duval asked if the resolution is tied directly to the totals for the 2025 budget. Brett Palmer explained that this resolution is submitted with the budget to the state and is a baseline for the year. The detailed budget will be submitted at the end of the year and is fixed. Brett Palmer summarized the resolution.

Motion to approve Resolution 2024-03 made by Kyle Shields. Seconded by John Duval.

Vote as follows:

Cassandra Arnell – yea; John Wright - yea; Kyle Shields – yea; Brett Palmer – yea; Ammon Jacobsmeyer – yea; John Duval - yea. **Motion Passed**

Discussion Items

7. Weed Harvester Boat Discussion - Kenny Smith, the Agency Mechanic, was sent to visit Aquarius and Alpha boats. He reported that the Alpha boats are less rigorously designed for lower expense but not optimal performance. He and the Aquarius team recommend that the current boat be refitted to work for many more years at a much lower cost than a new boat. The changes in the recommendation are because the staff did not have all the correct information and did not fully understand the condition of the already-owned boat.

- a. Part of the proposed retrofit would be replacing parts that are only available in Canada with more accessible parts that are readily available in the United States. The current boat has a stainless-steel hull. The boat needs to maintain a slow speed while cutting; running any faster will push the weeds down, making cutting them less efficient.
- b. The boat is designed for most repairs to be done on the lake during the working season to minimize downtime. With good maintenance, there should not be a lot of mechanical issues with the boat once the refit is complete this winter. The current boat should be able to keep up with the weeds in the lake once it is fully operational, cutting each area of the lake at least every two weeks. Getting the boat into tight spaces in the fingers will depend on operator skill. Some tools can cut the weeds from the shore to get to the lake's edges, which the boat cannot reach. Small boats that can get to those areas are not cost-effective because they require the use of a support boat to collect the harvested weed... There also needs to be consideration for weeds that get loose and float to the ends of the lake and what kind of equipment is needed to get them out.
- c. With the size of Stansbury Lake and the boat, a barge to hold weeds is not deemed necessary. A conveyor is not currently needed; the Agency has equipment that can load the weeds from the established pickup areas. A conveyor might be considered later if the operation can't harvest fast enough to keep growth down. There is an option to buy a conveyor to attach to the current trailer for a lower cost, but it can become cumbersome.
- d. Currently, there are two sites for dumping cuttings: Solomon Park and the causeway. The weight of the weeds slows down the boat. The less distance the boat has to travel with a load, the faster operations can be done. There is a plan to build a third dump site on the west side of the lake using a green belt.

Board Member Comment: J.D. Duval pointed out that this is needed because the west end is shallower, and therefore, weeds grow faster there.

The weeds are removed quickly to make room for more weeds to be cut, which limits the nuisance from their decaying. The weeds can be turned into great mulch, and the Agency might be able to find a company to buy them.

Board Member Comment: Cassandra Arnell suggested talking to property owners before planning a new offloading zone.

There needs to be consideration for weeds that get loose and float to the ends of the lake and what kind of equipment is needed to get them out. The Agency needs to decide on policies regarding docks because the boat cannot get close to them for mowing and decide if there needs to be a stipulation that owners are responsible for weeds around the obstructions they put in the lake, like docks. If the projected money is not spent on the boat, those funds become available for other projects or are kept in the account for later years. There should be a plan to set aside money every year to save towards buying a new boat in the future.

- 8. Update on Migration to .gov—The original prices received from DNS Made Easy and WP Engine were 2024 rates; they went up in 2025. Additionally, the salesperson from MicroAge was giving the Agency incorrect quotes as he had listed the Agency as a non-profit instead of a government agency. The MicroAge quote went up by about \$3000.

- a. The DNS Made Easy and WP Engine accounts have been purchased. The DNS Made Easy plan pricing stayed the same because we changed the plan to three domains instead of five. The WP Engine plan went from ten websites to three. MicroAge is providing some additional support to make up for the mistake that the budget was based on, but we are not able to change the new quote. The Agency is still in talks to work out the specific plan for email hosting but is moving ahead with the domain and website hosting migration.
 - b. Scott Persons from Tooele County has been assisting with the migration. There was additional money in the budget for the move in case the Agency needed professional help. Due to the county's help, the Agency does not need that money, and it will cover the increase in email hosting costs.
 - c. There are some issues with GoDaddy releasing the email accounts, and The Agency accounts may need to be backed up before the move to prevent loss of emails.
 - d. The community has been made aware of the website migration through posts on the website and in social media it is on-going and that there may be periods of downtime with the website during the migration period. Staff will prepare a how-to demonstration on how board members can back up their emails, if necessary. There will be some overlap between the GoDaddy accounts and the new hosts.
9. Possible Amendment to the 2024 Food Truck Agreement. The current agreement does not list the \$100 deposit required from food trucks. The amended agreement adds the \$100 deposit for a season or a \$50 deposit per event. There were issues with trucks not showing up at scheduled times. The old agreement did not allow for any penalties for no-shows. The amended agreement penalizes no-shows with a \$25 deduction from a seasonal deposit or \$50 from an event deposit. It also states the seasonal trucks will be removed from the list after four no-shows.
10. Annual Conflict of Interest Disclosure and Ethical Behavior Pledge. The Conflict-of-Interest Disclosure must be done every year, and the Ethical Behavior Pledge is required by code. John Duval suggested to check boxes on each form for the board to mark which boards they are on.
11. 2025 Board Member Training Certification. Training can be completed online, and the certificate is to be sent to Ingrid Swenson. She has sent requirements and how to go online to complete the training via email to each board member.

Board member reports and requests.

- Cassandra Arnell – none
- John Wright – Requested information on the following topics that were addressed by the staff.
 - Fire System: It is installed and being tested in the Clubhouse and Pro Shop. It should be fully operational. It is an alarm and sensor system. The alarm will sound in both buildings, but the sprinklers are tripped separately. The alarm system is also connected to the fire station and will automatically alert them to a fire.
 - Master Breaker Replacement Progress: Two bids were made. The lower bid was from Green Co., the company that works with State Fire. A contract was signed a couple of weeks ago, and the project should be completed early this year.
 - Irrigation Transfer Line Behind Hole #3: That contract was awarded to Twin D. They have not scheduled the time yet, but it should be scheduled soon. Staff have continued to follow up with them.

- Clubhouse Entry Way and North Wall Evaluation: This is still to be done by a structural engineer.
- Stansbury Days Planning: There was a planning meeting on Monday with all individuals involved. Harris' are starting to go to businesses to get funds for advertising. Volunteers to head the vendor market and paddleboard race are still needed. They will work with Tooele Transcript for advertising.
- Consideration of assigning board members to committees, but that will have to be discussed with Brett Palmer and put on the agenda first.
- Kyle Shields – none
- John Duval – none
- Ammon Jacobsmeyer – Kudos to everyone for a great year and great events.
- Brett Palmer – He is happy to see irrigation being worked on because he has been concerned about the upcoming spring prep. Shavings from the grinding of the tree stump are spread all over and need to be cleaned up to protect the grass.

Motion to adjourn made by Kyle Shields. Seconded by John Wright.

Vote as follows:

Cassandra Arnell – yea; John Wright - yea; Kyle Shields – yea; Brett Palmer – yea; Ammon Jacobsmeyer – yea; John Duval - yea. **Motion Passed**

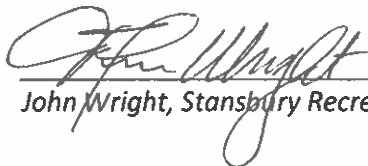
Meeting adjourned at 10:16 pm.

The content of these 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 15th day of January 2025



Brett Palmer, Stansbury Greenbelt Service Area Board Chair



John Wright, Stansbury Recreation Service Area Board Chair



Brett Palmer, Stansbury Service Agency Board Chair



PUBLIC NOTICE is hereby given that the Board of Trustees of the Stansbury Recreation Service Area, the Stansbury Greenbelt Service Area, and the Board of Directors of the Stansbury Service Agency (collectively, the “Boards” and the “Agency,”) have called and set a public meeting to be held on Wednesday, January 08, 2025, commencing at 7:00 p.m., at the Stansbury Park Clubhouse, #1 Country Club, Stansbury Park, Utah 84074 (the “Agency Office”)

Combined Stansbury Recreation Service Area, Stansbury Greenbelt Service Area, and the Service Agency Board of Directors Meeting

Date: Wednesday, January 8th, 2025

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

Time: 7:00 PM

1. Call to Order
2. Roll Call
3. Pledge of Allegiance

Motion to close the Stansbury Service Agency meeting and enter into the Stansbury Recreation Service Area and the Stansbury Greenbelt Service Area Boards of Trustees Meeting.

Stansbury Recreation Service Area Board of Trustees Meeting

Order of Business

1. Call to Order
2. Roll Call

Action Items

3. 2025.01.01 R
 - a. Board Review and possible approval of December 11, 2024, Public Hearing minutes
4. 2025.01.02 R
 - b. Selection of Stansbury Recreation Service Area Board of Trustees Chair, Clerk, and Treasurer for 2025.

Motion to adjourn the Stansbury Recreation Service Area Meeting.



Stansbury Greenbelt Service Area Board of Trustees Meeting

Order of Business

1. Call to Order
2. Roll Call

Action Items

3. 2025.01.01 R
 - a. Board Review and possible approval of December 11, 2024, Public Hearing minutes
4. 2025.01.02 R
 - a. Selection of Stansbury Greenbelt Service Area Board of Trustees Chair, Clerk, and Treasurer for 2025.

Motion to adjourn the Stansbury Greenbelt Service Area Meeting and enter into the Stansbury Service Agency Board of Directors Meeting.

Stansbury Service Agency Board of Directors Meeting

4. Review of Public Comments from the last meeting
5. Public Comments
6. General Manager Updates
 - a. Operations
 - b. Projects
 - c. Finances
7. Action Items
 1. 2025.01.01 A
 - a. Selection of Stansbury Service Agency Board Chair, Treasurer, Clerk for 2025.
 2. 2025.01.02 A
 - a. Board Review and approval of December 4, 2024, Meeting Minutes
 3. 2025.01.03 A
 - a. Approval of Resolution 2024-01 Amending the 2024 General Fund Budget.
 - b. Approval of Resolution 2024-02 Amending the 2024 Budget.
 - c. Approval of Resolution 2024-03 Adopting the Stansbury Service Agency 2025 Budget
8. Discussion Items
 - a. Weed Harvester Boat Discussion
 - b. Update on Migration to .gov
 - c. Discuss Possible Amendment to the 2024 Food Truck Agreement
 - d. Discuss the Annual Conflict of Interest Disclosure and Ethical Behavior Pledge
 - e. Discuss 2025 Board Member Training Certification



9. Board member reports and requests.
 - a. Open comment session for individual Board Members to present final thoughts on any subject covered in the meeting, updates on individual projects not covered by the GM, concerns from residents, and requests for future board actions.
10. Motion to Adjourn



Stansbury Greenbelt Service Area Board of Trustees Meeting Minutes

Date: Wednesday, December 11th, 2024

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

Time: 6:30 PM

Order of Business

1. Call to Order by Brett Palmer
2. Roll Call
 - a. Board Members
 - i. Brett Palmer – present
 - ii. Ammon Jacobsmeyer – present
 - iii. John Duval - present

Action Items

1. 2024.12.01 G
 - a. Board Review and possible approval of November 6, 2024, Public Hearing minutes
 - b. Brett Palmer stated the minutes do not include proposed fee schedule minutes. James Hanzelka said the fee schedule is included in the November 6 minutes but was not listed on the agenda as the fee schedule. It was only listed as the public hearing. He agreed that there needs to be a better way to label these types of minutes. Ammon Jacobsmeyer feels public hearing covers both parts of meeting.

Motion to approve the Public Hearing meeting minutes on November 6th, 2024, made by Ammon Jacobsmeyer. Seconded by John Duval.

Vote as follows:

Brett Palmer – yea; Ammon Jacobsmeyer – yea; John Duval - yea. **Motion Passed**

2. 2024.12.02 G
 - a. Board Review and possible approval of November 20, 2024, Board Meeting minutes
 - b. Brett Palmer corrected Resolution 2024-03. It should have stated “Whereas the board of trustees has complied with all requirements to increase their budget by \$150,000 more than the previous year’s budget... Therefore, it is hereby resolved that the Board of Trustees of the Stansbury Greenbelt Service Area approves the following additional property tax revenue for the year 2025, which is zero amount “.

Motion to approve the November 20, 2024, Board Meeting minutes as modified made by John Duval. Seconded by Ammon Jacobsmeyer.

Vote as follows:

Brett Palmer – yea; Ammon Jacobsmeyer – yea; John Duval - yea. **Motion Passed**

3. 2024.12.03 G
 - a. Board discussion and approval of the Stansbury Greenbelt Service Area 2025 Budget

Motion to approve the Stansbury Greenbelt Service Area 2025 Proposed Budget of \$1,484,309 in revenue with matching expenses issued to the service agency of \$1,484,309 made by Ammon Jacobsmeyer. Seconded by John Duval.

Vote as follows:

Brett Palmer – yea; Ammon Jacobsmeyer – yea; John Duval - yea. **Motion Passed**

4. 2024.12.04 G

- a. Board discussion and approval of the 2025 Board Meeting Schedule
- b. Ammon Jacobsmeyer suggested that the schedule should just have dates and be listed as general board meeting dates, not have specific descriptions for the meetings as it's not decided what the meetings will be for yet.

Motion to approve this schedule as stated with the following adjustments, if needed, following 9/24 and 11/11 meetings by Ammon Jacobsmeyer. Seconded by John Duval.

Vote as follows:

Brett Palmer – yea; Ammon Jacobsmeyer – yea; John Duval - yea. **Motion Passed**

Motion to adjourn the Stansbury Greenbelt Service Area Meeting and enter into the Stansbury Service Agency Board of Directors Meeting.

Motion to adjourn the Stansbury Greenbelt Service Area Meeting and enter into the Stansbury Service Agency Board of Directors Meeting made by Ammon Jacobsmeyer. Seconded by John Duval.

Vote as follows:

Brett Palmer – yea; Ammon Jacobsmeyer – yea; John Duval - yea. **Motion Passed**

The content of these 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 8th day of January 2025

Brett Palmer, Stansbury Greenbelt Service Area Board Chair



Stansbury Recreation Service Area Board of Trustees Meeting Minutes

Date: Wednesday, December 11th, 2024

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

Time: 6:30 PM

Order of Business

1. Call to Order by John Wright
2. Roll Call
 - a. John Wright – present
 - b. Cassandra Arnell – present
 - c. Kyle Shields - present

Action Items

1. 2024.12.01 R
 - a. Board Review and possible approval of November 6, 2024, Public Hearing minutes
 - b. John Wright stated that these were the minutes from the combined Truth in Taxation hearing and that they were possibly approving the Recreation area's portion of the minutes. The agency notified the Tooele County legislative body and the Tax Commission about the meeting and the intent to possibly increase property taxes. Those items were discussed.

Motion to approve the November 6, 2024 Public Hearing minutes made by Cassandra Arnell.
Seconded by Kyle Shields.

Vote as follows:

Cassandra Arnell – yea; John Wright - yea; Kyle Shields – yea. **Motion Passed**

2. 2024.12.02 R
 - a. Board Review and possible approval of November 20, 2024, Board Meeting minutes
 - b. John Wright summarized that these minutes were from a combined meeting of the service area and the Greenbelt and Recreation boards. This was the meeting that questions from the Truth in Taxation meeting were responded to. The board voted on a resolution regarding the tax rate for 2025.

Motion to approve November 20, 2024, Board Meeting minutes made by Cassandra Arnell.
Seconded by Kyle Shields.

Vote as follows:

Cassandra Arnell – yea; John Wright - yea; Kyle Shields – yea. **Motion Passed**

3. 2024.12.03 R
 - a. Board discussion and approval of the Stansbury Recreation Service Area 2025 Budget
 - b. John Wright stated that the budget had already been presented by James Hanzelka and that the \$150,000 the board approved on November 20th would go towards the 2025 budget for the service agency. He stated that the Recreation Service Area receives from the taxpayers is transferred in its entirety to the Service Agency.

Motion to the Stansbury Recreation Service Area 2025 Budget made by Kyle Shields. Seconded by Cassandra Arnell.

Vote as follows:

Cassandra Arnell – yea; John Wright - yea; Kyle Shields – yea. **Motion Passed**

4. 2024.12.04 R

- a. Board discussion and approval of the 2025 Board Meeting Schedule.
- b. John Wright brought up that the June dates needed to be changed for the service agency or for the recreation area schedule, as they were currently listed differently for when the combined meeting would happen. It was decided to use the June 11th meeting for the combined meeting.

Motion to approval the 2025 Board Meeting Schedule made by Cassandra Arnell. Seconded by Kyle Shields.

Vote as follows:

Cassandra Arnell – yea; John Wright - yea; Kyle Shields – yea. **Motion Passed**

Motion to adjourn the Stansbury Recreation Service Area Meeting.

Motion to adjourn the Stansbury Recreation Service Areas Meeting made by Kyle Shields. Seconded by Cassandra Arnell.

Vote as follows:

Cassandra Arnell – yea; John Wright - yea; Kyle Shields – yea. **Motion Passed**

The content of these 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 8th day of January 2025

John Wright, Stansbury Recreation Service Area Board Chair

Stansbury Service Agency Work Minutes

Date: Wednesday, December 4th, 2024

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

Time: 7:00 PM

1. Call to Order by Brett Palmer at 7:01 PM
2. Roll Call
 - Board Members
 - Brett Palmer – present
 - John Wright – present
 - Cassandra Arnell – absent
 - Kyle Shields – present
 - Ammon Jacobsmeyer – present
 - John Duval – present
 - Staff
 - James Hanzelka – present
 - Ingrid Swenson – present
 - Jessica Shaw - present
3. Pledge of Allegiance led by Brett Palmer
4. Review of Public Comments from the last meeting
 - Budget comments addressed at the last board meeting.
 - No other comments.
5. General Manager Updates
 - Operations
 - Winterization of irrigation lines is complete, and the rented compressor has been returned.
 - The lake mower is out of the lake for the season. The agency's mechanic is looking at what to repair on it. He will be looking at potential boats and talking to Aquarius about how to winterize the boats better.
 - The pool has been winterized with heaters in place.
 - The large tree next to Pole Canyon Rd. has been removed. The agency's crew will grind the stump.
 - Twin D is contracted to clean and cut the roots out of the drain line behind Hole #3 green, but it still needs to be scheduled.
 - Staffing. Most of the positions for the recreation department have been filled, but we are still looking for an irrigation lead. That was expected to be a tough position to fill. The pro shop has hired an assistant pro to start in March. The greens department is still looking for a full-time groundskeeper. That is slow-moving because the position will not start until later in the year.

- Projects
 - A topography map of the Millpond Amphitheater was received from Blu Line and sent to the planning committee. There are questions that need to be finalized before looking at the final design.
 - Bids to re-shingle the maintenance building at 10 Plaza ranged from \$11K to 26K from three companies. The bids do not include repairs to the underlayment or structure. Services between different companies that bid are similar, so there is no clear indication of what caused the differences in the bids. Others will be coming out to look at the structure. A temporary repair has been put in place by John Wright and agency staff.
 - James Hanzelka will meet with a county representative to get more details about the trail by the Reserve Subdivision to move towards getting an overall plan for the location before moving forward with anything.
- Proposed Improvements
 - Clubhouse and pro shop fire system contracts have been signed. Awaiting parts for installation.
 - Automated doors for the clubhouse are being set up now. The new doors will use codes instead of keys. It will have the ability to have codes for specific individuals that can be removed when the person is no longer working with the agency. It also has the potential for creating codes that only work within a specific time window for renters. If the door is blocked, it will send an alarm to an employee. This removes the need for employees to check the clubhouse on nights it has been rented.
 - The tree removed off Pole Canyon Rd. was a globe willow.
 - Brett Palmer asked if we need to put a root killer to prevent regrowth. James Hanzelka explained that the standard procedure is to remove the main part of the stump, then drill into the remaining pieces and put in root killer.
 - Ammon Jacobsmeyer asked if the agency owns a stump grinder. Yes, the agency does.
 - John Duval asked about the removal price of \$3.5K if it was done in-house. James Hanzelka explained that a contractor did the removal of the tree, but the stump removal will be done in-house.
 - The line behind hole #3 will be put on the schedule as soon as the agency hears from the contractor's scheduler.
- Finances
 - As of November 30, there is slightly less than \$300K available in the operational budget for 2024. Once all the remaining bills, wages, and benefits are paid, it will be down to about \$3,500. With impact fees included, there is about \$1.1 million.
 - In February of 2023, the agency had about \$2,455,740. By December 1 of the same year, the balance was down to just over \$70K. As tax payments were received, the balance came up to about \$1.2 million, which the agency had to operate on for 2024. The balance is down to \$366K at this point, which means there is a better reserve than there was last year. But that is largely in part due to the layoffs in August of 2023.

- The agency will start hiring in January 2025 to replace the staff laid off in 2023 and return to a fully staffed operations status.
- Golf course revenues are close to original estimates. The net revenue of \$846K is only \$15-20K off the 2024 projections that were updated after the first quarter. It's well above the \$700K that had originally been budgeted for the year. The best year previously was 2021 at \$779K.

6. Action Items:

- 2024.12.01 A
 - Board Review and Possible Approval of November 13, 2024, Work Meeting Minutes
 - (Ammon Jacobsmeyer pointed out that voting happens in business meetings, not work meetings. He thinks action items, including minute approvals, should be tabled until a business meeting.
 - Brett Palmer pointed out that it is not a written policy that actions only take place at business meetings. He feels that approving work minutes at work meetings is more efficient and keeps the minutes consistent with the type of meeting.
 - John Wright is of the opinion that meeting minutes should be approved as soon as possible. He stated that it is hard to remember the meeting details the longer it takes to approve the minutes. He feels the board should approve the minutes at the next meeting.
 - John Duval asked what the risk of waiting is.
 - Kyle Shields is okay with approving minutes at work meetings.
 - Ammon Jacobsmeyer said his concern is about what has been communicated to the public. The board has presented to the public that business meetings are where action is taken. He does not feel the board can draw a line for only certain actions at work meetings.
 - John Wright was one of the board members who proposed work vs business meetings in the past. He does not want meeting minutes waiting over a month before they are approved.
 - Brett Palmer feels that meeting minutes are okay to approve at work meetings because they are not an action item that has an impact on policy, expenses, residents, etc.
 - Ammon Jacobsmeyer is okay if both meetings are called business meetings.)

Motion to table the approval of the work meeting minutes of November 13, 2024, to the business meeting of December 11 made by Ammon Jacobsmeyer and seconded by John Wright.

Vote as follows:

Brett Palmer - yea; John Wright - yea; Kyle Shields – yea; John Duval - yea. **Motion Passed.**

7. Discussion Items

- .gov email migration presentation by Ingrid Swenson
 - That state mandates that we move to a .gov domain by July 1, 2025. The staff has been researching how to make the best move and what companies have the best services for the agency's needs. The plan is to migrate on Friday, January 3rd. If there is any problem, staff have the weekend trying to fix it. The Tooele County director of IT, Scott Persons, has

offered to assist with the migration. There are three components to the move. The domain host, the website host, and the email host with Microsoft Office licensing.

Our domain and web hosting are currently done through GoDaddy for \$203.88/year. With our different email and office plans, our annual cost is currently \$4,365.12.

GoDaddy does not host .gov domains, so we have to look elsewhere. Tooele County recommended DNS Made Easy to us. The DNS-5 plan would give us five domains, meaning we could keep stansburypark.org. This is important because there is another community on the East Coast with the name Stansbury Park with similar amenities. The DNS-5 plan costs \$225/year.

GoDaddy and WP Engine are under consideration for website hosting. The WP Engine Growth plan would give us 10 sites. That would allow us to make websites for the golf course and library. The GoDaddy price is for only one website, so adding a site for the golf course would make costs about equal between the two plans.

Email hosting with Microsoft Office licensing is where the big difference comes in. Currently, we are paying \$2,870.56/year for 12 users. If we go with MicroAge, we can have 30 users for \$210/year. If we go with the recommended plan, we would reduce our cost from over \$4,000/year to \$1,429.

The Federal Register established a rule that all government websites need to be ADA-compliant. Special district sites like ours have until April 26, 2027, to meet the requirement. StansburyPark.org is currently semi-compliant. The staff is looking into the exact requirements, what we need to do to be compliant, and the best way to go about it. The Board asked questions about migration, compliance, training employees, email addresses, and archiving emails.

- John Duval asked if the government is going to audit websites for compliance
 - Currently, it is a self-audit and will probably only be checked if there is a complaint.
- John Wright asked what happens to email archives once the agency leaves GoDaddy.
 - Staff are currently researching whether keeping email archives is required. John Wright wanted to know why the agency is looking to move the website and emails so soon. Most of the contracts with GoDaddy are coming up for renewal in January 2025. The goal is to get things moved so that the contacts do not have to be renewed to save money.
- John Wright asked about training people in the new system.
 - While it will be a new hosting service, the software will be the same as it is now and will not require training beyond giving our new usernames and passwords. John Duval suggested creating a list of current prices and what the new prices and plans will be for residents to review. He thinks a spreadsheet with cost savings and avoidances would be good to have available for the public.
- Ammon Jacobsmeyer asked if it was just email being migrated on January 3.
 - The entire website will be moved on January 3. Ammon Jacobsmeyer asked how the agency would get access to WordPress if the GoDaddy contract ends.
- WordPress is a separate program and not tied to Go-Daddy. John Wright asked why Utah is pushing to move government websites to .gov.

- Gov domains are considered more trustworthy with reliable information because they are only available to actual government entities. John Wright asked if the old website and emails would shut down upon migration or if there would be an overlap
 - There will be some overlap until the GoDaddy contracts end. The agency is also going to maintain ownership of stansburypark.org so that it can be set up to redirect visitors to stansburypark.gov automatically.
 - John Wright requested that staff consider overlapping the accounts that are set to expire soon to make sure no important information is lost. The board feels that email archives should be maintained, whether it is government-mandated or not. The board is in agreement that moving forward on this now is better than waiting until closer to the deadline in July.
- Bringing impact fees back in-house, presented by Brett Palmer

Developers currently pay impact fees to the county for the service agency. Once a quarter, the county forwards those funds to the agency after charging a minimal fee. The developers are used to working directly with the county and do not have to come to the agency. That means there is very little communication between developers and the service agency.

To improve communication between the agency and developers, Brett Palmer proposes that the developers come in to meet with staff and pay their fees directly to the agency. To facilitate that, the agency would have a form issued to the developers after payment with the lot and subdivision information. The developer then takes that form to the county to obtain a building permit.

Stansbury Park Improvement District uses a similar process for water and sewer connections. The developers have to get the approval forms after paying SPID fees. The county will not issue a building permit until the form is received.

Adopting this procedure would force developers to interact with the agency directly. It would also enable the agency to track better what is being built in the community. The agency should adopt standard details for acceptance of facilities and details for sprinkler irrigation systems. For example, the agency could set standards for piping, valves, fittings, topsoil requirements, etc. Before the developer could put in sod, they would have to show that they have met agency standards on subgrade before they would be allowed to place sod. and grading. The agency would then require as-built drawings from the developer before final acceptance.

Tooele County has said it will follow the agency's decision on this issue.

This process is similar to the SPID water approval forms for builders. A builder receives forms from SPID and then takes paperwork to the county for a building permit. The county will not issue the building permit until the correct parties complete all forms.

The board discussed the benefits of bringing impact fees in-house.

 - Brett Palmer mentioned in response to John Wright's question about refusing undeveloped spaces that the process should start before the subdivision is approved. The agency would be able to get involved and provide developers with acceptable set standard details for sprinkler irrigation, piping, etc. The agency would be able to approve grading/sub-grading before authorizing developers to put in sod or sprinklers.

The agency would need to have and provide as-builts. Once a subdivision is ready to build homes, the agency can push for parks to be completed. This would help developers realize the agency is part of the process, not someone they can bypass.

- John Wright has concerns that the agency will continue to get cut out of the master plans. James Hanzelka replied that this planning process should prevent it from happening.
- To get started, the agency will need to inform the county of the starting date chosen by the board. Brett Palmer offered to develop forms for the agency that would be similar to the SPID form. The county would then not approve building permits in the agency's area until the developer can provide a signed copy of the form. The agency can refuse to sign forms that do not meet requirements. Brett Palmer suggested that we start the process in January. Kyle Shields feels the process needs to be written out first.

John Duval left the meeting at 8:01 PM

- 2024 Amended Budget

The staff is working towards amending the budget to support the revenue expenses.

The bulk of general property taxes should arrive next week, bringing up the revenue to close to \$2.9 million.

The board asked several questions about the amendments made to the budget.

There were a number of changes to individual accounts, but the only major change was the requirement to move \$47,000 from the General Government line item to the Operational line item to cover the board approval of the purchase of equipment for the Parks department.

It was also noted that the increase in the Parks line approved in July was covered by the increased revenue from the golf course and other sources.

- 2025 Budget

The board discussed the proposed changes to the proposed 2025 budget.

- The Greenbelt revenue has been lowered to reflect that the tax increase did not go through, while the Recreation revenue has been increased.
- The budget proposal uploaded to the website has the incorrect impact fees; it still reflects the soundwall grant. \$712 is the correct amount.

Changes suggested by the Finance Committee were entered into the 2025 budget proposal.

The operational budget was lowered by \$150K from October's tentative budget due to less projected general property taxes, and the delinquent property tax was lowered from \$30,000 to \$10,000.

The tentative budget was approved to set the tax increase for the Truth in Taxation Hearing.

Brett Palmer suggested that the final budget proposal have more details to explain the reasons for the changes made in each category.

John Wright asked about the increase to the Stansbury Days budget in line 321.

That change is partially because the agency is bringing the triathlon in-house. This is being done to give the agency more control over things like liability. Hopefully, registration fees will help to offset some of that cost.

John Wright asked about the \$60K increase on equipment rentals, line 741

James Hanzelka explained that it was due to putting the trimax on a lease, and that reflects the increase from having them for only half a year in 2024. Brett Palmer asked where wood chips would be added.

They are needed in all play areas, so the projected amount is to cover the cost of putting them in all areas to the required depth for covering exposed concrete for safety.

AED is an Automated Emergency Defibrillator. The agency is required to have one at the golf course and one at the pool and should consider having a third in the clubhouse. However, the agency currently only owns one that has been shared between the golf course and the pool. The budget allows for the purchasing of a second machine to keep one at each location.

James Hanzelka pointed out that if there is no contingency fund, there is no money for emergency repairs if it does fail.

Kyle Shields pointed out that there are always unforeseen expenses. Brett Palmer asked why grants are lumped in with impact fees.

James Hanzelka explained that this is because the current grants are being used to offset projects that are included in the impact fee plan, and so the money is fronted from there and reimbursed with the grant funds when received.

8. Currently the budget is set to conservative numbers and will be amended later if items cost more than expected. The numbers are based on the current year's figures, with an increase of about \$100K. Board member reports and requests.

Open public comment session for individual Board Members to present final thoughts on any subject covered in the meeting, updates on individual projects not covered by the GM, concerns from residents (there are no residents left at the meeting), and requests for future board actions.

- John Wright – would like Blu Line to clarify how to read the map they provided for the Mill Pond area. While there are plans to collect comments at the next meeting to present to Blue Line for updates, John doesn't think they fixed what was already requested. The map needs to define the water's edge and elevations on the contour line sweep. A legend and compass should be included on the map.
- Ammon Jacobsmeyer – Thanked staff for the report. Start cleaning up the 2025 schedule for approval in January. John Wright has questions about the schedule – the staff will provide him with an updated schedule for discussion at the next meeting.
- Brett Plamer – be prepared for the next park that gets dedicated to us. He wants a document with standard details to give developers that clearly state agency specifications. Kyle Shields will assist with developing the agency's documents.

9. Motion to Adjourn

Motion to adjourn made by Ammon Jacobsmeyer and seconded by Kyle Shields.

Vote as follows:

Brett Palmer - yea; John Wright - yea; Kyle Shields – yea; John Duval - yea. **Motion Passed.**

10. The meeting ended at 9:13 PM

*The content of these 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 8th day of January 2025.*

Brett Palmer, Board Chair



Resolution 2024-01

A RESOLUTION OF THE STANSBURY SERVICE AGENCY BOARD OF DIRECTORS DECLARING THEIR INTENT TO HAVE THE 2024 GENERAL FUND AMENDED.

WHEREAS, THE 2024 General fund for the year 2024 was approved on December 20, 2023; and, WHEREAS, the public hearing on the said budget has been held on December 13, 2023, as advertised,

NOW, THEREFORE, BE IT RESOLVED by the Stansbury Service Agency Board of Directors to reallocate \$47,633 from the General Government expenditures budget to the Parks, Recreation, and Public Property expenditures budget. This Resolution shall be effective immediately upon passage.

PASSED AND ADOPTED by the Board this 8th day of January 2025.

Brett Palmer, Board Chair

Date

ATTEST:

Ingrid Swenson, Board Clerk

Date



Resolution 2024-02

A RESOLUTION OF THE STANSBURY SERVICE AGENCY BOARD OF DIRECTORS DECLARING THEIR INTENT TO HAVE THE 2024 BUDGET AMENDED.

WHEREAS, THE 2024 Budget for the year 2024 was approved on December 20, 2023; and, WHEREAS, the public hearing on the said budget has been held on December 13, 2023, as advertised,

NOW, THEREFORE, BE IT RESOLVED by the Stansbury Service Agency Board of Directors that:

1. The 2024 Amended Budget, a copy of which is attached hereto and incorporated by reference herein, is hereby adopted as the final budget for the Agency.
2. The budget officer is hereby directed to certify a copy of the 2024 Amended Budget and file the same with the Utah State Auditor within thirty (30) days from the date hereof.
3. The budget officer is hereby further directed to file a certified copy of the 2024 Amended Budget in the Agency office and to make the same available to the public for inspection during regular business hours.
4. This Resolution shall be effective immediately upon passage.

PASSED AND ADOPTED by the Board this 8th day of January 2025.

Brett Palmer, Board Chair

Date

ATTEST:

Ingrid Swenson, Board Clerk

Date

RESOLUTION NO. 2024-03

A RESOLUTION ADOPTING THE STANSBURY SERVICE AGENCY 2025 BUDGET

WHEREAS, the provisions U.C.A §17B-1-605 require that the budget officer of Stansbury Service Agency Area (the “Agency”), prepare for each budget year a budget for the general fund and other funds of the Agency in conformance with the uniform system of budgeting, accounting and reporting by which it is bound pursuant to U.C.A. §17B-1-603; and

WHEREAS, pursuant to the provision of U.C.A §17B-1-607, the Chair of Stansbury Service Agency’s board of directors, acting as the duly appointed budget officer of the Agency, has prepared for the year 2025 a tentative budget for each fund for which a budget is required containing an estimate of expenditures together with specific work programs and other supporting data required by law or requested by the Agency’s board of directors (the “Tentative Budget”), which has been filed with the board of directors; and

WHEREAS, the Tentative Budget and all supporting schedules and data have been available as public records for public inspection for a period in excess of seven (7) days in conformance with the requirement of U.C.A. §17B-1-608; and

WHEREAS, the board of directors has duly called and convened a public hearing in conformance with the requirements of the U.C.A. §17B-1-609 and 610, at which time all interested persons in attendance were given an opportunity to be heard on the estimates of revenues and expenditures or any item in the Tentative Budget; and

WHEREAS, the board of directors has considered the comments made by the public at the public hearing and has made adjustments in the Tentative Budget as deemed necessary in conformance with its authority as set forth in U.C.A. §17B-1-611, and has prepared a final budget for the Agency for calendar year 2025 (the “2025 Budget”).

NOW THEREFORE, be it hereby resolved that:

1. The 2025 Budget, a copy of which is attached hereto and incorporated by reference herein, is hereby adopted as the final budget for the Agency, effect for budget year 2025, subject to amendment as provided by law.
2. The budget officer is hereby directed to certify a copy of the 2025 Budget and file the same with the Utah State Auditor within thirty (30) days from the date hereof.
3. The budget officer is hereby further directed to file a certified copy of the 2025 Budget in the Agency office and to make the same available to the public for inspection during regular business hours.
4. This Resolution shall be effective immediately upon passage.

PASSED AND ADOPTED by the Board this 8th day of January 2025.

**STANSBURY SERVICE AGENCY
OF TOOELE COUNTY**

Board Chair

ATTEST:

Stansbury Recreation Service Area Clerk



Food Truck License Agreement

Food Truck/Business Name: _____

Name of Owner/Contact Person ("Licensee"): _____ Phone: _____

Licensee's Email: _____ Licensee's Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Effective Date of this License Agreement: _____

Terms of the Agreement:

Grant of License; Term: The Stansbury Service Agency ("Service Agency"), hereby grants to the Licensee named above, a revocable license ("License"), to park and provide a food truck concession (the "Food Truck"), for the limited duration of each Food Truck event which has been scheduled with the Service Agency during the calendar year, and for thirty (30) minutes before and thirty (30) minutes after the duration of each event.

Location: Food Truck may only operate at the Food Truck locations designated on Exhibit A (the "Property"). The Food Truck shall not interfere with the access to the remainder of the parking lot or other Service Agency premises, or obstruct the entrances or exits to those spaces in any way.

Use of the Property: The License granted herein permits Licensee the use of the Property for the purpose of serving food and beverages from the Food Truck. The Licensee has inspected the Property and accepts it in its "AS IS," "WHERE IS" condition, with no warranties, express or implied, and has found and determined that the Property is acceptable for the operation by Licensee of its Food Truck concession and related purposes on the Property as set forth herein. Licensee will leave the Property in the same or better condition than its condition upon commencement of use by Licensee as determined by the Service Agency. Licensee may not make any alterations to the Property in order to conduct its business or for any other purpose. Licensee shall, upon written notice from the Service Agency, and at its sole expense, repair any damage to the Property caused by Licensee's occupation and use of the Property pursuant to this Agreement.

Licensing and Permitting: Licensee is required to have and make available to the Service Agency and other government officials, upon request, all licenses, permits and approvals necessary for its Food Truck operation as required by applicable law.

Payment of Taxes and Other Assessments: Licensee shall pay when due all taxes and other assessments for its Food Truck business during the term of this Agreement, including but not limited to all sales or other taxes assessed on the operation of the said business.

Indemnity and Insurance: The Licensee, at its sole expense, shall indemnify and hold the Service Agency and its elected officials, officers, consultants and employees (collectively, the "Indemnitees"), harmless from and against any and all claims, demands, suits, at law or equity, actions, penalties, losses, damages, or costs, of whatsoever kind or nature, brought against the Indemnitees arising out of, in connection with, or incident to the execution of this Agreement and/or Licensee's defective performance or failure to perform any aspect of its business or in connection with Licensee's occupancy and use of the Property pursuant to this Agreement; provided, however, that if such claims are caused by or result from the concurrent negligence of the Indemnitees, this indemnity provision shall be valid and enforceable only to the extent of the negligence of the Licensee; and provided further, that nothing herein shall require the Licensee to hold harmless or defend the Indemnitees from any claims arising from the sole negligence of the Indemnitees. The Licensee expressly agrees that the indemnification provided herein constitutes the Licensee's limited waiver of immunity as an

employer under Utah Code Section 34A-2-105; provided, however, this waiver shall apply only to the extent an employee of Licensee claims or recovers compensation from the Service Agency for a loss or injury that Licensee would be obligated to indemnify the Service Agency for under this Agreement. This limited waiver has been mutually negotiated by the parties and is expressly made effective only for the purposes of this Agreement. The provisions of this section shall survive the expiration or termination of this Agreement. No liability shall attach to the Service Agency by reason of entering into this Agreement except as expressly provided herein.

The Licensee shall provide a Certificate of Insurance evidencing:

- a. General Liability insurance written on an occurrence basis with limits no less than One Million Dollars (\$1,000,000.00) combined single limit per occurrence and Three Million Dollars (\$3,000,000.00) aggregate for personal injury, bodily injury, and property damage.
- b. Licensee shall increase the limits of such insurance to at least the amount of the Limitation of Judgments described in Section 63-30d-604 of the Governmental Immunity Act of Utah, as calculated by the state risk manager every two years and stated in Utah Admin. Code R37-4-3.
- c. Automobile Liability insurance covering the Food Truck and/or any other auto or, if Licensee has no owned autos, covering hired and non-owned autos, with limits no less than Two Million Dollars (\$2,000,000) combined single limit per accident for bodily injury and property damage.
- d. Workers Compensation as required by the State of Utah with employer's liability insurance limits written as follows:
 - Bodily Injury by Accident \$500,000.00 each accident;
 - Bodily Injury by Disease \$500,000.00 each employee, \$500,000.00 policy limit. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the Service Agency for all work performed by Licensee, its employees, agents and subcontractors.
- e. The Service Agency shall be named as an additional insured on general liability and auto liability insurance policies, with respect to work performed by or on behalf of the Licensee and a copy of the endorsement naming the Service Agency as an additional insured shall be attached to the certificate of insurance. Should any of the above described policies be cancelled before the expiration date thereof, Licensee shall deliver notice to the Service Agency within thirty (30) days of cancellation. The Service Agency reserves the right to request certified copies of any required policies.
- f. The Licensee's insurance shall contain a clause stating that coverage shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- g. For any claims related to this Agreement, Licensee's insurance coverage shall be primary insurance coverage as respects to Service Agency elected officials, officers, employees, and volunteers. Any insurance or self-insurance maintained by Service Agency officials, employees, or volunteers shall be excess of Licensee's insurance and shall not be contributed with it.

Service Agency Liable Only for Negligence and Intentional Acts. Except where caused by the Service Agency's negligence or intentional act, the Service Agency shall not be liable for any failure of water supply, natural gas supply, or electrical supply; or for any injury or damage to persons or property caused by gasoline, oil, steam, gas or electricity; or hurricane, tornado, flood, wind or similar storms or disturbances; or water, rain or snow which may leak or flow from the street, sewer, gas mains, or any subsurface area or for an interference with light.

Licensee's Employees. During hours of operation, the Licensee will agree to retain active, qualified, competent, and experienced employees at the Food Truck to supervise and perform the concession operations. The Licensee agrees to be an equal opportunity employer and will hire qualified employees without regard to race, color, religion, sex (including pregnancy, childbirth, pregnancy-related conditions, breastfeeding, or medical conditions related to breastfeeding), national origin, age (40 or older), veteran status or disability, genetic information, sexual orientation, gender identity, or protected expressions. The employee must be authorized to represent and act on behalf of the Licensee. This clause applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Laws, Ordinances, Etc. Licensee will obey all federal state, county, and municipal the laws, ordinances, regulations, and rules and the applicable rules, regulations and policies of the Service Agency, which may be applicable to its operations. The Licensee shall not use or permit the use of the Property in violation of any such law, ordinance or regulation applicable thereto.

Standard of Operation. Licensee agrees to maintain and operate the Food Truck concession in a first-class manner and will keep the surrounding area in a safe, clean, orderly, and inviting condition at all times. The Food Truck is to be operated as a convenience to patrons of the Food Truck while situated on the Property; therefore, all food, drinks, beverages, confections, and other items sold or kept for sale at the Food Truck will at all times be safe and of high quality. The service provided at the Food Truck will be prompt, sanitary, courteous, and efficient.

Garbage Control and Disposal. Licensee shall have the obligation to properly dispose of and keep the Property free from refuse, including garbage, trash and debris, flammable materials, as defined in the International Fire Code, or any deleterious or unsightly material, objects, or structures. The Licensee shall provide and use suitable covered receptacles for all garbage and refuse generated in connection with the Food Truck. Licensee will remove all garbage and refuse daily and transport it to Licensee's own dumpsters or otherwise lawful location at Licensee's own cost. Piling boxes, cartons, barrels, or other similar items in an unsightly or unsafe manner on the Property or surrounding premises is not permitted. When trash receptacles become full, Licensee will empty and transport off site as required above. All grease and liquids must be removed and disposed-of off-site from Service Agency grounds by the Licensee.

Utility Services. Licensee is expected to bring and at all times utilize a quiet generator with suitable power for all purposes in connection with Licensee's use of the Food Truck in providing food service on the Property.

Alcoholic Beverages. No alcoholic beverages may be brought in or permitted on the Property or other Service Agency premises.

Food Truck Event Deposit and Fees.

1. **Deposit Requirement:** (a) In consideration for the license granted herein, Licensee agrees to pay a deposit in the amount of \$100 for the entire season or \$50 per individual event, at the discretion of the Licensee. (b) The deposit is refundable at the end of the season or event, provided all fees owed to the Service Agency have been fully paid. (c) In the event that fees are not fully received, the deposit shall be forfeited to the Service Agency.
2. **Payment of Fees:** (a) Licensee shall pay to the Service Agency an amount equal to ten percent (10%) of Licensee's gross sales on the Property. (b) Payment of the fees is due within 24 hours following the conclusion of each event. (c) Payment shall be made to the Service Agency via debit, credit, ACH, or Venmo.
3. **Recordkeeping and Reporting:** (a) Licensee shall maintain accurate and complete books and records of all sales made by the Food Truck during its operation on the Property. (b) Licensee shall provide a copy of such records to the Service Agency at the end of each business day, to verify the amount of gross sales and ensure that payment of the applicable fees is made in full.
4. **Forfeiture of Deposit:** In the event that Licensee fails to comply with the payment obligations or other terms of this Agreement, the deposit shall be forfeited to the Service Agency, and Licensee shall be liable for any outstanding balances.

Attendance and No-Show Policy.

- a. **Notice of Absence:** The Licensee agrees to provide the Service Agency with no less than seven (7) days' written notice if the Licensee is unable to attend a scheduled event. Such notice must be sent to the Service Agency via email or other agreed-upon communication method.
- b. **No-Show Policy:** In the event that the Licensee fails to attend a scheduled event and does not provide the required notice in accordance with Attendance and No-Show Policy, such failure shall be deemed a "No-Show."

- c. **Forfeiture of Security Deposit:** (a) **Season Event Licensees:** If the Licensee is registered to attend the entire season of events, the Licensee shall forfeit a sum of twenty-five dollars (\$25) from their security deposit to the Service Agency for each occurrence of a No-Show. (b) **Single Event Licensees:** If the Licensee is registered for only one event and fails to attend without providing the required notice, the Licensee shall forfeit the entirety of their fifty-dollar (\$50) security deposit to the Service Agency.
- d. **Prohibition of Future Participation:** Upon the occurrence of four (4) No-Shows by the Licensee, regardless of the number of events for which the Licensee is registered, the Licensee shall be prohibited from attending any future events organized by the Service Agency. The Service Agency shall have the sole discretion to determine whether the Licensee is eligible to attend future events after such prohibition.
- e. **No Refund:** The Licensee acknowledges and agrees that any forfeited deposit amounts under this policy are non-refundable.

I, Licensee, have had the opportunity to be advised by legal counsel concerning this Agreement, and I hereby confirm that I have read, fully understand, and agree to abide by all of the terms, covenants and conditions stated herein.

Signature: _____ Date: _____
Licensee

Signature: _____ Date: _____
Stansbury Service Agency



Ethical Behavior Pledge Form

Annual Ethics Pledge

The following pledge is required to be made annually by all officers and employees of Stansbury Service Agency:

I, _____ am the duly elected/appointed _____ of Stansbury Service Agency.

I pledge to adhere to the code of ethics as approved by The Board. These topics include, but are not limited to: improper use of official position, accepting gifts or loans, disclosing privileged information, retaining a financial or beneficial interest in a transaction, nepotism, misuse of public resources or property, outside employment, political activity, fair and equal treatment, and conduct after leaving office or employment. Additionally, I pledge to disclose all conflicts of interest on the conflict of interest disclosure form. I understand that state statute and The Agency ordinance provide for penalties for violation of specific unethical behavior. Signing this document verifies that I have been provided time to read applicable statutes and ordinances, as well as the Stansbury Service Agency code of ethics.

DATED THIS _____ DAY OF _____ 20 ____

By: _____

Title/Office: _____

SWORN TO AND SUBSCRIBED BY ME

THIS _____ DAY OF _____ 20 ____

NOTARY PUBLIC

Combined Stansbury Recreation Service Area, Stansbury Greenbelt Service Area, and the Service Agency Board of Directors Meeting

JANUARY 8TH, 2025

Agenda

1. Call to Order
2. Roll Call
3. Pledge of Allegiance

Motion to close the Stansbury Service Agency meeting and enter into the Stansbury Recreation Service Area and the Stansbury Greenbelt Service Area Boards of Trustees Meeting.

Agenda

Stansbury Recreation Service Area Board of Trustees Meeting

Order of Business

1. Call to Order
2. Roll Call

Action Items

3. 2025.01.01 R
 - a. Board Review and possible approval of December 11, 2024, Public Hearing minutes
4. 2025.01.02 R
 - b. Selection of Stansbury Recreation Service Area Board of Trustees Chair, Clerk, and Treasurer for 2025.

Motion to adjourn the Stansbury Recreation Service Area Meeting.

Approval of Minutes

Selection of Stansbury Recreation Service Area Board of Trustees Chair, Clerk, and Treasurer for 2025

Agenda

Stansbury Greenbelt Service Area Board of Trustees Meeting

Order of Business

1. Call to Order
2. Roll Call

Action Items

3. 2025.01.01 R
 - a. Board Review and possible approval of December 11, 2024, Public Hearing minutes
3. 2025.01.02 R
 - a. Selection of Stansbury Greenbelt Service Area Board of Trustees Chair, Clerk, and Treasurer for 2025.

Motion to adjourn the Stansbury Greenbelt Service Area Meeting and enter into the Stansbury Service Agency Board of Directors Meeting.

Approval of Minutes

Selection of Stansbury Greenbelt Service Area Board of Trustees Chair, Clerk, and Treasurer for 2025

Agenda

4. Review of Public Comments from the last meeting
5. Public Comments
6. General Manager Updates
 - a. Operations
 - b. Projects
 - c. Finances
7. Action Items
 1. 2025.01.01 A
 - a. Selection of Stansbury Service Agency Board Chair, Treasurer, Clerk for 2025.
 2. 2025.01.02 A
 - a. Board Review and approval of December 4, 2024, Meeting Minutes
 3. 2025.01.03 A
 - a. Approval of Resolution 2024-01 Amending the 2024 General Fund Budget.
 - b. Approval of Resolution 2024-02 Amending the 2024 Budget.
 - c. Approval of Resolution 2024-03 Adopting the Stansbury Service Agency 2025 Budget
8. Discussion Items
 - a. Weed Harvester Boat Discussion
 - b. Update on Migration to .gov
 - c. Discuss Possible Amendment to the 2024 Food Truck Agreement
 - d. Discuss the Annual Conflict of Interest Disclosure and Ethical Behavior Pledge
 - e. Discuss 2025 Board Member Training Certification
9. Board member reports and requests.
 - a. Open comment session for individual Board Members to present final thoughts on any subject covered in the meeting, updates on individual projects not covered by the GM, concerns from residents, and requests for future board actions.
10. Motion to Adjourn

Review of Public Comment

NO PUBLIC
COMMENTS TO
REVIEW

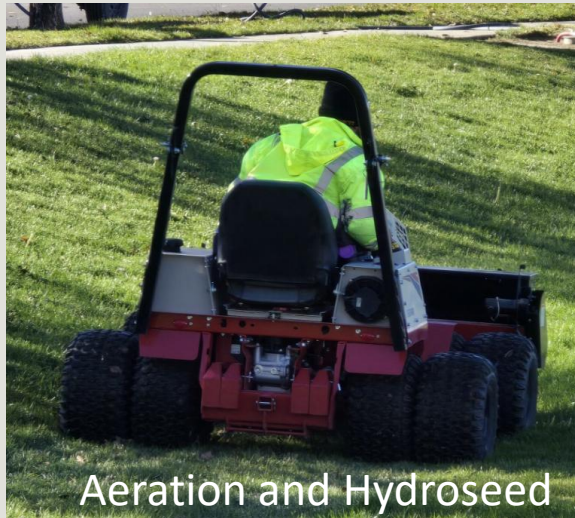
Public Comments

General Manager Updates

Operations

Operations

Fall Activities



Aeration and Hydroseed



Pro Shop Sink



Stump Grinding of Tree Along Pole Canyon

Operations

Fall Activities

Locating lost sprinkler controllers/wire repairs

Trimming trees

Replacing bad sprinkler lines

Raking Leaves

Vehicle Maintenance



Operations

Fall Repairs

1" Line break at Sagers

Backflow rebuild on causeway

Backflow rebuild at Regatta Park

Backflow rebuild at 167 Lakeview

Repaired stuck valve on village

Backflow rebuild at Yachtsman

Area around bathroom at Porter way leveled and 1st seed application

Working on: Stansbury Parkway and the area around the shop

GM Updates

Operations

Electrical lines run on holes 10 and 17.

Completed Stump Removal on area by Pole Canyon

Meeting with Weed Harvester Boat Manufacturers

Bringing Impact Fees in-house

- Tooele County has requested a letter to formally terminate agreement.
- Brent Rose prepared a letter to the county attorney requesting a waiver of the six-month waiting period to terminate the agreement.
- Tooele is prepared to implement pending approval of cancellation of interlocal agreement

Lake Level

Inflow to Lake

- Well flow from golf course.
- Millpond park April – October

Outflow Controlled by gate



Lake Greenbelts



Projects

GM Updates

2025 Capital Projects

Action/Equipment	Projected Cost	Actual Cost	
Clubhouse Fire Supression/warning system not functiona	\$ 6,000	\$5,781	<input checked="" type="checkbox"/>
Replace Maste Breaker at Clubhouse	\$ 15,000	\$4,880	Contract
Fire Suppression system not working in Golf Shack	\$ 4,700	\$4,796	<input checked="" type="checkbox"/>
Add Wood Chips to Play Areas	\$ 40,000		
Replace Railing Around Gazebo	\$ 15,486		
Repair Railings in and around the pool/basketball area	\$ 4,356		
AED	\$ 2,350		
Overhead Windows Replaced/wooden framing seals repl	\$ 10,000		
Repair Header Over Clubhouse Windows	\$ 20,000		
3 Utility vehicles	45,000		
Verticut Reels (specialty blades for golf greens)	9,000		
Truck	50,000		
3 Utility vehicles	45,000		
Terrazzo grinder (uneven sidewalk grinder)	7,000		
Lake Boat Mower	160,000		Retrofit?
Install Security Cameras	\$ 3,000		
Replacing Maintenance Roof	\$ 25,000		
Fix Entry Way Doors in Main Lobby and off pool.	\$ 15,747	\$11,748	<input checked="" type="checkbox"/>
Entry Way Concrete Leaking into storage area below, Needs to be Replaced and Rebuilt*	\$ 10,000		
North Side of Clubhouse Wall rebuilt/remediated/Sealed	\$ 45,000		
Golf Course Irrigation System Restoration*	\$ 35,000		
Ice Machine	7,000		
	\$ 574,639	\$27,205	

Action	Cost
Replace/Repair Playground Equipment at Parks	\$ 40,000
Install Additional Security Cameras	\$ 5,000
Fixing Proshop Leaks	\$ 10,000
Trim and Replace Trees Around Golf Course*	\$ 50,000
Reinstall weather related control systems.*	\$ 5,000
Cemetery Development Plan	\$ 29,000
Flyswatters	\$ 35
Install All Abilities Playground/Woodland park	\$ 120,000
Prepare New Section of Cemetary	\$ 46,000
Trimax (large area mower)	50,000.00
Large Vacuum Trailer (Ditch Witch)	85,000.00
Millpond Bridge Evaluation and Repair	\$ 150,000
Upgrade of Sound and Video System in Clubhouse	\$ 15,000
Diving Boards	15,000
Add Automated Locks to Bathrooms*	\$ 10,000
Convert Downstairs Doors to Fire Compliant system	\$ 10,000
	\$ 640,035

Impact Fee Projects

Millpond – Working on final instructions to Blu Line to complete package for the county.

Bathroom Installs – Completing paperwork for the county

Shoreline – Waiting on final estimate from Liahona Construction

Soundwall Trail – Package to UDOT for final approval of final route

Finances

Golf Course 2024 Year End

SUMMARY							
	2024 YTD	2023	2022	2021	2020	2024 Projected	
Total Revenue	\$969,175	\$661,094	\$749,416	\$834,796	\$774,430	\$961,671	
Less Taxes	\$911,423	\$646,886	\$732,252	\$834,839	\$774,430	\$905,492	
Less Non-Revenue Payments	\$42,724	\$58,240	\$71,855	\$54,949	\$53,760	\$37,167	
Net Revenue	\$868,699	\$588,646	\$660,397	\$779,891	\$720,670	\$868,325	

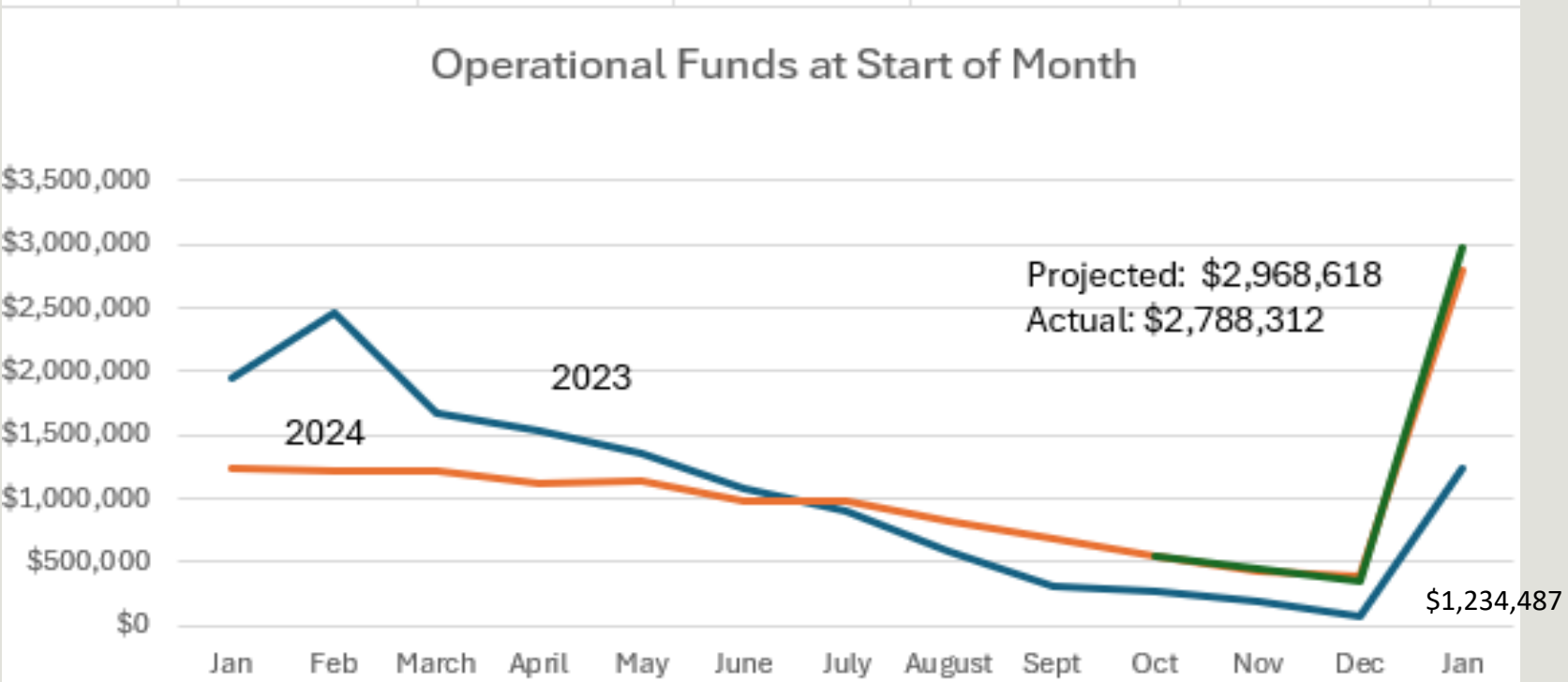
Golf Course Year by Year Comparison

GROSS REVENUE					
YEAR	Q1	Q2	Q3	Q4	TOT
2024	\$133,454.00	\$338,529.98	\$356,232.63	\$140,958.60	\$969,175.21
2023	\$36,031.57	\$265,507.89	\$245,059.26	\$115,083.31	\$661,682.03
2022	\$155,570.72	\$274,065.75	\$257,133.67	\$62,645.55	\$749,415.69
2021	\$138,671.90	\$286,186.08	\$279,885.31	\$130,102.15	\$834,845.44
2020	\$46,046.68	\$299,406.90	\$288,322.01	\$140,654.20	\$774,429.79
LESS TAXES					
2024	\$126,095.65	\$318,347.99	\$334,952.38	\$132,027.18	\$911,423.20
2023	\$35,617.17	\$260,749.45	\$239,054.42	\$111,464.76	\$646,885.80
2022	\$154,687.16	\$267,054.09	\$249,710.05	\$60,800.42	\$732,251.72
2021	\$138,671.90	\$286,180.06	\$279,885.31	\$130,102.15	\$834,839.42
2020	\$46,046.68	\$299,406.90	\$288,322.01	\$140,654.20	\$774,429.79
NON-REVENUE PAYMENTS					
2024	-\$88.50	\$4,604.35	\$26,650.85	\$11,557.53	\$42,724.23
2023	\$3,657.95	\$9,309.80	\$19,521.45	\$25,751.00	\$58,240.20
2022	\$9,545.61	\$16,831.54	\$31,226.91	\$14,250.99	\$71,855.05
2021	\$5,725.09	\$15,088.62	\$22,622.16	\$11,512.86	\$54,948.73
2020	\$2,372.00	\$11,450.75	\$22,597.92	\$17,338.98	\$53,759.65

Operational Funds Availability

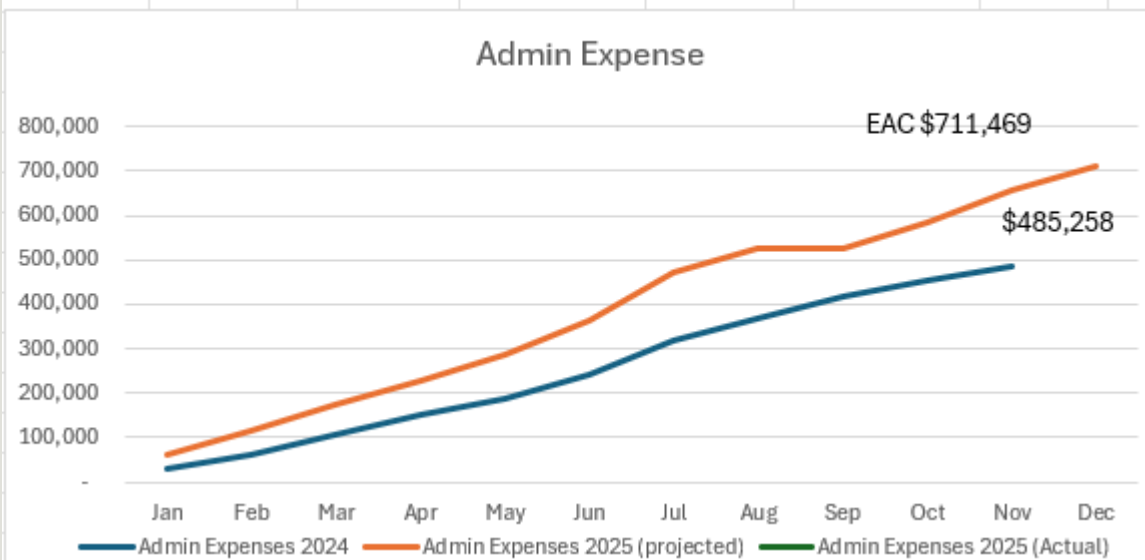
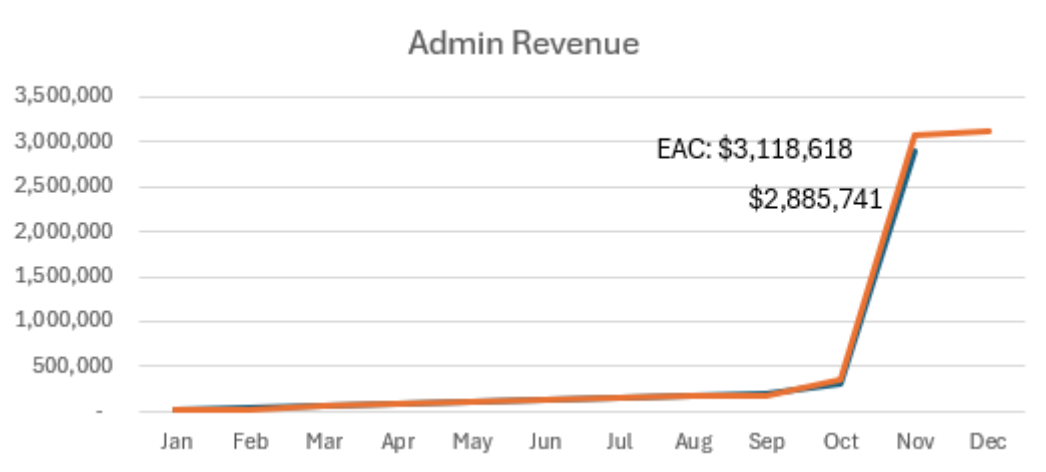
2023 Year End			
Operations		IMPACT	
Checking (Zions Bank)	\$19,751.38	Checking (Zions	\$32,916.03
Checking (Chartway)	\$1,087.11	PTIF	\$993,811.32
Savings (Chartway)	\$5.00		
PTIF	\$1,213,643.00		
TOTAL	\$1,234,486.49		\$1,026,727.35
TOTAL	\$2,261,213.84		
As of 31 Dec 2024			
Operations		IMPACT	
Checking (Zions Bank)	\$72,791.29	Checking (Zions	\$33.26
Checking (Chartway)	\$1,087.11	PTIF	\$1,201,244.97
PTIF	\$2,714,433.68		
TOTAL	\$2,788,312.08		\$1,201,278.23
TOTAL	\$3,989,590.31		

Operational Funds Availability 2024



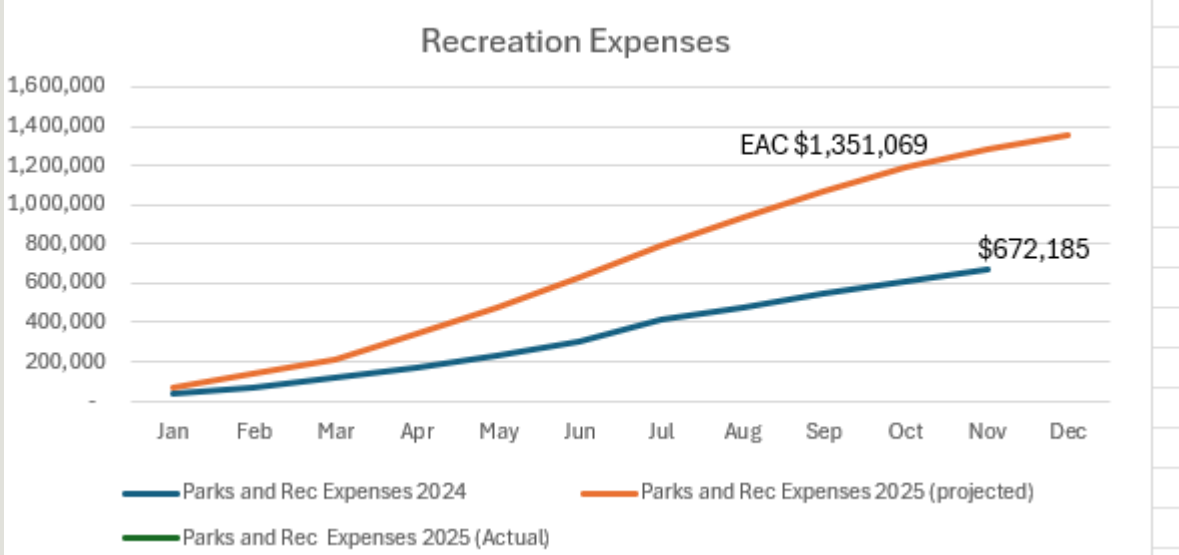
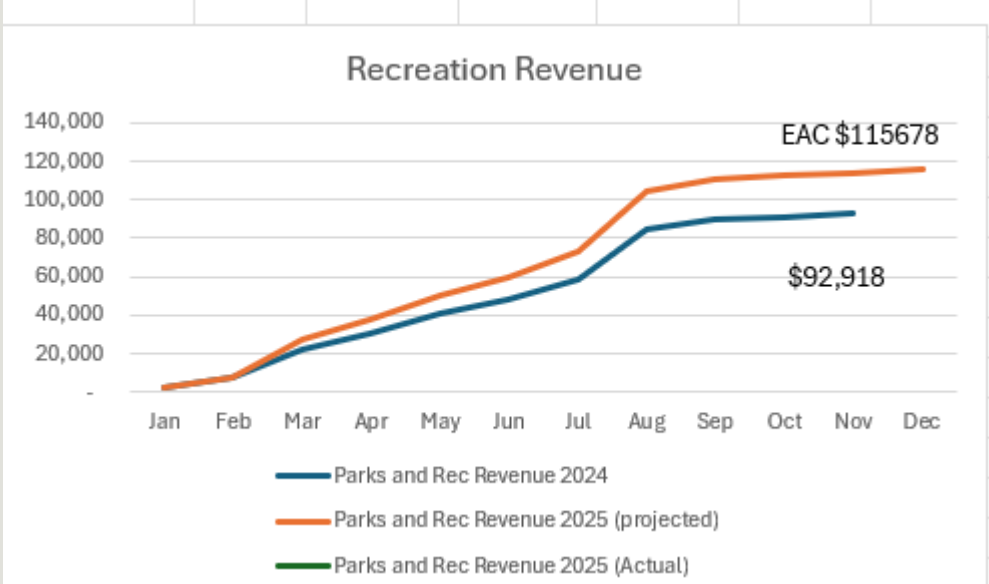
Financial Summary

Admin



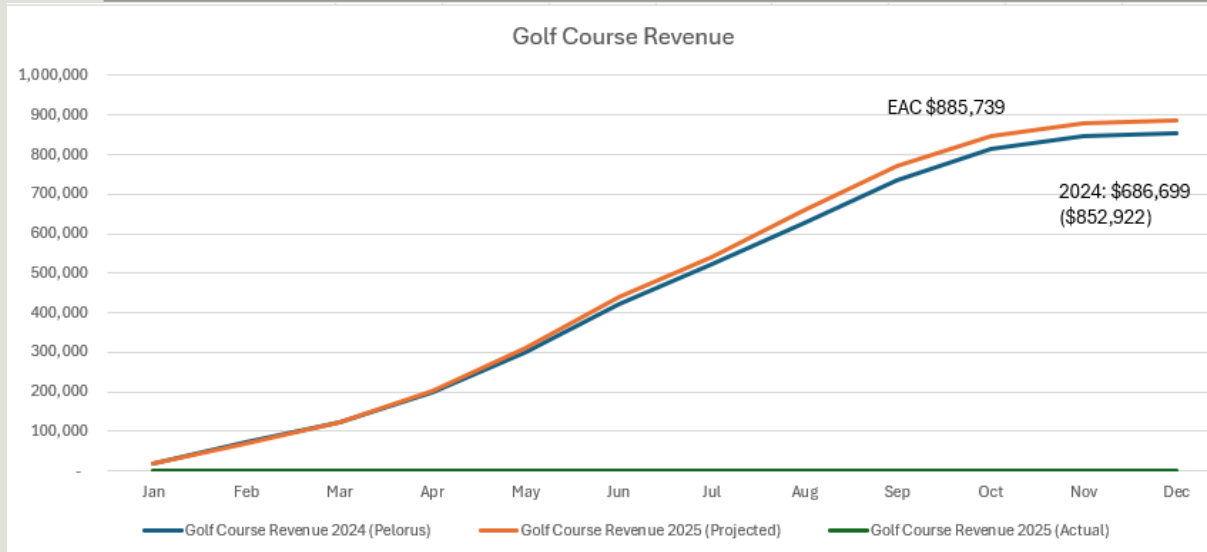
Financial Summary

Parks and Rec



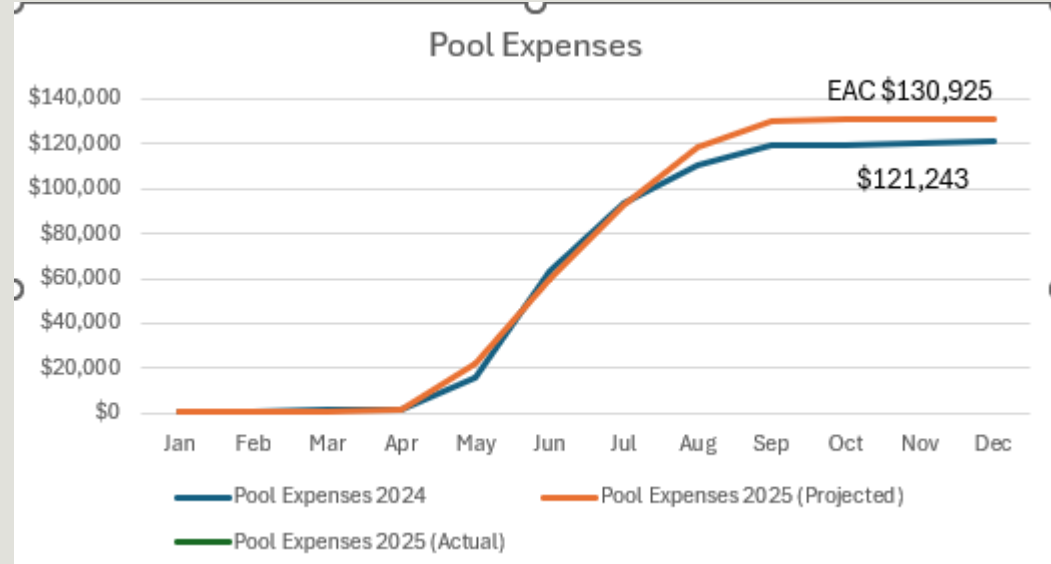
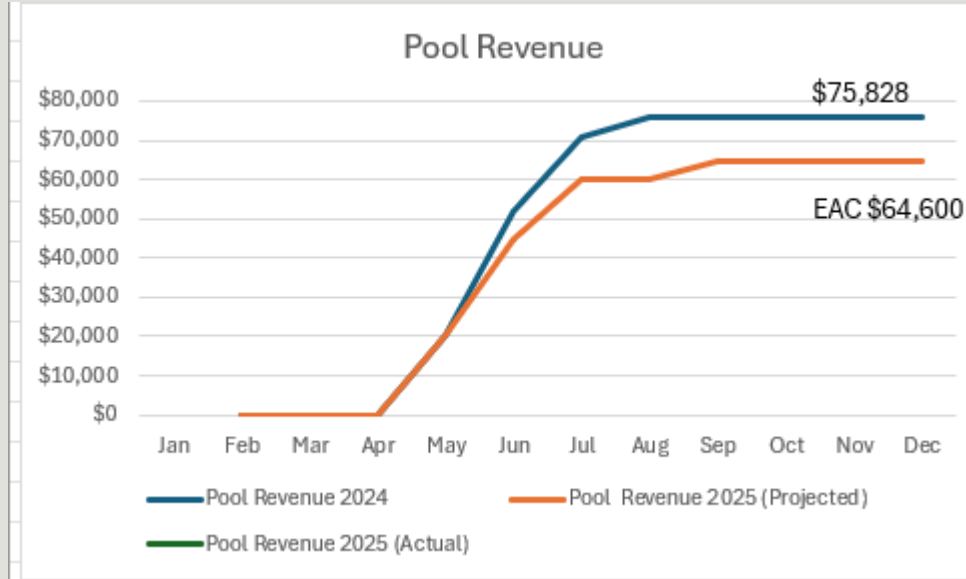
Financial Summary

Golf Course



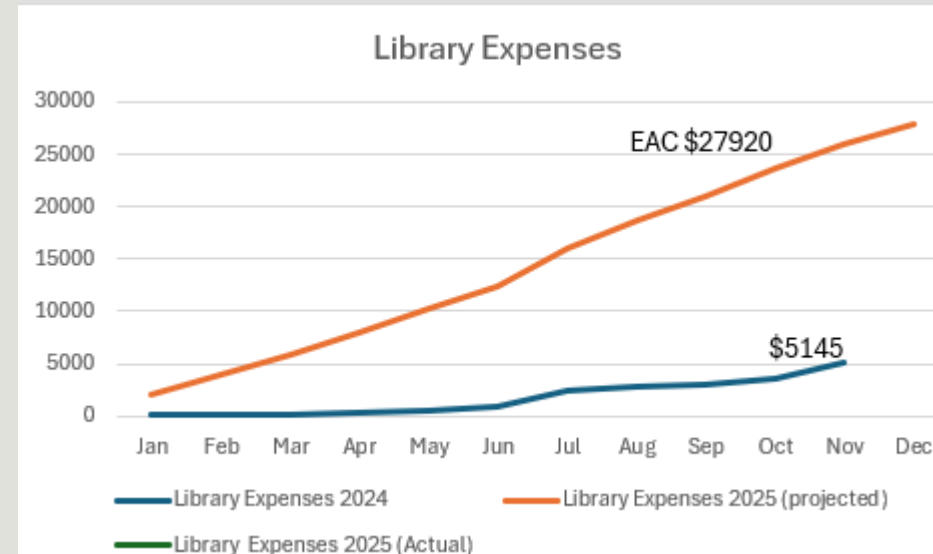
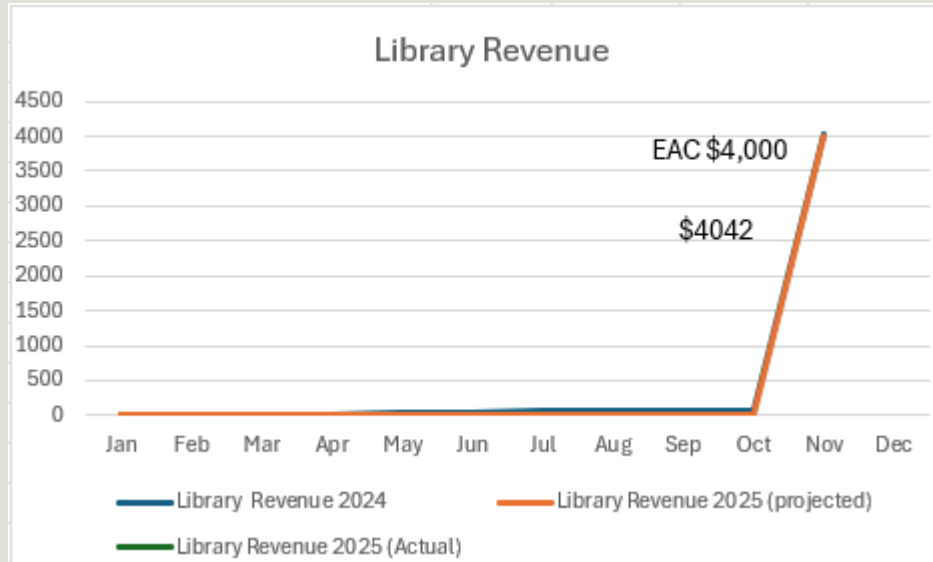
Financial Summary

Pool



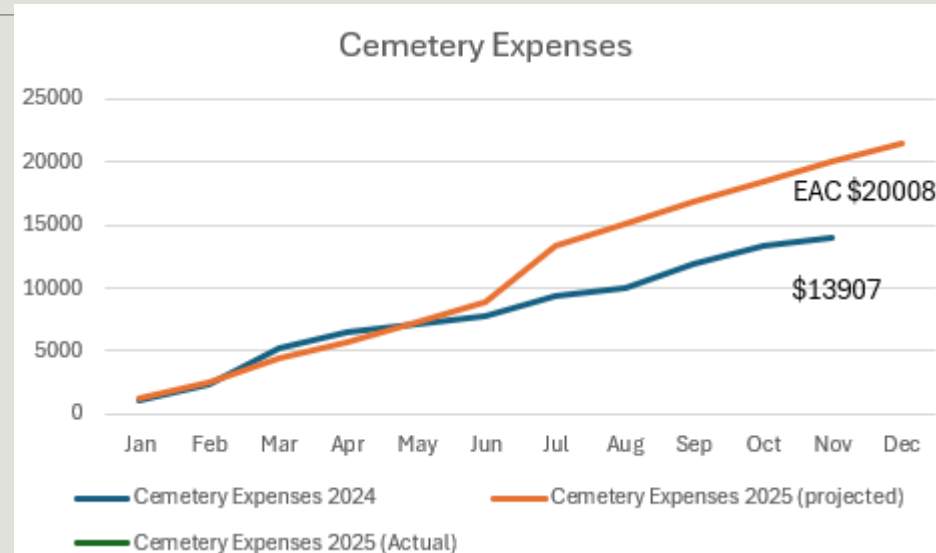
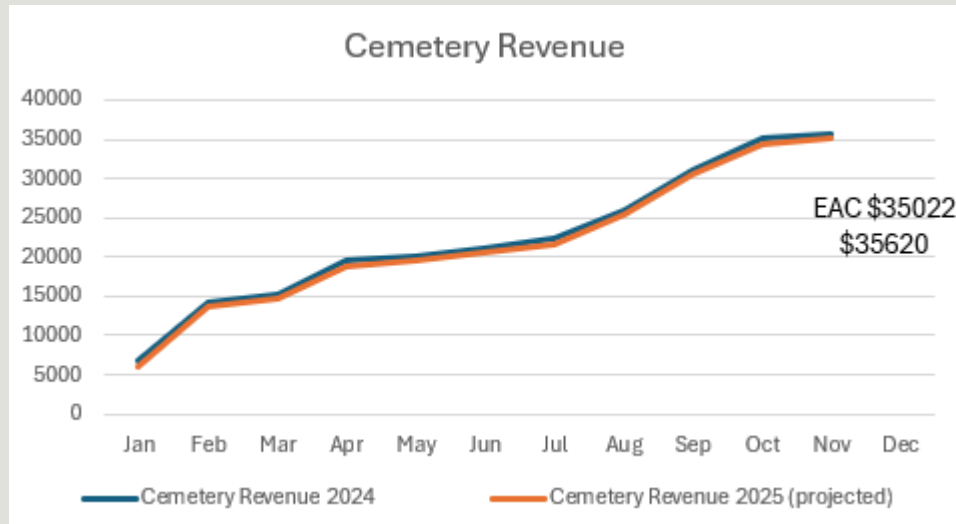
Financial Summary

Library



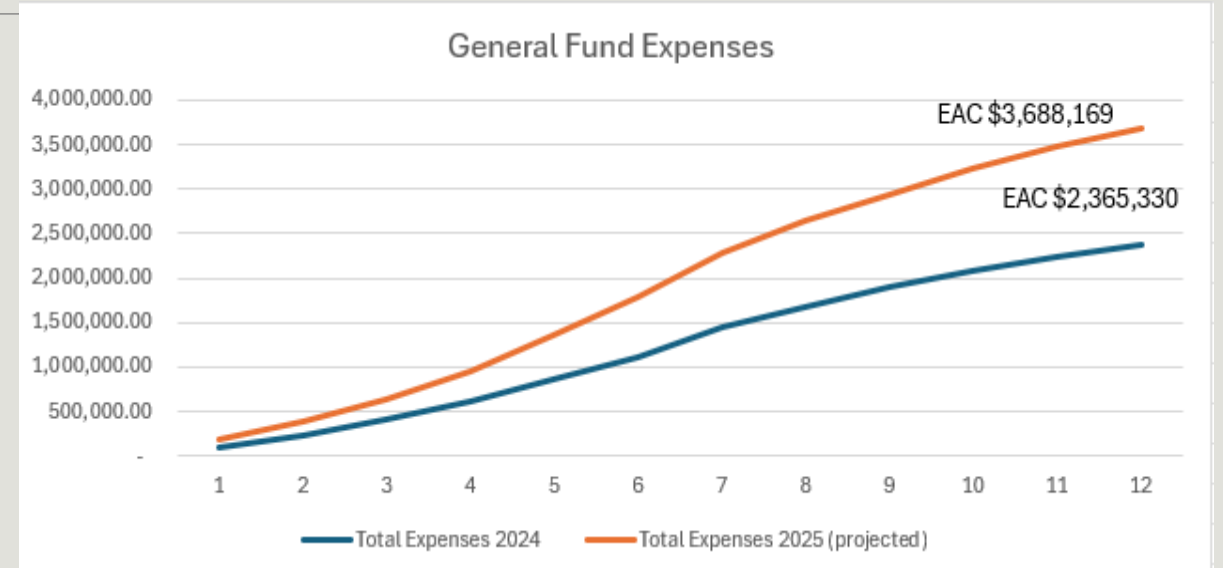
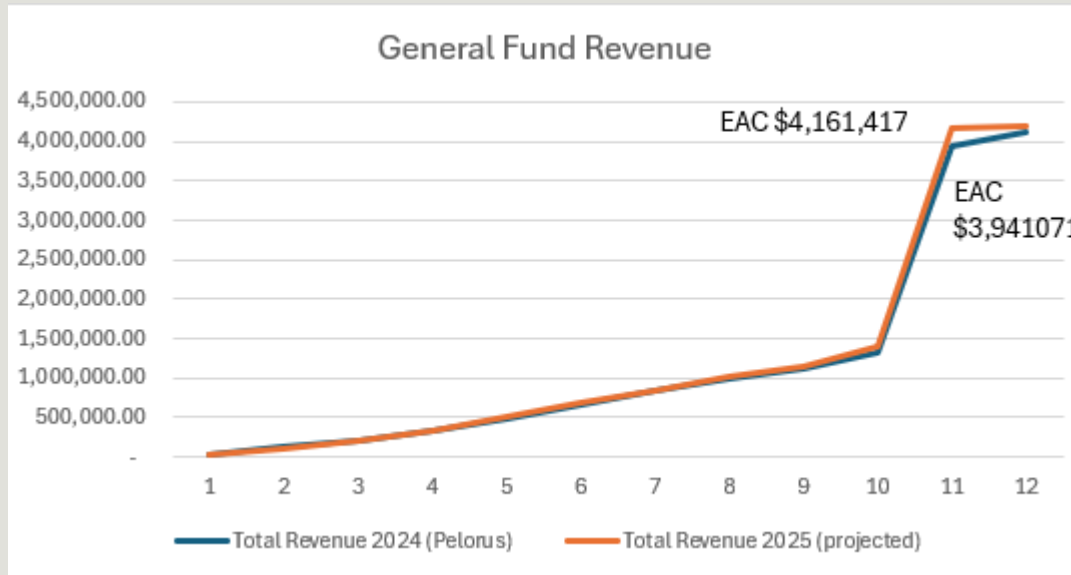
Financial Summary

Cemetery



Financial Summary

Overall



Selection of Stansbury Service Agency Board of Trustees Chair, Clerk, and Treasurer for 2025

Review and Possible Approval of Minutes

Discussion Items

Approval of Resolutions

2024 Amended Budget

Local and Special Service Districts Adopted Budget

Name **Stansbury Service Agency**
 Fiscal Year **2024**

Form: SD-BUD-1-2012

Part I General and Enterprise Fund				
General Fund				
(a)	Actual Expenses			Amended Budget 2024
	Prior Year 2023	Approved 2024		
Revenues				
1.1	Taxes: Property Tax	1,411,624	2,993,061	2,968,618
1.2	Other:			
1.3	Fee in Lieu of Taxes	129,825	100,000	130,000
1.4	Charges for Services	672,052	913,270	1,024,632
1.5	Interest Income	58,131	51,000	55,000
1.6	Miscellaneous Revenue	59,459	42,254	74,451
1.7	Intergovernmental Revenue	27,088	4,000	18,969
1.8				
Other Financing Sources:				
1.9	Transfers from Other Funds			
1.10	Contribution from Fund Balance		-	327,184
1.11				
1.12				
	Total Revenues	2,358,178	4,103,585	4,598,854
Expenses				
2.1	Salaries and Benefits	1,530,189	1,456,215	1,421,504
2.2	Other Operating Expenses	885,824	938,173	1,065,912
2.3	Depreciation			
2.4	Capital Outlay			
2.5	Debt Service			
2.6				
2.7				
2.8				
Other Financing Uses:				
2.9	Transfers to Other Funds	539,783	730,000	1,107,184
2.10	Contribution to Fund Balance		922,097	1,004,254
2.11				
2.12				
	Total Expenditures / Expenses	2,955,796	4,046,485	4,598,854
	Net Income / (Loss)	(597,618)	57,100	(0)

CONTINUE ON PAGE 2 WITH PART II

Part II Capital Projects and Debt Service Fund				
Capital Projects Fund				
Actual Expenses				
	Prior Year 2023	Approved Budget 2024	Amended Budget 2024	
Revenues				
1.1	Bond Issues			
1.2	Property Taxes			
1.3	Fee-in-Lieu of Taxes			
1.4	Investment/Interest Income	47,270	40,000	58,000
1.5	Intergovernmental Revenue	7,785	650,400	41,517
1.6	Impact Fees Revenue	126,905	143,100	325,000
Transfers From:				
1.6	General Fund	539,783	730,000	1,107,184
1.7	Capital Projects Fund			
1.8	Other: Fund Balance Appropriation		528,630	20,500
1.9	Other:			
	Total Revenues	721,743	2,092,130	1,552,201
1.1	Beginning Fund Balance			
1.11	Available for Use	721,743	2,092,130	1,552,201
Expenses				
2.1	Debt Service			
2.2	Retirement of Bonds			
2.3	Interest on Bonds			
2.4	Capital Outlay	992,070	1,527,130	444,381
Transfers From:				
2.5	Fund Balance Appropriated		565,000	1,107,820
2.6				
2.7	Other:			
2.8	Other:			
	Total Expenses	992,070	2,092,130	1,552,201
	Ending Fund Balance	(270,327)	-	-

2025 Approved Budget

**Local and Special Service Districts
Adopted Budget**

**Stansbury Service
Agency**

Name

Fiscal Year

2025

Form: SD-BUD-1-2012

Part I General and Enterprise Fund

		General Fund		
		Actual Expenses		Budget 2025
(a)		Prior Year 2023	Current Year 2024	
Revenues				
1.1	Taxes: Property Tax	1,411,624	2,968,618	3,118,618
1.2	Other:			
1.3	Fee in Lieu of Taxes	129,825	130,000	110,000
1.4	Charges for Services	672,052	1,024,632	1,070,390
1.5	Interest Income	58,131	55,000	80,000
1.6	Miscellaneous Revenue	59,459	74,451	70,692
1.7	Intergovernmental Revenue	27,088	18,969	4,000
1.8				
Other Financing Sources:				
1.9	Transfers from Other Funds			
1.10	Contribution from Fund Balance		327,184	
1.11				
1.12				
	Total Revenues	2,358,178	4,598,854	4,453,700
Expenses				
2.1	Salaries and Benefits	1,530,189	1,421,504	2,477,315
2.2	Other Operating Expenses	885,824	1,065,912	1,368,365
2.3	Depreciation			
2.4	Capital Outlay			
2.5	Debt Service			
2.6				
2.7				
2.8				
Other Financing Uses:				
2.9	Transfers to Other Funds	539,783	1,107,184	458,020
2.10	Contribution to Fund Balance		1,004,254	150,000
2.11				
2.12				
	Total Expenditures / Expenses	2,955,796	4,598,854	4,453,700
	Net Income / (Loss)	(597,618)	-	-

CONTINUE ON PAGE 2 WITH PART II

Part II Capital Projects and Debt Service Fund

		Capital Projects Fund		
		Actual Expenses		Budget 2025
		Prior Year 2023	Current Year 2024	
Revenues				
1.1	Bond Issues			
1.2	Property Taxes			
1.3	Fee-in-Lieu of Taxes			
1.4	Investment/Interest Income	47,270	58,000	40,000
1.5	Intergovernmental Revenue	7,785	41,517	658,883
1.6	Impact Fees Revenue	126,905	325,000	270,000
Transfers From:				
1.6	General Fund	539,783	1,107,184	459,470
1.7	Capital Projects Fund			
1.8	Other: Fund Balance Appropriation		20,500	753,229
1.9	Other:			
	Total Revenues	721,743	1,552,201	2,181,582
1.1	Beginning Fund Balance			
1.11	Available for Use	721,743	1,552,201	2,181,582
Expenses				
2.1	Debt Service			
2.2	Retirement of Bonds			
2.3	Interest on Bonds			
2.4	Capital Outlay	992,070	444,381	1,709,892
Transfers From:				
2.5	Fund Balance Appropriated		1,107,820	471,690
2.6				
2.7	Other:			
2.8	Other:			
	Total Expenses	992,070	1,552,201	2,181,582
	Ending Fund Balance	(270,327)	-	-

Weed Harvester Boat

Lake Weed Harvester Boat

From Kenny Smith's visit with the developers

- Boats should be good for 25-30 years.
- Aquarius team feels that one boat should be sufficient.
- Aquarius design team willing to work with us to help retrofit our boat.
- They have a ready supply of parts at their facility.
- Alpha boats are a knock off of the Aquamarine and Aquarius boats
 - Cheaper boats, but lower quality.
 - The redesign is not fully engineered
- After visit, the operations team thinks they can retrofit the current boat and make it operate more efficiently
- Recommendation: Retrofit the current boat and determine if operation is sufficient in 2025. Begin to establish a replacement fund in the capital projects line with a 10-year end date.

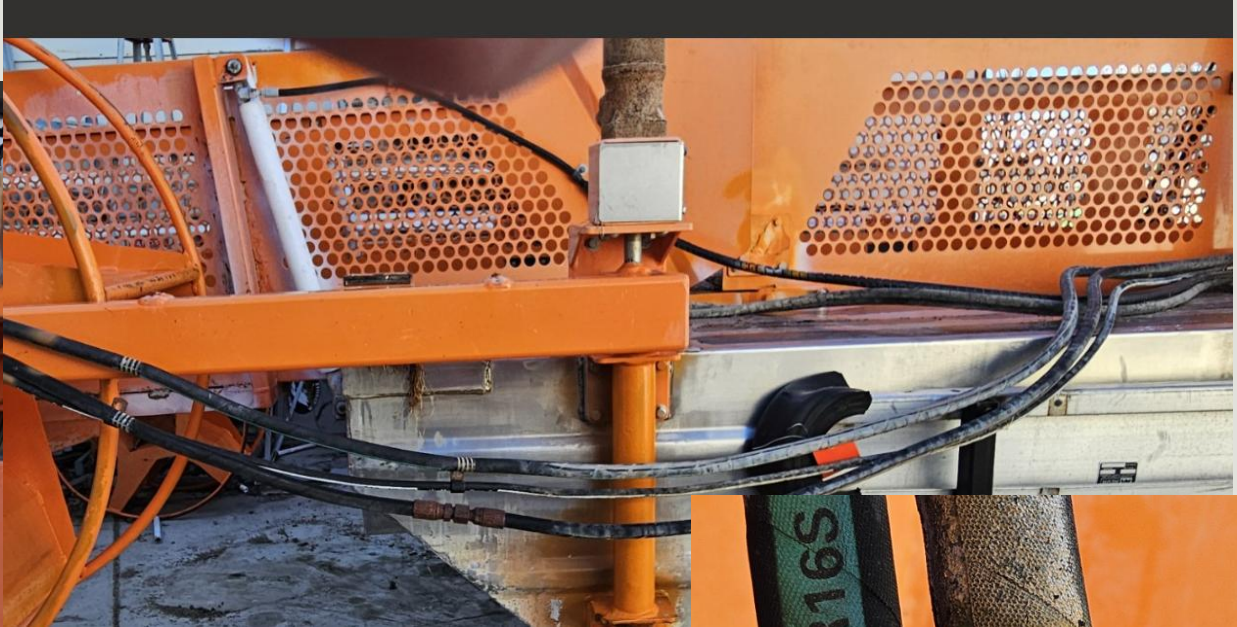
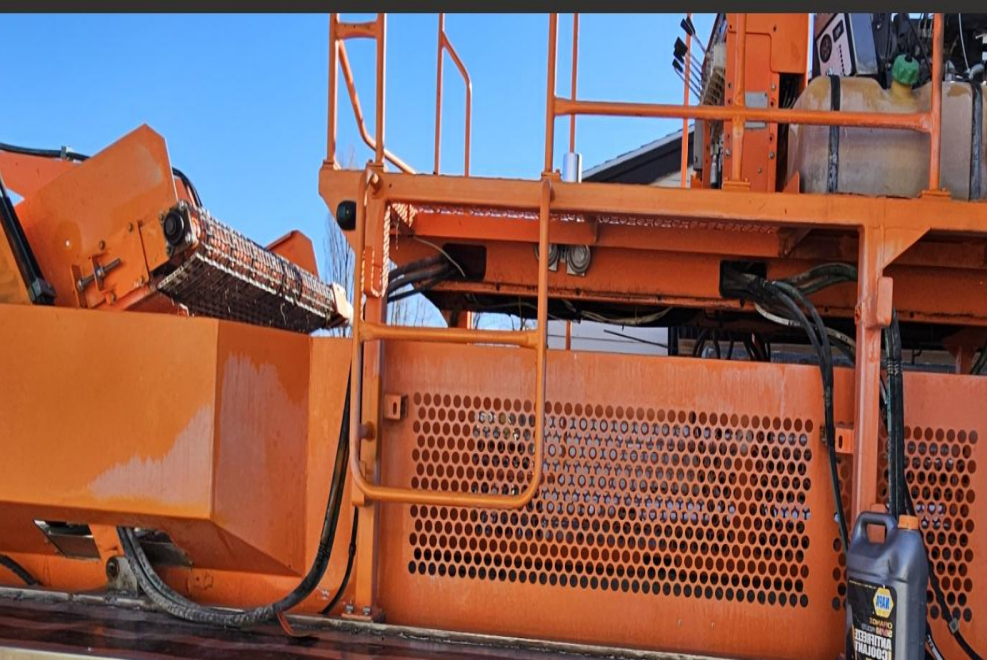
Lake Weed Harvester Boat

Retrofit – Move Control Panel



Lake Weed Harvester Boat

Retrofit - Hydraulics



Lake Weed Harvester Boat

Retrofit-Gear Boxes/Drives



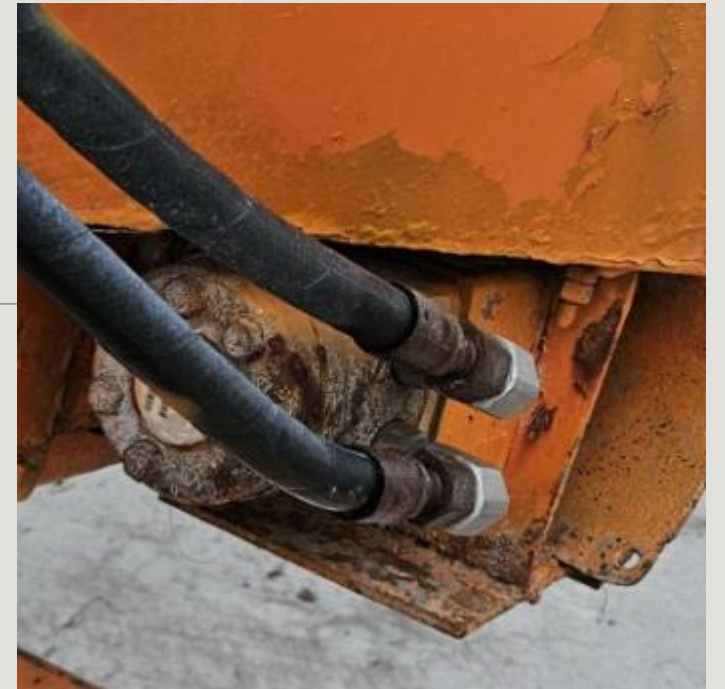
Lake Weed Harvester Boat

Retrofit-Hardware/Fittings



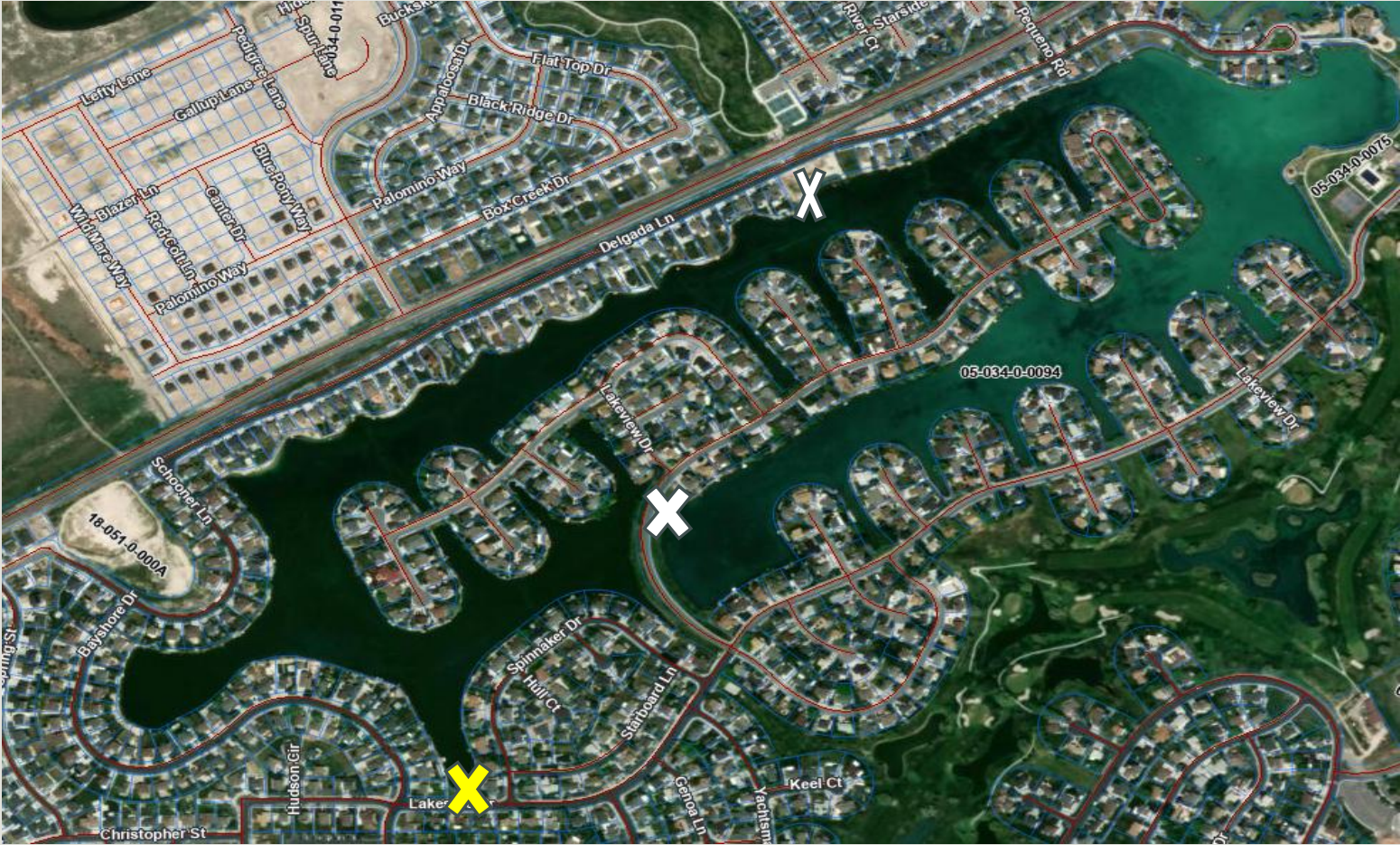
Lake Weed Harvester Boat

Cutter



Lake Weed Harvester Boat

Operational Improvement



Update on Migration to .gov

.gov Updated Costs

	2024 Pricing	2024 Quotes	2025 Pricing
<i>Domain Hosting</i>	Godaddy 1 domain	DNS Made Easy (5 domains)	DNS Made Easy (5 domains)
<i>Email Hosting</i>	Godaddy (22 users)	MicroAge (30 users)	MicroAge (30 users)
<i>Website Hosting</i>	Godaddy 1 Website	WP Engine 3 websites	WP Engine 3 websites
<i>Annual Cost</i>	\$ 4,639.03	\$ 1,429.00	\$ 4721.76

Possible Amendment to the 2024 Food Truck Agreement

Annual Conflict of Interest Disclosure and Ethical Behavior Pledge

2025 Board Member Training Certification

Board Member Reports and Requests

Open public comment session for individual Board Members to present final thoughts on any subject covered in the meeting, updates on individual projects not covered by the GM, concerns from residents, and requests for future board actions.

Adjourn
