

Stansbury Service Agency Board of Directors Meeting Agenda

Date: Wednesday, May 28th, 2025

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

Time: 7:00 PM

Order of Business

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Fire Chief Update
5. Sheriff Update
6. Public Comments
7. GM Updates
 - a. Operations
 - b. Programs
 - c. Finances

Discussion Items:

- Board Compensation Policy

Action Items:

- 2025.05.05 A
 - a. Board Review and Possible Approval of The Little Library at Garrett Park
- 2025.05.06 A
 - a. Board Review and Possible Approval of April 2025 Financial Statements, Journal Entries, and Expenditures
- 2025.05.07 A
 - a. Board Review and Possible Approval of moving June 18, 2025, Board Meeting to June 17th and canceling the Aug 13, 2025, Board Meeting
- 2025.05.08 A
 - a. Board Review and Possible Approval of the 2025 Candidate Packet

Board Member Reports and Discussion Items

1. 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.

Motion to Adjourn



Stansbury Park Stats April 2025

<u>Details</u>	<u>Traffic Stops</u>	<u>Citations</u>	<u>Warnings</u>	<u>Accidents</u>	<u>DUI</u>	<u>Misdemeanor</u>	<u>Felony</u>
205	129	32	118	6	8	Arrests 18	Arrests 2

Top Incident Natures

VIN INSPECTION	14
JUVENILE PROB	12
ANIMAL PROBLEM	11
SUSPICIOUS	10
WELFARE CHECK	10
ACCIDENT-PD	9
AGENCY ASSIST	7
CIVIL PROBLEM	7
JUV UNGOV	7
ALARM-BUSINESS	6
RECKLESS DRIVER	6
RUNAWAY	6
ALARM-RES	4
ANIMAL BITES	4
DRUGS	4
VERBAL ALTERCAT	4
ABANDONED VEH	3
ASSAULT	3
IDENTITY FRAUD	3
KEEP THE PEACE	3
LOST PROPERTY	3
MEDICAL	3
PARKING PROBLEM	3
SCAM	3
SUICIDE THREATS	3
THEFT	3
VEHICLE LOCKOUT	3
ACCIDENT-PI	2
DISTURBING PEAC	2
DOMESTIC	2
DUI	2
HANG UP 911	2
THREATS	2
TRAFFIC COLLISI	2
UNCONSCIOUS	2
ALARM-BANK/HOLI	1
ANIMAL CRUELTY	1
BARKING DOG	1
BRANDISHING	1
CHILD ABUSE	1
CRIMINAL MISCH	1
DISORDERLY	1
Others	28

If you have questions or would like the Sheriff's Office speed trailer, contact Lieutenant Eli Wayman at eli.wayman@tooeleco.org or Chief Deputy Brian White at 435-882-5600. Tooele County Sheriff's Office 1960 South Main Street Tooele Utah 84074

Version 6 May 13, 2025

Version 7 May 19, 2025

Version 8 May 28, 2025

6. COMPENSATION.

a. Financial Compensation

Each Trustee may receive compensation for service in an amount allowed by Utah Code Annotated (UCA) 17B-1-307 ~~(currently \$5,000 per year)~~, as determined by the Agency Board through the **Budget Procedure Policy #####**.

- i. Each Trustee is eligible to receive a per diem and be reimbursed for travel expenses for up to twelve (12) pre-approved meetings or activities per year, in accordance with Utah Division of Finance guidelines.
- ii. In addition to any other compensation a Trustee receives, each Trustee shall be reimbursed by the Agency for all actual and necessary expenses incurred in performing the Trustee's official duties.
- iii. Trustees are ineligible to participate in any Utah Retirement Systems Defined Benefit Plan offered due to their limited, part-time status, but may participate in any Retirement Savings Plan offered as permitted by Utah Retirement System [See www.urs.org]
- iv. Trustees are eligible to participate in any Agency group insurance policies. Any cost will be paid entirely by the Trustee.
- v. Pursuant to the Interlocal Agreement of 1992, there shall be no additional compensation to Trustees for their simultaneous role as a Director of the Agency, including any additional role as an officer of the Agency.

b. Non-financial Compensation

The Service Agency will manage non-financial compensation to Trustees according to the following objectives: (1) supplementing the financial compensation to Trustees at ~~either insignificant low to no actual~~ or insignificant loss of revenue to tax-paying residents, (2) encouraging use of the facilities by decision-makers to improve awareness and effectiveness, and (3) encouraging individuals to make long term-commitments to serve. ~~Managers of each asset (e.g. Golf Course Manager, Pool Manager, and in the case of other facilities, the General Manager) may make~~

exceptions to the guidelines below, to grant or deny a certain benefit, in accordance with the above-stated objectives. Managers of each asset will log each use under this policy (noting date, time, facility, exceptions granted, reason for each exception), and present the log to the GM monthly.

These guidelines will be moved to the 2nd level manual when developed.

i. Current Trustees (is a new heading needed?).

Current Trustees (whether elected or appointed), their spouses, and minor children may receive free use of all properties and amenities owned or operated by the Agency with the following limitations:

1. Free use of the golf course includes (i) greens fees except during peak hours of 7 am-12 pm on Saturdays and Sundays, (ii) golf carts (if staff determines use would not impact the availability to paying customers), and (iii) the use of the driving range and range balls is limited to one hitting spot and to two buckets per day. Reservations are required advisable as tee times are limited.
2. Swimming pool use includes open swim, adult swim, swim lessons, and swim team participation. Registration for swim lessons and the swim team is required, as space is limited.
3. Facility rentals include all Agency-operated rental facilities (e.g. Clubhouse, Gazebo, Pavilions, Swimming Pool, Pickleball Courts). With respect to facility rental, rental fees are waived, but any other fee or marginal cost to the Agency and deposits must be paid by the Trustee (e.g. lifeguard fees, cleaning fees, damage fees/deposits, and alcohol serving use fees/deposits)- as noted in the Rental Fee Policy.
 - a. Advanced bookings (those made more than two weeks before the desired date) for free use of facilities for private events shall be limited to one event at each facility per year. Such advanced bookings shall not be made on Fridays, Saturdays, or holidays (including federal and state holidays, as well as Christmas Eve and New Year's Eve). If advanced booking is canceled, the reservation deposit will only be refunded if the venue can be re-rented .

- b. Additional bookings for free use of facilities for private events may be scheduled within two (2) weeks of the desired date, subject to availability of the facility, with no blackout dates.
 4. The Trustee only shall receive a twenty percent (20%) discount on regularly-priced apparel items sold by the Agency.
 - ii. Former Trustees.
 1. Former Trustees who began their service prior to January 1, 2025, and who have completed four or more years of service, their spouse, and minor children may receive the same benefits as Current Trustees, except that there shall be no discount for apparel purchases. These benefits apply only as long as they reside within Agency boundaries with no end date.
 2. Former Trustees who began service on or after January 1, 2025, and who complete four or more years of service, their spouse and minor children may ~~shall~~ receive the same benefits as Current Trustees, except there shall be no discount on apparel purchases once they leave office. These benefits apply for a period of two years following their service, so long as they reside within Agency boundaries.
 - 2.3. Former Trustees who began service on or after January 1, 2025 and who complete eight years of service, their spouse, and minor children may receive the same benefits as current trustees, except there shall be no discount on apparel purchases, once they leave office. These benefits apply only as long as they reside within the Agency boundaries with no end date.
 - iii. Minor Children. For purposes of this non-financial compensation section, a minor child is a person for whom the Trustee is their caregiver and who is 19 years of age or younger.
 - iii-iv. Exceptions. Managers of each asset (e.g. Golf Course Manager, Pool Manager, and in the case of other facilities, the General Manager) may make exceptions to the guidelines below, to grant or deny a certain benefit, in accordance with the above-stated objectives. **See paragraph b. Non-Financial Compensation, items 1,2 & 3.** **Managers** of each asset will log each use under this policy (noting date, time, facility, exceptions granted, reason for each exception), and present the log to the GM monthly.

iv.v. Requirements. Current and Former Trustees must submit W-4 and/or other forms required by law in order to receive financial and nonfinancial compensation. Former trustees must submit a W-4 have on file with the Agency a form W-9 form at the —must submit a ——— form at the beginning of each calendar year. Failure to have fill out the IRS form on file will result in benefits being denied until the form is submitted.

vi. Records. It shall be the responsibility of Agency management to keep a record of current and Fformer Trustees and their benefit status and benefits used. Such records shall be made available to all relevant department managers.

v.vii. Review. This non-financial compensation policy for Trustees and the following above listed guidelines shall be reviewed in its entirety by the Service Agency Board of Directors every four years-, beginning in May of 2025.

- Other Limitations.

- These benefits do not include any discounted cemetery fees and are not transferable.
- Upon the death of the Trustee, all benefits cease.
- A Trustee who reserves a venue, such as the Club House , swimming pool, etc., shall be subject to the various deposits , including but not limited to rental deposits, damage and cleaning deposits and alcohol serving deposits, etc. as noted in the Rental Fee Policy. Upon completion of using the venue the scheduling deposit will be refunded. Failure to notify the scheduling personnel at least 7 days prior to the scheduled event that the facility is no longer needed, will result in the loss of the rental deposit.,

Stansbury Service Agency of Tooele County

Financial Statement Report - Monthly with Percent

10 General Fund - 04/01/2025 to 04/30/2025

33.33% of the fiscal year has expired

	Current Period	YTD Balance
Net Position		
Assets:		
Current Assets		
Cash and cash equivalents	(60,113.29)	2,711,576.53
Total Current Assets	(60,113.29)	2,711,576.53
Total Assets:	(60,113.29)	2,711,576.53
Liabilites and Fund Equity:		
Liabilities:		
Current liabilities	24,298.58	232,829.66
Total Liabilities:	24,298.58	232,829.66
Equity - Paid In / Contributed	(2,563,158.74)	(2,478,746.87)
Total Liabilites and Fund Equity:	(2,538,860.16)	(2,245,917.21)
Total Net Position	2,478,746.87	4,957,493.74

Stansbury Service Agency of Tooele County

Financial Statement Report - Monthly with Percent

10 General Fund - 04/01/2025 to 04/30/2025

33.33% of the fiscal year has expired

	Approved Budget	Current Period	YTD Balance	Adjusted Budget	Percent
Change In Net Position					
Revenue:					
Taxes	3,228,618.00	21,528.44	140,400.93	3,298,618.00	4.35%
Intergovernmental revenue	4,000.00			4,000.00	
Charges for services	1,124,390.00	116,015.31	299,747.58	1,124,390.00	26.66%
Interest	80,000.00	13,728.36	55,576.90	100,000.00	69.47%
Miscellaneous revenue	16,692.00	1,895.77	608,523.08	626,692.00	3,645.60%
Total Revenue:	4,453,700.00	153,167.88	1,104,248.49	5,153,700.00	24.79%
Expenditures:					
General government					
Council	18,650.00		19.09	21,050.00	0.10%
Administrative	764,870.00	33,879.88	149,058.27	634,650.00	19.49%
Total General government	783,520.00	33,879.88	149,077.36	655,700.00	19.03%
Parks, recreation, and public property					
Recreation	1,351,690.00	81,615.71	254,938.10	1,362,910.00	18.86%
Golf Greens	812,205.00	64,213.52	152,202.77	753,345.00	18.74%
Pro Shop	632,500.00	46,138.06	211,667.50	640,780.00	33.47%
Pool	130,925.00	2,814.44	3,503.47	130,925.00	2.68%
Library	27,920.00	1,702.92	5,173.65	27,920.00	18.53%
Cemetery	21,460.00	1,593.32	5,663.15	21,460.00	26.39%
Project Management	85,460.00	5,621.90	24,936.88	85,460.00	29.18%
Total Parks, recreation, and public property	3,062,160.00	203,699.87	658,085.52	3,022,800.00	21.49%
Transfers	608,020.00			1,475,200.00	
Total Expenditures:	4,453,700.00	237,579.75	807,162.88	5,153,700.00	18.12%
Total Change In Net Position		(84,411.87)	297,085.61		

Stansbury Service Agency of Tooele County

Financial Statement Report - Monthly with Percent

41 Capital Projects Fund - 04/01/2025 to 04/30/2025

33.33% of the fiscal year has expired

	<u>Current Period</u>	<u>YTD Balance</u>
Net Position		
Assets:		
Current Assets		
Cash and cash equivalents	(61,147.59)	671,312.70
Total Current Assets	(61,147.59)	671,312.70
Total Assets:	(61,147.59)	671,312.70
Liabilites and Fund Equity:		
Liabilities:		
Current liabilities	(6,558.03)	11,541.40
Total Liabilities:	(6,558.03)	11,541.40
Equity - Paid In / Contributed	(714,360.86)	(659,771.30)
Total Liabilites and Fund Equity:	(720,918.89)	(648,229.90)
Total Net Position	659,771.30	1,319,542.60

Stansbury Service Agency of Tooele County

Financial Statement Report - Monthly with Percent

41 Capital Projects Fund - 04/01/2025 to 04/30/2025

33.33% of the fiscal year has expired

	Approved Budget	Current Period	YTD Balance	Adjusted Budget	Percent
Change In Net Position					
Revenue:					
Contributions and transfers	1,031,902.00			1,031,902.00	
Total Revenue:	1,031,902.00			1,031,902.00	
Expenditures:					
Parks, recreation, and public property					
Parks	339,612.00	54,509.61	71,599.61	366,732.00	21.08%
Recreation	119,000.00	79.95	21,194.29	61,825.00	17.81%
Golf Greens	89,000.00		11,150.40	89,000.00	12.53%
Pro Shop	14,050.00		10,259.98	41,325.00	73.02%
Pool				15,000.00	
Total Parks, recreation, and public property	561,662.00	54,589.56	114,204.28	573,882.00	20.33%
Transfers	470,240.00			458,020.00	
Total Expenditures:	1,031,902.00	54,589.56	114,204.28	1,031,902.00	11.07%
Total Change In Net Position		(54,589.56)	(114,204.28)		

Stansbury Service Agency of Tooele County

Financial Statement Report - Monthly with Percent

44 Impact Fees Fund - 04/01/2025 to 04/30/2025

33.33% of the fiscal year has expired

	<u>Current Period</u>	<u>YTD Balance</u>
Net Position		
Assets:		
Current Assets		
Cash and cash equivalents	20,552.27	1,441,629.77
Total Current Assets	20,552.27	1,441,629.77
Total Assets:	20,552.27	1,441,629.77
Liabilites and Fund Equity:		
Liabilities:		
Current liabilities	4,757.88	9,563.21
Total Liabilities:	4,757.88	9,563.21
Equity - Paid In / Contributed	(1,416,272.17)	(1,432,066.56)
Total Liabilites and Fund Equity:	(1,411,514.29)	(1,422,503.35)
Total Net Position	1,432,066.56	2,864,133.12

Stansbury Service Agency of Tooele County
Financial Statement Report - Monthly with Percent
44 Impact Fees Fund - 04/01/2025 to 04/30/2025
33.33% of the fiscal year has expired

	Approved Budget	Current Period	YTD Balance	Adjusted Budget	Percent
Change In Net Position					
Revenue:					
Intergovernmental revenue	658,883.00			134,483.00	
Interest	40,000.00	5,017.63	19,415.54	40,000.00	48.54%
Miscellaneous revenue	270,000.00	16,200.00	113,400.00	270,000.00	42.00%
Contributions and transfers	179,347.00			146,920.00	
Total Revenue:	1,148,230.00	21,217.63	132,815.54	591,403.00	11.57%
Expenditures:					
General government					
Administrative	61,730.00	196.78	769.09	60,730.00	1.25%
Total General government	61,730.00	196.78	769.09	60,730.00	1.25%
Parks, recreation, and public property					
Parks	1,086,500.00	4,553.00	10,646.19	530,000.00	0.98%
Recreation		673.46	673.46	673.00	
Total Parks, recreation, and public property	1,086,500.00	5,226.46	11,319.65	530,673.00	1.04%
Total Expenditures:	1,148,230.00	5,423.24	12,088.74	591,403.00	1.05%
Total Change In Net Position		15,794.39	120,726.80		

Stansbury Service Agency of Tooele County
Check Register
All Bank Accounts - 04/01/2025 to 04/30/2025

Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account	Activity Code
3C Business Solutions	ACH	30405	03/15/2025	04/09/2025	21.75	Billing for CCTV	1052-311 - Security	
3C Business Solutions	ACH	30405	03/15/2025	04/09/2025	21.75	Billing for CCTV	1053-311 - Security	
					\$43.50			
Ace Disposal	ACH	845429	03/31/2025	04/10/2025	64.86	Clubhouse Garbage	1053-277 - Waste/Trash - Clubhouse	
Ace Disposal	ACH	845429	03/31/2025	04/10/2025	64.87	Golf Course Garbage	1052-260 - Waste/Trash	
Ace Disposal	ACH	845429	03/31/2025	04/10/2025	64.87	Pro Shop Garbage	1058-260 - Waste/Trash	
Ace Disposal	ACH	845429	03/31/2025	04/10/2025	267.96	1/3 clubhouse and shop and park	1053-260 - Waste/Trash	
					\$462.56			
					\$462.56			
Action Locksmith Inc	CC	04242025	04/22/2025	04/25/2025	100.75	Keys: Pool Gate, Mail	1051-240 - Office supplies & PPE	
					\$100.75			
Adobe Inc	CC	04122025	04/12/2025	04/13/2025	21.37	Acropro Subscription	1051-312 - IT expense	
					\$21.37			
Adobe Rock Products	ACH	31531	03/06/2025	04/03/2025	954.22	Natural Mongolian Basalt Columns Set of 3 (water f	1053-262 - Gardening maintenance	
Adobe Rock Products	ACH	31834	03/03/2025	04/03/2025	36.96	Fill Dirt 1.5' Screened	1053-254 - Sand/soil/seeds/materials	
Adobe Rock Products	ACH	31876	03/05/2025	04/03/2025	36.96	Fill Dirt 1.5' Screened	1053-254 - Sand/soil/seeds/materials	
Adobe Rock Products	ACH	31913	03/06/2025	04/03/2025	35.82	Adobe Cobble 1-3'	1053-254 - Sand/soil/seeds/materials	
					\$1,063.96			
Amazon	ACH	11JD-VYGQ-K4L	03/21/2025	04/16/2025	7.59	HDMI Cable	1051-240 - Office supplies & PPE	
Amazon	ACH	13JX-JLCX-DK7V	03/03/2025	04/03/2025	48.60	Avery perm labels, 3 Jumbo coloring posters, 2 pack	1056-240 - Office supplies	
Amazon	ACH	13NT-7D1V-LC9N	03/21/2025	04/16/2025	42.90	Drive Belt Kawasaki Mule	1052-252 - Equipment Repairs/Mainten	
Amazon	ACH	13Q4-7RMF-6NR	03/03/2025	04/03/2025	599.94	Asset Tags 50-5000	1051-240 - Office supplies & PPE	
Amazon	ACH	1497-D9HF-LVG	03/18/2025	04/16/2025	43.24	3V Lithium Batteries	1053-256 - Clubhouse Maintenance	
Amazon	ACH	16TY-FT6V-4NKX	03/05/2025	04/03/2025	65.34	Pyle Indoor/Outdoor PA Horn Speaker x3	1058-250 - Proshop Maintenance	
Amazon	ACH	16VV-6KFR-LHN	03/18/2025	04/16/2025	12.56	CR2032 Batteries	1053-256 - Clubhouse Maintenance	
Amazon	ACH	17WW-7GJ6-4G	03/03/2025	04/17/2025	-19.99	REFUND - Small Bathroom Trash Can 3 pack	1053-256 - Clubhouse Maintenance	
Amazon	ACH	1914-1GP4-4HR	03/20/2025	04/16/2025	97.00	Plastic Ice Bags	1058-405 - Food sale - paper goods	
Amazon	ACH	1DK1-MXKH-4N1	03/05/2025	04/03/2025	4.59	3ft USB to Type M Barrel Cable	417257 - Cameras Installation	
Amazon	ACH	1GFD-M3DD-6XV	03/11/2025	04/16/2025	14.99	Furniture Sliders	1053-256 - Clubhouse Maintenance	
Amazon	ACH	1GRL-LP73-FKK	03/03/2025	04/03/2025	21.52	Rubbermaid 7 Gal Trash Cans x2	1053-256 - Clubhouse Maintenance	
Amazon	ACH	1NCW-DTJK-XF6	03/19/2025	04/16/2025	6.99	Nail in Cable Clips	417257 - Cameras Installation	
Amazon	ACH	1NRJ-3CVN-L71	03/12/2025	04/16/2025	26.75	Air Duster Cleaner	1051-240 - Office supplies & PPE	
Amazon	ACH	1QLL-QNVD-LJL	03/18/2025	04/17/2025	-4.59	REFUND - USB to Type M Barrel Cable	1051-240 - Office supplies & PPE	
Amazon	ACH	1W6Q-KYQC-LX	03/18/2025	04/16/2025	24.59	Ear Plugs	1053-240 - Office supplies & PPE	
Amazon	ACH	1W6Q-KYQC-LX	03/18/2025	04/16/2025	31.92	Fabuloso	1053-258 - Park Housekeeping	
Amazon	ACH	1W6Q-KYQC-LX	03/18/2025	04/16/2025	49.45	First Aid Kit	1053-240 - Office supplies & PPE	
Amazon	ACH	1W6Q-KYQC-LX	03/18/2025	04/16/2025	63.94	ECHO Carburetor	1053-252 - Equipment Repairs & Maint	
Amazon	ACH	1W6Q-KYQC-LX	03/18/2025	04/16/2025	85.49	Safety Glasses	1053-240 - Office supplies & PPE	
Amazon	ACH	1W6Q-KYQC-LX	03/18/2025	04/16/2025	104.91	Spool Trimmer Line	1053-250 - Parks & Greenbelts Mainten	
Amazon	ACH	1W6Q-KYQC-LX	03/18/2025	04/16/2025	139.99	Oil	1053-252 - Equipment Repairs & Maint	
Amazon	ACH	1W6Q-KYQC-LX	03/18/2025	04/16/2025	149.99	Dog Waste Bags	1053-250 - Parks & Greenbelts Mainten	
Amazon	ACH	1W79-1TFV-4R1	03/14/2025	04/16/2025	9.79	STRAWS	1058-410 - Inventory, food	
Amazon	ACH	1XRX-434N-4DP	03/03/2025	04/17/2025	-8.60	REFUND - Not needed -Power Supply Yealink (secu	417257 - Cameras Installation	
					\$1,618.90			
					\$1,618.90			
Best of Signs (Design Print Banner L	CC	04082025	04/08/2025	04/09/2025	297.46	Banners for Stansbury Days	1051-321 - Community Outreach - Stan	
Best of Signs (Design Print Banner L	CC	04172025	04/17/2025	04/18/2025	119.01	Banners for Pool Advertising	1055-240 - Office supplies & PPE	
Best of Signs (Design Print Banner L	CC	BS344838211744	04/17/2025	04/18/2025	52.50	Window Clings	1051-321 - Community Outreach - Stan	
					\$468.97			
Big Jim's Carpet Cleaning	CC	20250000117	03/24/2025	04/01/2025	731.34	Carpent Cleaning, Main Floor, Couches and Chairs	1053-256 - Clubhouse Maintenance	
					\$731.34			

Stansbury Service Agency of Tooele County
Check Register
All Bank Accounts - 04/01/2025 to 04/30/2025

Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account	Activity Code
Big T Recreation	32346	6679	03/12/2025	04/08/2025	12,900.00	1st Load of Bark Chips for Parks	417400 - Park Improvement	
					\$12,900.00			
Blue Iris Software	CC	04022025	04/02/2025	04/03/2025	79.95	Blue Iris Full License	417257 - Cameras Installation	
					\$79.95			
Bluebeam	CC	05152025	04/15/2025	04/16/2025	260.00	Software subscription for marking up and managing	1059-312 - IT Expense	
					\$260.00			
C-A-L Ranch Stores	32345	17903	03/03/2025	04/08/2025	183.75	Flat Lock Grade 2 for Boat Mower	1053-264 - Boat Repairs & Maintenanc	
C-A-L Ranch Stores	32345	17912/10	03/05/2025	04/08/2025	13.46	Hex, Carriage, Flat, Lock Grade 2	1053-252 - Equipment Repairs & Maint	
C-A-L Ranch Stores	32345	17922/10	03/12/2025	04/08/2025	3.29	Boat Pin	1053-264 - Boat Repairs & Maintenanc	
C-A-L Ranch Stores	32345	17922/10	03/12/2025	04/08/2025	12.97	Nuts and Bolts	1053-252 - Equipment Repairs & Maint	
C-A-L Ranch Stores	32345	17927/10	03/14/2025	04/08/2025	38.54	Boat chain, tie snaps, dust covers axles	1053-264 - Boat Repairs & Maintenanc	
					\$252.01			
					\$252.01			
Carlson Distributing	32342	411381	03/25/2025	04/08/2025	292.68	Beer (Lite, Pabst, White Claw, Corona)	1058-406 - Inventory, Alcohol	
Carlson Distributing	32347	416974	04/08/2025	04/16/2025	320.42	Beer (Lite, Pabst, Twisted Tea, White Claw, Corona)	1058-406 - Inventory, Alcohol	
					\$613.10			
Clyde Snow & Sessions	ACH	199840	04/11/2025	04/16/2025	960.00	Ice Shack	1051-310 - Professional services	
					\$960.00			
ConcreteDECO	CC	11974	03/20/2025	04/16/2025	810.00	Simple Clean Precast Concrete Planter x10	1053-262 - Gardening maintenance	
					\$810.00			
Connecteam	CC	1028745	04/24/2025	04/25/2025	372.01	Scheduling App	1058-312 - IT Expense	
					\$372.01			
Costco	CC	04022025	04/02/2025	04/04/2025	14.99	Liquid Soap	1058-250 - Proshop Maintenance	
Costco	CC	04022025	04/02/2025	04/04/2025	39.48	Liquid Soap, Toilet Paper	1053-256 - Clubhouse Maintenance	
Costco	CC	04022025	04/02/2025	04/04/2025	359.42	Candy, Chips, Donuts	1058-410 - Inventory, food	
Costco	CC	04092025	04/09/2025	04/11/2025	15.38	Mints	1051-240 - Office supplies & PPE	
Costco	CC	04092025	04/09/2025	04/11/2025	46.48	Napkins and Napkin Dispenser	1058-405 - Food sale - paper goods	
Costco	CC	04092025	04/09/2025	04/11/2025	256.87	Protein Bars, Candy, Chips, Donuts, Pastries	1058-410 - Inventory, food	
Costco	CC	04122025	04/12/2025	04/13/2025	38.98	ShakeNFeed	1053-263 - Gardening Fertilizer & Che	
Costco	CC	04162025	04/16/2025	04/18/2025	23.37	Bottled Water	1052-240 - Office supplies & PPE	
Costco	CC	04162025	04/16/2025	04/18/2025	28.19	Trash Bags	1053-262 - Gardening maintenance	
Costco	CC	04162025	04/16/2025	04/18/2025	34.99	Toilet Paper	1052-250 - Facility Maintenance	
Costco	CC	04162025	04/16/2025	04/18/2025	109.90	Bottled Water and Gloves	1053-240 - Office supplies & PPE	
Costco	CC	04162025	04/16/2025	04/18/2025	121.62	Hot Dogs, Buns, Chips, Ketchup, Mustard, Relish	1051-135 - Employee Incentive	
Costco	CC	04162025	04/16/2025	04/18/2025	156.44	Trash Bags, Toilet Paper, Multifold Paper Towels	1058-250 - Proshop Maintenance	
Costco	CC	04162025	04/16/2025	04/18/2025	585.89	Hot Dogs, Buns, Candy, Chips, Donuts, Danish, Pro	1058-410 - Inventory, food	
					\$1,832.00			
					\$1,832.00			
D&D Products Inc.	ACH	225045	03/17/2025	04/03/2025	997.03	Knife Section Blade, Adjustable Hold Down Kit, Ecc	1053-264 - Boat Repairs & Maintenanc	
					\$997.03			
DLL Finance LLC	ACH	44301844	03/28/2025	04/01/2025	5,766.60	Golf Cart Rental	1058-741 - Equipment Rental	
					\$5,766.60			
Domino's	CC	04092025	04/09/2025	04/11/2025	49.17	Pizza for workers moving sound wall	1053-261 - Soundwall Build	
					\$49.17			

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Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account	Activity Code
Enbridge	ACH	04032025	04/03/2025	04/16/2025	136.05	ProShop	1058-271 - Natural gas	
Enbridge	ACH	04032025a	04/03/2025	04/16/2025	36.50	Pool	1055-271 - Natural gas	
Enbridge	ACH	04032025b	04/03/2025	04/16/2025	71.08	Golf Course Maintenance Bdg	1052-271 - Natural gas	
Enbridge	ACH	April2025a	04/03/2025	04/16/2025	373.53	Clubhouse Gas	1053-274 - Natural gas - Clubhouse	
					\$617.16			
FDMS	ACH	04102025	04/10/2025	04/10/2025	128.40	FDMS Merchant Fees	1051-621 - Bank fees	
					\$128.40			
Fiserv - Clover	ACH	04112025	04/11/2025	04/11/2025	25.48	Monthly Service Fee	1051-621 - Bank fees	
					\$25.48			
Fuel Network	32337	F2508E00938	03/03/2025	04/03/2025	435.39	FUEL	1053-280 - Fuel	
					\$435.39			
General Distribution Company	ACH	3683426	03/27/2025	04/09/2025	97.38	Beer (Bud Light, Utra)	1058-406 - Inventory, Alcohol	
					\$97.38			
Greensource, LLC	32353	24583	04/04/2025	04/21/2025	2,829.04	18-9-18, Speedzone Herbicide, Propiconazole	1052-253 - Fertilizer/Chemical	
					\$2,829.04			
Harbor Freight	CC	04142025	04/14/2025	04/14/2025	9.99	3/4 in x 50ft Flat Soaker	1053-262 - Gardening maintenance	
Harbor Freight	CC	04142025	04/14/2025	04/14/2025	11.98	Foam Kneeling Pad	1053-250 - Parks & Greenbelts Mainten	
Harbor Freight	CC	04142025	04/14/2025	04/14/2025	63.98	Pro Pistol Grip Grease	1053-252 - Equipment Repairs & Maint	
					\$85.95			
					\$85.95			
Home Depot	ACH	1011899	01/30/2025	04/16/2025	59.42	4-T Forged Cultivator/3-Prong Range Cord	1053-250 - Parks & Greenbelts Mainten	
Home Depot	ACH	3011842	01/28/2025	04/16/2025	69.97	BRZ 2 Head LED	1053-250 - Parks & Greenbelts Mainten	
Home Depot	ACH	3011842	01/28/2025	04/16/2025	144.00	Smartcode Satin Nickel Electronic	1053-250 - Parks & Greenbelts Mainten	
					\$273.39			
Home Depot	CC	04092025	04/09/2025	04/11/2025	391.44	Wood and nails for panel relocation	1053-261 - Soundwall Build	
					\$664.83			
Intermountain Golf Cars Inc	ACH	353280	03/12/2025	04/09/2025	130.73	Golf Car Key Fob and Delivery	1058-610 - Miscellaneous	
					\$130.73			
JC Golf Accessories	32354	SI-204655	03/24/2025	04/21/2025	395.98	Drop Ship Tees	1058-415 - Inventory, Non Food	
					\$395.98			
M&M Distributing	ACH	5499327201	03/19/2025	04/03/2025	178.31	Beer (Coors Light, Coors Banquet)	1058-406 - Inventory, Alcohol	
M&M Distributing	ACH	5499330185	03/26/2025	04/09/2025	104.89	Beer (Bluemoon, Coors Banquet, Arnold Palmer	1058-406 - Inventory, Alcohol	
					\$283.20			
					\$283.20			
Mile High Turfgrass LLC	32352	12250	03/27/2025	04/21/2025	451.12	Quad tine 3/8" X 5" x 3/8" Mount, carbide tip, side ej	1052-252 - Equipment Repairs/Mainten	
					\$451.12			
Mountain West Worx	32350	40502	04/01/2025	04/16/2025	36.50	Drug Screen - Shields	1058-610 - Miscellaneous	
Mountain West Worx	32350	40502	04/01/2025	04/16/2025	182.50	Drug Screen - Bowyer, Edwards, Peterson, Romero,	1053-610 - Miscellaneous	
Mountain West Worx	32350	40502	04/01/2025	04/16/2025	291.50	Drug Screen - Baker, Bridges, Darke, Kramer, Osbo	1053-610 - Miscellaneous	
					\$510.50			
					\$510.50			

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Napa Auto Parts	ACH	025313	03/03/2025	04/16/2025	137.47	Truck #3 Spark plug, ac belt, serpentine belt, belt te	1053-252 - Equipment Repairs & Maint	
Napa Auto Parts	ACH	025368	03/03/2025	04/16/2025	56.71	Truck #3 Spark plug wires	1053-252 - Equipment Repairs & Maint	
Napa Auto Parts	ACH	025453	03/04/2025	04/16/2025	190.95	Truck #3 Front and rear brake pads, front shocks	1053-252 - Equipment Repairs & Maint	
Napa Auto Parts	ACH	025498	03/04/2025	04/16/2025	26.64	Truck #7 Spark plugs	1053-252 - Equipment Repairs & Maint	
Napa Auto Parts	ACH	026424	03/12/2025	04/16/2025	49.88	Sand - pro, spark plugs, oil filter, fuel filter	1052-252 - Equipment Repairs/Mainten	
Napa Auto Parts	ACH	026425	03/12/2025	04/16/2025	16.47	Shop - spray cube, #2 head light	1053-252 - Equipment Repairs & Maint	
Napa Auto Parts	ACH	027173	03/19/2025	04/16/2025	112.54	#32 Mow Trailer 7 way plug, 7 way wire, wire conne	1053-252 - Equipment Repairs & Maint	
Napa Auto Parts	ACH	027864	03/25/2025	04/16/2025	162.60	Rear brake discs, rear shaft universal joint, front bra	1053-252 - Equipment Repairs & Maint	
					<u>\$753.26</u>			
					\$753.26			
Nexus Tactical Laser Tag	32336	000091929	03/21/2025	04/03/2025	100.00	Stansbury Days Laser Tag	1051-321 - Community Outreach - Stan	
					<u>\$100.00</u>			
P&W Golf Supply, LLC	32349	INV143834	03/18/2025	04/16/2025	419.21	Green Large Plastic Pails	1058-255 - Range Expense	
					<u>\$419.21</u>			
PEHP Group Insurance	ACH	0124145273	03/20/2025	04/09/2025	98.53	March Life Insurance	102108 - Accrued life insurance	
PEHP Group Insurance	ACH	492426	03/15/2025	04/07/2025	20,543.94	April Health Insurance	102104 - Accrued health insurance	
PEHP Group Insurance	ACH	Flex 04032025	04/03/2025	04/08/2025	47.62	Payroll of 04032025	102107 - Other payroll liabilities	
PEHP Group Insurance	ACH	Flex 04282025	04/28/2025	04/28/2025	47.62	Flex	102107 - Other payroll liabilities	
PEHP Group Insurance	ACH	March LTD 2025	04/07/2025	04/07/2025	-0.02		102110 - Accrued LTD	
PEHP Group Insurance	ACH	PR031625-437	03/20/2025	04/07/2025	158.21	Longterm Disability Insurance	102110 - Accrued LTD	
PEHP Group Insurance	ACH	PR033025-437	04/03/2025	04/07/2025	160.61	Longterm Disability Insurance	102110 - Accrued LTD	
					<u>\$21,056.51</u>			
					\$21,056.51			
Penske	CC	04082025	04/08/2025	04/13/2025	344.81	Truck/Trailer to move soundwall	1053-261 - Soundwall Build	
Penske	CC	04102025	04/10/2025	04/13/2025	333.46	Truck/Trailer to move soundwall	1053-261 - Soundwall Build	
					<u>\$678.27</u>			
					\$678.27			
Pepsi Beverages Company	ACH	77798005	03/20/2025	04/16/2025	692.50	CO2, Gatorade, Rockstar, Mtn Dew/Dr Pepper BIB,	1058-410 - Inventory, food	
					<u>\$692.50</u>			
Pukka	CC	HQ03883	03/21/2025	04/03/2025	1,600.40	Hats	1058-415 - Inventory, Non Food	
					<u>\$1,600.40</u>			
Revelyst Sales LLC	ACH	INV1167484	03/13/2025	04/09/2025	1,857.22	Wingman Golf Speakers, Rangefinder, Tour V6 Patri	1058-415 - Inventory, Non Food	
					<u>\$1,857.22</u>			
Rhinehart Oil	ACH	IN-629018-25	03/27/2025	04/03/2025	622.74	Gas and Diesel	1052-280 - Fuel	
					<u>\$622.74</u>			
Sprinkler Supply	ACH	Wg6646	03/27/2025	04/08/2025	114.06	Metal Cap Dauber, TT Street Elbow, TT Reducer Bu	1052-252 - Equipment Repairs/Mainten	
					<u>\$114.06</u>			
Standard Plumbing Supply Co.	32338	YHD376	03/24/2025	04/08/2025	32.74	COP MPT ADAPT, 20 M (RED) HARD COP	1053-250 - Parks & Greenbelts Mainten	
Standard Plumbing Supply Co.	32338	YHRD00	03/28/2025	04/08/2025	28.31	Sagers Bath- Vacuum Breaker, High Back Pres VB	1053-250 - Parks & Greenbelts Mainten	
					<u>\$61.05</u>			
					\$61.05			
Stansbury Park Improvement District	32339	04042025	04/04/2025	04/08/2025	36.00	Hole 3 - Water for Root Extraction	1052-250 - Facility Maintenance	
Stansbury Park Improvement District	32340	1353	04/07/2025	04/08/2025	204.79	1/2 of gas for shop	1053-271 - Natural gas	

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Stansbury Park Improvement District	32341	March2025	04/04/2025	04/08/2025	5.85	Pool Water	1055-273 - Water	
Stansbury Park Improvement District	32341	March2025	04/04/2025	04/08/2025	39.14	Clubhouse Water	1053-276 - Water - Clubhouse	
Stansbury Park Improvement District	32341	March2025	04/04/2025	04/08/2025	69.99	Proshop Water	1057-273 - Water	
Stansbury Park Improvement District	32341	March2025	04/04/2025	04/08/2025	77.52	Golf Course Water	1052-273 - Water	
Stansbury Park Improvement District	32341	March2025	04/04/2025	04/08/2025	134.79	Parks and Greenbelts Water	1053-273 - Water	
					<u>\$327.29</u>			
					\$568.08			
Stansbury Service Agency	DD	05012025	04/30/2025	04/30/2025	46,214.26	Offsetting invoice due to Pay date correction	101510 - Suspense	
Stansbury Service Agency	DD	05012025A	04/30/2025	04/30/2025	<u>-46,214.26</u>	Offsetting invoice due to Pay date correction	101510 - Suspense	
					<u>\$0.00</u>			
					\$0.00			
SUNBELT	CC	04112025	04/11/2025	04/13/2025	1,512.67	Forklift Rental	1053-261 - Soundwall Build	
					<u>\$1,512.67</u>			
Taylor Made	ACH	38033445	02/05/2025	04/03/2025	1,322.52	MWD-Qi35 9.0/Rh	1058-415 - Inventory, Non Food	
Taylor Made	ACH	38033535	02/05/2025	04/03/2025	2,354.13	MWR-Qi35	1058-415 - Inventory, Non Food	
Taylor Made	ACH	38036059	02/06/2025	04/03/2025	316.11	TM25 x12	1058-415 - Inventory, Non Food	
Taylor Made	ACH	38045773	02/11/2025	04/08/2025	1,980.17	TM25 TP5	1058-415 - Inventory, Non Food	
Taylor Made	ACH	38045797	02/11/2025	04/08/2025	609.72	ND21 Long & Soft 15bp	1058-415 - Inventory, Non Food	
Taylor Made	ACH	38046028	02/11/2025	04/08/2025	267.73	Hats	1058-415 - Inventory, Non Food	
Taylor Made	ACH	38046163	02/11/2025	04/08/2025	1,424.75	Clubs	1058-415 - Inventory, Non Food	
Taylor Made	ACH	38046169	02/11/2025	04/08/2025	795.85	TM24 Speedsoft	1058-415 - Inventory, Non Food	
Taylor Made	ACH	38056893	02/15/2025	04/16/2025	81.13	TM24 Metal Eyelit Cap Blk REG	1058-415 - Inventory, Non Food	
Taylor Made	ACH	38063670	02/18/2025	04/16/2025	<u>206.56</u>	Hats	1058-415 - Inventory, Non Food	
					<u>\$9,358.67</u>			
					\$9,358.67			
The UPS Store	CC	04032025	04/03/2025	04/04/2025	<u>35.36</u>	Mow maps for Jim	1053-240 - Office supplies & PPE	
					\$35.36			
Time Machine Skateshop	CC	04172025	04/17/2025	04/18/2025	119.06	Village Playground	1053-255 - Playground Repairs & Maint	
					<u>\$119.06</u>			
Titleist	ACH	919632385	01/31/2025	04/01/2025	1,192.78	FJ Fuel Mens X15	1058-415 - Inventory, Non Food	
Titleist	ACH	919632386	01/31/2025	04/01/2025	1,285.25	WeatherSof (x27)	1058-415 - Inventory, Non Food	
Titleist	ACH	919706373	02/13/2025	04/08/2025	330.01	Custom Iron	1058-415 - Inventory, Non Food	
Titleist	ACH	920060917	03/25/2025	04/21/2025	1,509.96	2025 Prebooks	1058-415 - Inventory, Non Food	
Titleist	ACH	920146352	04/01/2025	04/21/2025	<u>258.89</u>	Titl Pro V1 Yellow	1058-415 - Inventory, Non Food	
					<u>\$4,576.89</u>			
					\$4,576.89			
Tooele County Community Develop	CC	04092025	04/09/2025	04/11/2025	673.46	Permit #16614	447256 - Pickel Ball Courts	
Tooele County Community Develop	CC	04092025a	04/09/2025	04/11/2025	673.46	Permit #16612	447254 - Millpond Park	
Tooele County Community Develop	CC	04092025b	04/09/2025	04/11/2025	<u>673.46</u>	Restroom Permit #16613	447250 - Oscarson Park	
					\$2,020.38			
Tooele County Road Department	CC	04082025	04/08/2025	04/10/2025	220.00	Permit to close road to move soundwall	1053-261 - Soundwall Build	
Tooele County Road Department	CC	C48000806	04/09/2025	04/10/2025	<u>5.17</u>	Service fee for road closure permit	1053-261 - Soundwall Build	
					\$225.17			
Tractor Supply	CC	04102025	04/10/2025	04/10/2025	15.99	Trv Def 5Gal	1053-261 - Soundwall Build	
Tractor Supply	CC	04172025	04/17/2025	04/20/2025	49.98	Cattle Panel for Banners	1053-319 - Food Truck Expenses	
Tractor Supply	CC	04182025	04/18/2025	04/20/2025	<u>110.00</u>	Helmet, Chaps	1053-240 - Office supplies & PPE	
					<u>\$175.97</u>			
					\$175.97			

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Turf Equipment & Irrigation	ACH	3029962-00	03/13/2025	04/09/2025	768.00	Full Roller	1052-252 - Equipment Repairs/Mainten	
Turf Equipment & Irrigation	ACH	3030488-00	03/06/2025	04/09/2025	60.87	Trowel-Smooth	1052-252 - Equipment Repairs/Mainten	
					\$828.87			
Twin "D" Inc	ACH	786087 RI	04/15/2025	04/16/2025	3,500.00	Removing Roots from pipes	1052-250 - Facility Maintenance	
Twin "D" Inc	ACH	786088 RI	04/15/2025	04/16/2025	4,510.00	Removing Roots from pipes	1052-250 - Facility Maintenance	
Twin "D" Inc	ACH	786089 RI	04/15/2025	04/16/2025	3,000.00	Removing Roots from pipes	1052-250 - Facility Maintenance	
					\$11,010.00			
Uline	ACH	189974476	03/05/2025	04/03/2025	2,685.00	Message Center Signs for parks (Village and Sandhi	1053-265 - Sports Fields Maintenance	
Uline	ACH	189974477	03/05/2025	04/03/2025	2,991.12	Message Center Signs for parks (Parkview and Port	1053-265 - Sports Fields Maintenance	
					\$5,676.12			
United States Treasury	ACH	PR033025-615	04/03/2025	04/07/2025	1,271.92	Medicare Tax	102101 - Accrued federal payroll taxes	
United States Treasury	ACH	PR033025-615	04/03/2025	04/07/2025	2,667.86	Federal Income Tax	102101 - Accrued federal payroll taxes	
United States Treasury	ACH	PR033025-615	04/03/2025	04/07/2025	5,438.40	Social Security Tax	102101 - Accrued federal payroll taxes	
United States Treasury	ACH	PR041325-615	04/11/2025	04/22/2025	12.14	Medicare Tax	102101 - Accrued federal payroll taxes	
United States Treasury	ACH	PR041325-615	04/11/2025	04/22/2025	51.92	Social Security Tax	102101 - Accrued federal payroll taxes	
United States Treasury	ACH	PR041325-615	04/17/2025	04/22/2025	1,444.68	Medicare Tax	102101 - Accrued federal payroll taxes	
United States Treasury	ACH	PR041325-615	04/17/2025	04/22/2025	2,822.51	Federal Income Tax	102101 - Accrued federal payroll taxes	
United States Treasury	ACH	PR041325-615	04/17/2025	04/22/2025	6,177.10	Social Security Tax	102101 - Accrued federal payroll taxes	
					\$19,886.53			
US Bank	ACH	551657497	03/21/2025	04/16/2025	158.55	Printer for Office	1051-741 - Equipment Rental	
					\$158.55			
Utah Department of Workforce Servi	ACH	2025 Q1	03/31/2025	04/30/2025	-0.08		102105 - Accrued state unemployment	
Utah Department of Workforce Servi	ACH	PR010525-626	01/09/2025	04/30/2025	594.85	State Unemployment	102105 - Accrued state unemployment	
Utah Department of Workforce Servi	ACH	PR010525-626	02/06/2025	04/30/2025	0.36	State Unemployment	102105 - Accrued state unemployment	
Utah Department of Workforce Servi	ACH	PR011925-626	01/23/2025	04/30/2025	716.53	State Unemployment	102105 - Accrued state unemployment	
Utah Department of Workforce Servi	ACH	PR020225-626	02/06/2025	04/30/2025	724.03	State Unemployment	102105 - Accrued state unemployment	
Utah Department of Workforce Servi	ACH	PR021625-626	02/20/2025	04/30/2025	713.88	State Unemployment	102105 - Accrued state unemployment	
Utah Department of Workforce Servi	ACH	PR030225-626	03/06/2025	04/30/2025	755.57	State Unemployment	102105 - Accrued state unemployment	
Utah Department of Workforce Servi	ACH	PR031625-626	03/20/2025	04/30/2025	795.07	State Unemployment	102105 - Accrued state unemployment	
					\$4,300.21			
Utah Local Governments Trust	ACH	1618307	03/03/2025	04/02/2025	1,302.57	Worker's Comp	1051-510 - Insurance	
					\$1,302.57			
Utah Retirement Systems	ACH	04132025	01/31/2025	04/23/2025	-0.01		102103 - Accrued state retirement	
Utah Retirement Systems	ACH	PR031625-632	03/20/2025	04/08/2025	100.00	Additional 401k	102103 - Accrued state retirement	
Utah Retirement Systems	ACH	PR031625-632	03/20/2025	04/08/2025	450.00	URS IRA Roth	102103 - Accrued state retirement	
Utah Retirement Systems	ACH	PR031625-632	03/20/2025	04/08/2025	958.68	URS 401k	102103 - Accrued state retirement	
Utah Retirement Systems	ACH	PR031625-632	03/20/2025	04/08/2025	4,266.18	URS State Retirement	102103 - Accrued state retirement	
Utah Retirement Systems	ACH	PR033025-632	04/03/2025	04/08/2025	100.00	Additional 401k	102103 - Accrued state retirement	
Utah Retirement Systems	ACH	PR033025-632	04/03/2025	04/08/2025	450.00	URS IRA Roth	102103 - Accrued state retirement	
Utah Retirement Systems	ACH	PR033025-632	04/03/2025	04/08/2025	958.68	URS 401k	102103 - Accrued state retirement	
Utah Retirement Systems	ACH	PR033025-632	04/03/2025	04/08/2025	4,346.94	URS State Retirement	102103 - Accrued state retirement	
Utah Retirement Systems	ACH	PR041325-632	04/17/2025	04/23/2025	100.00	Additional 401k	102103 - Accrued state retirement	
Utah Retirement Systems	ACH	PR041325-632	04/17/2025	04/23/2025	450.00	URS IRA Roth	102103 - Accrued state retirement	
Utah Retirement Systems	ACH	PR041325-632	04/17/2025	04/23/2025	996.89	URS 401k	102103 - Accrued state retirement	
Utah Retirement Systems	ACH	PR041325-632	04/17/2025	04/23/2025	4,401.39	URS State Retirement	102103 - Accrued state retirement	
					\$17,578.75			
Utah State Tax Commission	ACH	2025 Q1	03/31/2025	04/30/2025	735.82	2025 Q1 Rental Sales Tax	1053-520 - Rental Sales tax - payable	
Utah State Tax Commission	ACH	2025 Q1	03/31/2025	04/30/2025	10,469.05	2025 Q1 Golf Sales Tax	1058-520 - Pro Shop Sales tax - payabl	
Utah State Tax Commission	ACH	PR010525-636	01/09/2025	04/30/2025	1,226.46	State Income Tax	102102 - Accrued state withholding	
Utah State Tax Commission	ACH	PR011925-636	01/23/2025	04/30/2025	1,523.20	State Income Tax	102102 - Accrued state withholding	
Utah State Tax Commission	ACH	PR020225-636	02/06/2025	04/30/2025	1,528.44	State Income Tax	102102 - Accrued state withholding	
Utah State Tax Commission	ACH	PR021625-636	02/20/2025	04/30/2025	1,498.50	State Income Tax	102102 - Accrued state withholding	

Stansbury Service Agency of Tooele County
Check Register
All Bank Accounts - 04/01/2025 to 04/30/2025

Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account	Activity Code
Utah State Tax Commission	ACH	PR030225-636	03/06/2025	04/30/2025	1,600.42	State Income Tax	102102 - Accrued state withholding	
Utah State Tax Commission	ACH	PR031625-636	03/20/2025	04/30/2025	1,712.63	State Income Tax	102102 - Accrued state withholding	
					\$20,294.52			
Verizon Wireless	ACH	6107524532	03/02/2025	04/02/2025	6.16	pool phone	1055-272 - Telephone, Internet	
Verizon Wireless	ACH	6107524532	03/02/2025	04/02/2025	21.06	internet	1057-272 - Telephone, Internet	
Verizon Wireless	ACH	6107524532	03/02/2025	04/02/2025	21.06	library internet	1056-272 - Telephone, Internet	
Verizon Wireless	ACH	6107524532	03/02/2025	04/02/2025	80.00	pro shop internet and phone	1058-272 - Telephone, Internet	
Verizon Wireless	ACH	6107524532	03/02/2025	04/02/2025	80.00	recreation phone and internet	1053-272 - Telephone, Internet	
Verizon Wireless	ACH	6107524532	03/02/2025	04/02/2025	286.39	admin phone and internet	1051-272 - Telephone, Internet	
Verizon Wireless	ACH	6107524533	03/02/2025	04/02/2025	61.72	Food Truck Phone	1053-319 - Food Truck Expenses	
Verizon Wireless	ACH	6107524533	03/02/2025	04/02/2025	72.06	gateway	1052-272 - Telephone, Internet	
Verizon Wireless	ACH	6107524533	03/02/2025	04/02/2025	72.06	gateway	1053-272 - Telephone, Internet	
Verizon Wireless	ACH	6107524533	03/02/2025	04/02/2025	72.06	gateway	1055-272 - Telephone, Internet	
Verizon Wireless	ACH	6107524533	03/02/2025	04/02/2025	72.06	gateway	1058-272 - Telephone, Internet	
Verizon Wireless	ACH	6107524533	03/02/2025	04/02/2025	144.12	gateway	1051-272 - Telephone, Internet	
					\$988.75			
					\$988.75			
Vista Print	CC	04212025	04/21/2025	04/22/2025	14.69	Business Cards - Where to go for work injury	1052-240 - Office supplies & PPE	
Vista Print	CC	04212025	04/21/2025	04/22/2025	14.69	Business Cards - Where to go for work injury	1053-240 - Office supplies & PPE	
					\$29.38			
					\$29.38			
Vivint	ACH	04152025	04/15/2025	04/15/2025	45.67	Maintenance Bdg Security	1053-311 - Security	
Vivint	CC	04082025	04/08/2025	04/09/2025	55.66	Pool Security	1055-311 - Security	
Vivint	CC	04082025a	04/08/2025	04/09/2025	65.66	Pro Shop Security	1058-311 - Security	
					\$121.32			
					\$166.99			
Vosen's Bread Paradise	32343	321280	03/21/2025	04/08/2025	180.40	Hot Dog Buns, WDC Grilled Sand. on Ciabatta x8	1058-410 - Inventory, food	
Vosen's Bread Paradise	32348	321830	04/04/2025	04/16/2025	60.88	Hot Dog Buns, WDC Grilled Sand. on Ciabatta x8	1058-410 - Inventory, food	
Vosen's Bread Paradise	32348	322150	04/10/2025	04/16/2025	94.88	Hot Dog Buns, WDC Grilled Sand. on Ciabatta x16	1058-410 - Inventory, food	
					\$155.76			
Vosen's Bread Paradise	32351	322353	04/16/2025	04/21/2025	63.75	Hot Dog Buns, WDC Grilled Sand. on Ciabatta x15	1058-410 - Inventory, food	
					\$399.91			
Young Buick GMC	ACH	1F1593	04/09/2025	04/16/2025	48,244.61	Savanna 2500 White Cargo Van	417401 - Park Equipment	
					\$48,244.61			
Zion's bank	ACH	751120	04/04/2025	04/25/2025	1,848.05	Tri Max	1052-741 - Equipment Rental	
					\$1,848.05			
					\$215,319.66			

Stansbury Service Agency of Tooele County
Journal Register - 04/01/2025 to 04/30/2025

Journal			Debit	Credit
Account No.	Account Name	Entry Description	Amount	Amount
Number:	568			
Date:	04/27/2025			
Code:				
Description:	RECLASS from 51-130 to 51-132 and 51-133			
10 51-130	Benefits	RECLASS from 51-130 to 51-132 and 51-133		524.35
10 51-132	Health Benefit	RECLASS from 51-130 to 51-132 and 51-133	388.33	
10 51-133	Retirement Benefit	RECLASS from 51-130 to 51-132 and 51-133	136.02	
			\$524.35	\$524.35
			\$524.35	\$524.35

Approved By

Date

**STANSBURY RECREATION SERVICE AREA BOARD OF TRUSTEES
CANDIDATE PACKET**

GENERAL ELECTION DAY: NOVEMBER 4, 2025

Dear Candidate,

Thank you for your interest in serving on the Stansbury Recreation Service Area Board of Trustees. As an elected official serving on the Board of Trustees, you will also serve on the Stansbury Service Agency Board of Directors. The time commitment as a trustee will be a minimum of 10 hours per week.

This packet has been prepared to help you with the filing process. You will find a list of important dates regarding the election and the required forms for filing in the packet.

It is your responsibility to become familiar with the applicable law regarding campaigns for office in the State of Utah (Utah Code §20A-9 & §20A-11.) The duty of Stansbury Service Agency is limited to accepting and filing the reports and noting the date received.

Interested candidates must file for a place on the ballot with the Stansbury Service Agency's clerk, Ingrid Swenson. The dates for filing are from June 2, 2025, through June 9, 2025, from 8:00 am - 4:00 pm, Monday - Friday. The completed Candidate Applications must be delivered in person to the Stansbury Service Agency's Administrative Offices at 1 Country Club Dr, Ste 1, Stansbury Park, UT 84074.

If the number of eligible candidates does not exceed the number of offices for which you have filed, the Stansbury Recreation Service Area Board of Trustees may cancel the election and declare the Candidate elected.

Sincerely,

John H. Wright
Board of Trustees Chair
Stansbury Recreation Service Area

STANSBURY RECREATION SERVICE AREA CANDIDATE PACKET

- ❖ Stansbury Service Agency
 - History
 - Mission Statement
 - Core Values
 - Agency Government
 - Functions of the Board of Trustees
 - Compensation
 - Ethics
 - Nepotism
- ❖ Prospective Board Trustee Information
 - Election
 - Term of Office
 - Training
 - Conflicts of Interest
 - Schedule of Meetings for the Stansbury Service Agency Board of Directors.
- ❖ Governing Board Responsibilities
 - Board Member Responsibilities
 - District Board Responsibilities Checklist
- ❖ Special District Candidate Qualifications
- ❖ Declaration of Candidacy Instructions
- ❖ Sign Policy
 - Approved Areas for Campaign Signs
- ❖ Declaration of Candidacy Form
- ❖ Conflict of Interest Form
- ❖ Important Dates
 - June 2 – 9, 2025 during business hours - Candidate filing period
 - September 5, 2025, at 5 pm (MST) - Deadline to submit the Candidate profile for the general election
 - November 4, 2025 - General Election Day
 - 1st Stansbury Board Business Meeting of 2026– Sworn In

STANSBURY SERVICE AGENCY (SSA)

History

Stansbury Park is a planned master community originally created in the late 1960s and located in unincorporated Tooele County. When the original developer went bankrupt, properties were transferred to Tooele County. Stansbury Recreation Service Area and Stansbury Greenbelt Service Area were created for the purposes of (1) providing recreation services and owning, operating, and maintaining the golf course, clubhouse, swimming pool, sailing lake, playgrounds, and all equipment, facilities, and grounds related to it; and (2) owning operating and maintaining the open space and greenbelt areas and all equipment, facilities, and grounds related to it. Stansbury Recreation Service Area and Stansbury Greenbelt Service Area are local government entities. They are accountable to the residents annexed into each service area who help support these service areas' mission through property tax. Originally, these service areas operated independently of each other until 1992, when Stansbury Service Agency was formed through an Interlocal agreement with Tooele County to provide operational management to both the Recreation and Greenbelt service areas.

Mission Statement

Our mission is to enrich the lives of the residents of Stansbury Park by providing (1) safe, welcoming parks and recreation facilities and (2) affordable, diverse recreation and cultural opportunities whereby people of all ages may play, learn, and interact.

Core Values

- (1) We value Sustainability: balance environmental, economic, and equity concerns to set realistic program, infrastructure, and service levels.
- (2) We value Visionary leadership: respect the vision that built the park and recognize the need for ongoing leadership and flexibility in achieving excellence.
- (3) We value Safety: support safe and thriving environments for employees and residents.
- (4) Responsiveness and Innovation: anticipate and thoughtfully respond to diverse needs, continually improving and tailoring park and recreation services to changing needs.
- (5) Partnerships & Technology: continually evaluate existing and potential partnerships and technology to better serve the community.

Agency Government

The Board constitutes the policy-making body of the Agency. It is presently composed of three (3) trustees elected to the Stansbury Recreation Service Area and three (3) trustees elected to the Greenbelt Service Area by voters within the annexed boundaries of these areas.

Functions of the Board of Trustees

- A. The Board passes resolutions and policies, appropriates funds, and performs such other duties and responsibilities as are required of it or otherwise allowed by law.

- B. The Board establishes policy through broad policy directives and general task assignments of a goal-oriented nature.
- C. The Board reviews the General Manager's performance and establishes the General Manager's compensation level annually.
- D. In every case, the will of the Board shall be expressed by a majority vote of a quorum of the Board. No statement or act of any individual member of the Board shall be viewed as the will of the Board.
- E. The Board will review this document annually, or as it otherwise determines is appropriate, to ensure that it is pertinent and current.

Compensation

A district board member may receive compensation for the member's service, as determined by the board. Before a board of trustees may adopt a compensation increase for a member of the board of trustees, the board of trustees must hold a public hearing on the compensation increase in accordance with *Utah Code* 17B-1-307(2). The board may allow a member to receive per diem and travel expenses for up to 12 meetings or activities per year, in accordance with rules adopted by the board or *Utah Code* 11-55-103 (*Utah Code* 17B-1-307). Board members may not receive compensation for service as board members in addition to compensation the board members receive as members of a county or municipal legislative body in accordance with *Utah Code* 17B-1-308(1).

Ethics

Utah Code [67-16](#) addresses ethics and conflicts of interest. Generally, ethics prohibit the acceptance and solicitation of gifts, compensation, or loans by a public officer or employee. A public officer may accept an occasional non-cash gift with a value of \$50 or less. A conflict of interest may be allowed as long as full and proper disclosure is made. In January of each year, a public officer is required to prepare a written conflict of interest disclosure statement that is to be posted on the entity's website until the public officer leaves office. Refer to *Utah Code* [67-16-6](#), [67-16-7](#), [67-16-8](#) & [67-16-16](#) and your legal counsel for specific disclosure requirements.

It is important to understand this part of *Utah Code* because the penalties for violations are significant.

PROSPECTIVE BOARD TRUSTEE INFORMATION

Election

A board of trustees may be elected or appointed depending upon the Utah Code section under which the district was created and the law, ordinance, or resolution creating the district. It is important that governing boards remain fully staffed and that vacancies are filled in a timely manner. The number of governing board members varies based on the Utah Code section under which the district was organized and the district's by-laws or organizing documents.

Term of Office

- A. Trustees are elected in conformance with the laws of the State of Utah. Generally, governing boards should consist of an odd number of members (at least three) who serve four-year terms which begin at noon on January 1 following the member's election or appointment. Utah Code [17B-1-303 to 306](#) and Utah Code [20A-1-512](#) generally define appointing or electing board members. Specific appointment or election procedures may vary by the type of district. In nearly all situations, board vacancies should be advertised, and interested citizens should be given the opportunity to be considered for the vacancy.
- B. The law also states that, "each board of trustees member shall serve until a successor is duly elected or appointed and qualified, unless the member earlier is removed from office or resigns or otherwise leaves office" (Utah Code [17B-1-303\(2\)\(b\)](#)). In other words, if a board member's term expires and a new board member has not been appointed or elected, the existing board member should continue to serve.
- C. A Trustee is not limited in the number of terms the member may serve.

Training

Each member of the Board shall complete training as prescribed by statute. This includes: (1) Within one year of appointment/election (and reappointment/reelection), each Trustee must complete the Local District & Special Service District Board Member Training provided by the Utah State Auditor. (2) Annually, each Trustee must complete Utah Open & Public Meetings Act training.

Conflicts of Interest

Trustees are required to disclose actual and potential conflicts of interest between their public duties and private interests.

Schedule of meeting for Stansbury Service Agency Board of Directors

The Stansbury Service Agency Board of Directors holds 24 regular meetings per year. A schedule of meetings with specific dates is adopted by the Board of Directors at the beginning of each year based on the following schedule:

❖ Regular Meeting:

- Board Meeting – on the 2nd Wednesday of the month
- Board Meeting – on the 4th Wednesday of the month

Recreation and Greenbelt Service Area - as determined by the Board of Trustees
Committee Meetings – as determined by the Committees.

DRAFT

Governing Board Responsibilities

Stephen J. Gauthier explains in his book, *Governmental Accounting, Auditing, and Financial Reporting*, that a governing board provides the leadership needed for an entity to achieve its purpose. A board is not free to act in any way it chooses and is ultimately judged based on the following four criteria:

- Effectiveness – How well does the board achieve its objectives or purpose?
- Efficiency – Does the board make optimal use of the resources placed under its control?
- Compliance – Does the board comply with applicable policy, law, or regulation?
- Reporting – Does the board prepare regular financial reports that are made available to those who pay the tax or fee used to operate the district?

As compliance and reporting requirements are presented in this manual, keep in mind that the underlying principle is that the governing board is accountable to its constituents for everything that happens within the district.

Board members do not serve indefinitely. Therefore, one of the most important things a board can do is establish good policies and procedures that will last beyond its service. Good policies and procedures will protect district resources in the event that a future board member does not maintain high ethical standards.

Generally, the following are areas of responsibility for governing boards:

- Meetings
- Budgeting
- Accounting
- Reporting
- Internal Control
- Personnel
- Purchasing
- Records (GRAMA)
- Insurance
- Fund Balance Limitation
- District Contact Information/Registration
- Training

Board Member Responsibilities

State law requires a governing board to appoint a chair, clerk, and treasurer. The board may elect other officers as the board considers necessary. The offices of chair, clerk, and treasurer may NOT be held by the same person. The clerk may be a board member, part-time staff, full-time staff, or contractor. The treasurer may be a board member, part-time staff, full-time staff, or contractor. The chair may only be a board member. Noted below are the specific responsibilities of each officer, as well as financial related

governing board responsibilities specifically required by law (See Utah Code Title [17B-1-631 through 17B-1-638](#))

Chair

- Conduct meetings.

Clerk (or other designated person not performing treasurer duties)

- Attend meetings and keep a record of the proceedings.
- Maintain financial records.
- Prepare checks after determining that the claim:
 - Was authorized by the board or financial officer,
 - Does not over expend the budget, and
 - Was approved in advance by the board or its designee.
- Present a detailed financial report at least quarterly to the board.
- May not sign a single signature check.

Treasurer

- Sign checks after determining that sufficient funds are available.
- Maintain custody of all money.
- Deposit and invest all money in accordance with the State Money Management Act ([Utah Code 51-7](#)).
- Receive all public funds and money payable to the district.
- Keep an accurate, detailed account of all money received.
- Issue receipts for money received.

Entire Board

- Approve all expenditures – however, the board may authorize a district manager or other official to act as the financial officer for the purpose of approving 1) payroll checks, if the checks are prepared in accordance with a schedule approved by the board, and 2) routine expenditures, such as utility bills, payroll-related expenses, supplies, and materials.
- Set a maximum sum over which all purchases may not be made without the board's approval.
- At least quarterly, review all expenditures authorized by the financial officer. ([Utah Code 17B-1-642](#))
- In a district with an expenditure budget of less than \$50,000 per year, a governing board member shall sign all checks. (Utah Code [17B-1-635](#)).

District Board Responsibilities Checklist

Effectiveness

- Develop and communicate a district mission statement.
- Appoint District Officers (required):
 - Board Chair – conduct meetings.
 - District Treasurer – custodian of funds. All public treasurers must obtain crime insurance.

- District Clerk – maintain financial records and prepare (not sign) disbursements.
- Establish written policies and procedures (i.e. Purchasing, Personnel, GRAMA, etc.).
- Appoint an Audit Committee (recommended) – This committee conducts risk assessments, helps establish internal control policy, and ensures audit findings are addressed.
- Develop a Disaster Response Plan and ensure employees are trained on how to respond.
- Be familiar with emerging technology affecting district operations.

Efficiency

- Regularly review current contracts – Rebid contracts every 5 years.
- Review budget-to-actual reports, bank statements and reconciliations, at least quarterly.
- Encourage innovation and cost saving among employees.

Compliance

- Obtain training (training.auditor.utah.gov; archives.utah.gov/rim/certification.html):
 - Board Member Training (within 1 year of every election/appointment)
 - Open and Public Meetings Act Training (annually)
 - GRAMA training for records officers (annually)
- Implement and enforce strong internal controls – (e.g. separation of duties, appropriate oversight of financial activities, bank statements).
- Hire competent staff – use clearly defined skills and qualifications, employee performance measures, and annual evaluations.
- Ensure meeting notice and agendas are posted to the Public Notice Website (utah.gov/pmn/).
- Renew registration with Lieutenant Governor’s Office annually.

Reporting

- Adopt a budget before the end of the fiscal year.
- Ensure the board hires a CPA to perform an annual audit or AUP. Otherwise, complete a Self-Evaluation Form (for entities with revenues and expenditures < \$350,000).
- Ensure transparency uploads are made on time.
- Ensure Deposit & Investment reports are submitted for June 30 and December 31 to the State Treasurer’s Office (reporting.auditor.utah.gov/UtahTreasuryLogin)
- Ensure Impact Fee Report (if applicable) and Fraud Risk Assessment Questionnaire are submitted with financial statements to the Office of the State Auditor.

SPECIAL DISTRICT CANDIDATE QUALIFICATIONS

All Special District Candidates must meet the following qualifications to be included on the ballot (Utah Code Section [17B-1-302](#), [306](#)):

- Registered voter within the boundaries of the special district in which the individual is elected*
- Must have resided within the district for which the candidate is seeking office for the 12 consecutive months immediately before the date of the election. (November 4, 2025)
- Maintain a principal place of residence within the district, and within the district that the elected officer represents, during the officer's term of office
- Not convicted of a felony, treason, crime, or offense relating to elections**
- Cannot have been declared mentally incompetent

** Utah Code §[20A-2-101](#) states: A registered voter (1) is a citizen of the United States; (2) is a resident of Utah; (3) will, on the date of that election, be at least 18 years old, (4) has been a resident of Utah for 30 days immediately before that election; (5) and is registered to vote.*

*** Utah Code §[20A-2-101.5](#) states: A person convicted of a felony loses the right to hold office until (1) all felony convictions have been expunged, OR (2) ten years have passed since the most recent felony conviction AND the person has paid all court-ordered restitution and fines AND the person has completed probation, been granted parole, or completed the term of incarceration associated with the felony.*

DECLARATION OF CANDIDACY INSTRUCTIONS

Information about the Declaration of Candidacy:

- ❖ Applications must be submitted to the Stansbury Service Agency's clerk, in person, between June 2, 2025, and June 9, 2025, from 8:00 am – 4:00 pm, Monday – Friday. No late submissions will be accepted.
- ❖ The Applicant's name provided on the Declaration of Candidacy form will be the name listed on the ballot.
- ❖ As all election updates and other official communications during the election cycle will be communicated to the Applicant through the email address provided on the Declaration of Candidacy form, please verify that the email address listed is correct.

Elections:

The Candidate will be decided solely in the general election held on November 4, 2025.

Candidate Profile:

Candidates are encouraged to provide a profile to the Vote Utah website for public access. Information and dates to submit the profile are listed below:

Dates to submit a candidate profile:

- ❖ General Election Candidates – September 5, 2025, at 5:00 pm (MST)

Posting the Candidate profile:

The Lieutenant Governor's Office provides candidates with the opportunity to submit a candidate profile for the website [VOTE.UTAH.GOV](https://vote.utah.gov). Your profile includes biographical information, a picture, and a short statement. Submitting a candidate profile is optional. Candidates are responsible for submitting their profile by the deadline. Deadlines are established by law (see Utah Code 20A-7-801(4)). As a result, late submissions cannot be accepted. Due to the volume of profiles being submitted, edits after submission cannot be accommodated.

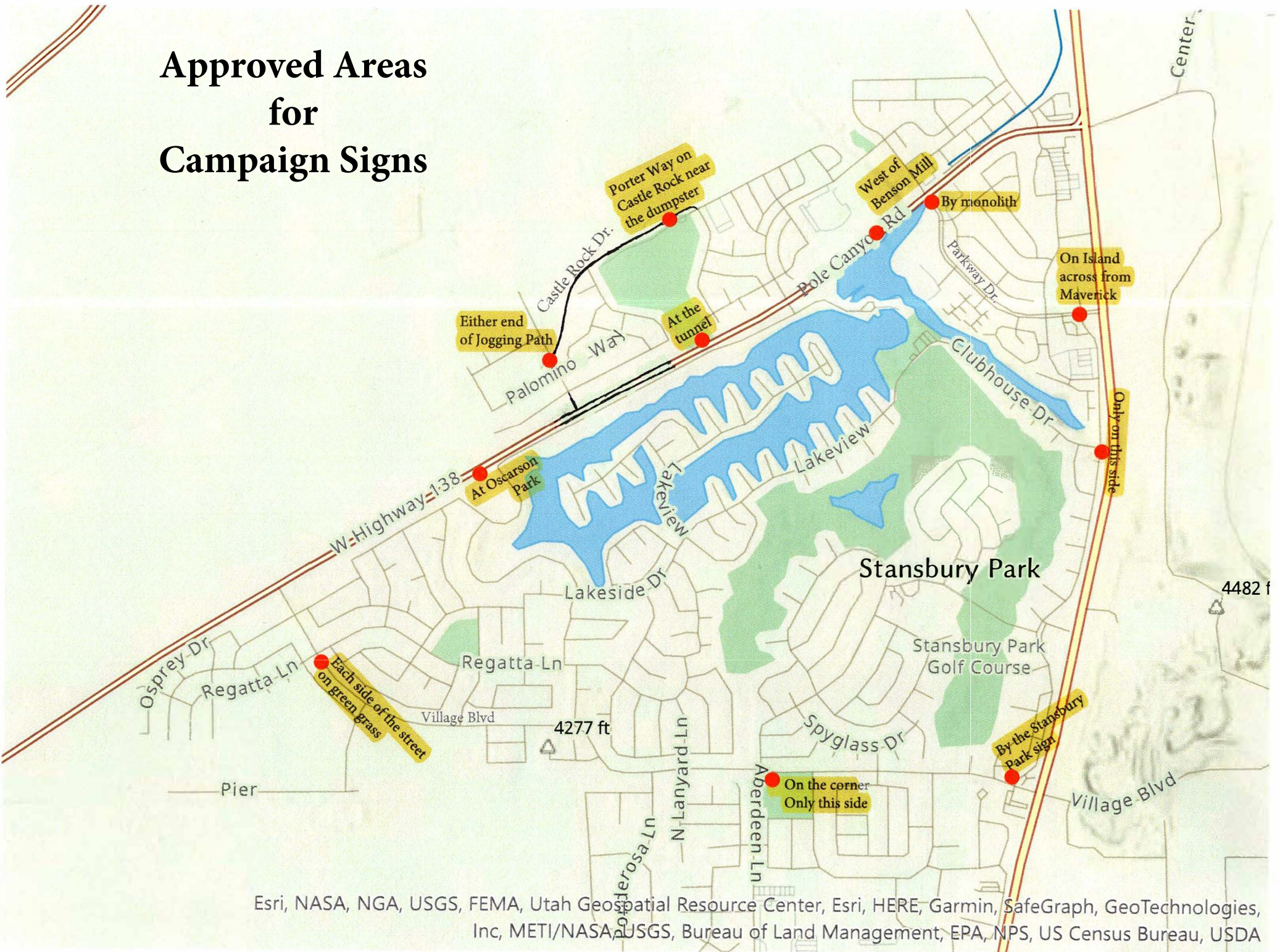
This year, candidates will receive an email link to complete their bio (from elections@utah.gov). These links will be sent to the email provided on the candidate's filing form. Please check your spam folder if the link is not in your inbox.

SIGN POLICY

Campaign signs may be posted according to Stansbury Service Agency's policies and as directed below:

- ❖ All signs must be approved by the Stansbury Service Agency management prior to being placed on Service Agency Property.
- ❖ A map of approved areas where signs are allowed is included in this packet. Signs will be removed if they are not in the approved areas.
- ❖ Campaign signs may be placed on the Agency property only in the right of ways and the green spaces. Campaign signs are prohibited from being placed at any Service Agency park or facility. Campaign signs may be placed 30 days prior to a general election and must be removed within 5 days following the election. Campaign signs are limited to no more than 10 per Candidate.
- ❖ Per Utah code, signs of any kind are prohibited from being placed on utility poles, traffic signs, or other state-owned property.
- ❖ Signs may not be more than 4'x6' in size without written approval from the Stansbury Service Agency management.
- ❖ Signs must be placed 2 feet from the roadway and cannot obstruct any view for motorists.

Approved Areas for Campaign Signs



2025 SPECIAL DISTRICT DECLARATION OF CANDIDACY

Please note that the information on this form may be available to the public in accordance with Utah State Code 63G-2-301 and 63G-2-210.

FIRST NAME (as it will appear on the ballot)

MIDDLE NAME (as it will appear on the ballot)

LAST NAME (as it will appear on the ballot)

for the office of _____ for the _____ (two or four-year) term

for the city/town of _____.

State of Utah

County of _____ } ss.

I, _____, being first duly sworn, say that I
reside at _____ (Street), City of _____, County of
_____, state of Utah, _____ (Zip Code), _____ (Telephone Number, if any);
that I meet the qualifications for the office of board of trustees member for
_____ (state the name of the special district); that I am a candidate for that
office to be voted upon at the next election; and that, if filing via a designated agent, I will be out of the state of
Utah during the entire candidate filing period, and I hereby request that my name be printed upon the official
ballot for that election.

Email Address

(one that is closely monitored)

Candidates must provide the filing officer with an email address at the time of filing if the candidate wishes to display
a candidate profile on the Statewide Electronic Voter Information website. [20A-9-203\(4\)\(c\)\(iv\)\(B\)](#)

Signature of Candidate
(must be signed in the presence of the filing officer)

Subscribed and sworn to before _____ on this _____.
(filing officer name) (month/day/year)

(Seal)

(City or town)

(Date Received)

QUALIFICATIONS FOR CANDIDATE FILING DECLARATION

Please initial:

- _____ The filing officer read the constitutional and statutory qualifications as listed below to me, and I meet those qualifications.
- _____ I understand that an individual who holds a municipal elected office may not, at the same time, hold a county elected office.
- _____ I agree to file all campaign financial disclosure reports, and I understand that failure to do so may result in my disqualification as a candidate for this office, possible fines and/or criminal penalties, including removal of my name from the ballot.
- _____ I have completed and/or updated my conflict of interest disclosure statement and it is accurate as of the date of filing my declaration of candidacy according to 17B-1-306.1.
- _____ I received a copy of the pledge of fair campaign practices, and I understand that signing this pledge is voluntary.
- _____ I provided a valid email, or physical address if no email is available, and I understand this will be used for official communications and updates from election officials.
- _____ I understand I will receive all financial disclosure notices by email.
- _____ I understand my name will appear on the ballot as it is printed on this declaration of candidacy, and that I may not make any amendments or modifications after 5:00 p.m. on June 9, 2025.
- _____ I have received a copy of Section 20A-7-801 regarding the Statewide Electronic Voter Information Website Program and its applicable deadline.

QUALIFICATIONS

Before the filing officer accepts any declaration of candidacy, the filing officer shall read to the candidate the constitutional and statutory requirements for candidacy, and the candidate shall state whether he/she fulfills the requirements. If the candidate indicates that he/she does not qualify, the filing officer may not accept his/her declaration of candidacy (Utah Code Section 20A-9-203).

SPECIAL DISTRICT CANDIDATE

Utah Code §17B-1-302, 306

Utah Code §20A-9-203

- Registered voter within the boundaries of the special district in which the individual is elected*
- Must have resided within the district for which the candidate is seeking office for the 12 consecutive months immediately before the date of the election. (November 4, 2025)
- Maintain a principal place of residence within the district, and within the district that the elected officer represents, during the officer's term of office
- Not convicted of a felony, treason, crime, or offense relating to elections**
- Cannot have been declared mentally incompetent

** Utah Code §20A-2-101 states: A registered voter (1) is a citizen of the United States; (2) is a resident of Utah; (3) will, on the date of that election, be at least 18 years old, (4) has been a resident of Utah for 30 days immediately before that election; (5) and is registered to vote.*

*** Utah Code §20A-2-101.5 states: A person convicted of a felony loses the right to hold office until (1) all felony convictions have been expunged, OR (2) ten years have passed since the most recent felony conviction AND the person has paid all court-ordered restitution and fines AND the person has completed probation, been granted parole, or completed the term of incarceration associated with the felony.*



PLEDGE OF FAIR CAMPAIGN PRACTICES

(Utah Code §20A-9-206)

There are basic principles of decency, honesty, and fair play which every candidate for public office in the State of Utah has a moral obligation to observe and uphold, in order that, after vigorously contested but fairly conducted campaigns, our citizens may exercise their right to a free election, and that the will of the people may be fully and clearly expressed on the issues.

THEREFORE:

I SHALL conduct my campaign openly and publicly, discussing the issues as I see them, presenting my record and policies with sincerity and frankness, and criticizing, without fear or favor, the record and policies of my opponents that I believe merit criticism.

I SHALL NOT use, nor shall I permit the use of, scurrilous attacks on any candidate or the candidate's immediate family. I shall not participate in, nor shall I permit the use of, defamation, libel, or slander against any candidate or the candidate's immediate family. I shall not participate in, nor shall I permit the use of, any other criticism of any candidate or the candidate's immediate family that I do not believe to be truthful, provable, and relevant to my campaign.

I SHALL NOT use, nor shall I permit the use of, any practice that tends to corrupt or undermine our American system of free elections, or that hinders or prevents the free expression of the will of the voters, including practices intended to hinder or prevent any eligible person from registering to vote or voting.

I SHALL NOT coerce election help or campaign contributions for myself or for any other candidate from my employees or volunteers.

I SHALL immediately and publicly repudiate support deriving from any individual or group which resorts, on behalf of my candidacy or in opposition to that of an opponent, to methods in violation of the letter or spirit of this pledge. I shall accept responsibility to take firm action against any subordinate who violates any provision of this pledge or the laws governing elections.

I SHALL defend and uphold the right of every qualified American voter to full and equal participation in the electoral process.

I, the undersigned, candidate for election to public office in the State of Utah, hereby voluntarily endorse, subscribe to, and solemnly pledge myself to conduct my campaign in accordance with the above principles and practices."

Printed Name: _____ Office: _____

Signature: _____ Date: _____

***This is a voluntary pledge. Candidates are not required to sign this pledge of fair campaign practices.**

***This document is considered a public record and will be retained for public inspection until 30 days following the election.**

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Voter Information Website

Effective 5/7/2025

20A-7-801. Statewide Electronic Voter Information Website Program -- Duties of the lieutenant governor -- Content -- Duties of local election officials -- Deadlines -- Frequently asked voter questions -- Other elections.

- (1) There is established the Statewide Electronic Voter Information Website Program administered by the lieutenant governor in cooperation with the county clerks for general elections and municipal authorities for municipal elections.
- (2) In accordance with this section, and as resources become available, the lieutenant governor, in cooperation with county clerks, shall develop, establish, and maintain a state-provided Internet website designed to help inform the voters of the state of:
 - (a) the offices and candidates up for election;
 - (b) the content, effect, operation, fiscal impact, and supporting and opposing arguments of ballot propositions submitted to the voters; and
 - (c) the status of a voter's trackable ballot, in accordance with Section [20A-3a-401.5](#), accessible only by the voter.
- (3) Except as provided under Subsection [\(6\)](#), the website shall include:
 - (a) all information currently provided in the Utah voter information pamphlet under [Chapter 7, Part 7, Voter Information Pamphlet](#), including a section prepared, analyzed, and submitted by the Judicial Performance Evaluation Commission describing the judicial selection and retention process;
 - (b) on the homepage of the website, a link to the Judicial Performance Evaluation Commission's website, [judges.utah.gov](#);
 - (c) a link to the retention recommendation made by the Judicial Performance Evaluation Commission in accordance with [Title 78A, Chapter 12, Part 2, Judicial Performance Evaluation](#), for each judicial appointee to a court that is subject to a retention election, in accordance with Section [20A-12-201](#), for the upcoming general election;
 - (d) all information submitted by election officers under Subsection [\(4\)](#) on local office races, local office candidates, and local ballot propositions;
 - (e) a list that contains the name of a political subdivision that operates an election day voting center under Section [20A-3a-703](#) and the location of the election day voting center;
 - (f) other information determined appropriate by the lieutenant governor that is currently being provided by law, rule, or ordinance in relation to candidates and ballot questions;
 - (g) any differences in voting method, time, or location designated by the lieutenant governor under Subsection [20A-1-308\(2\)](#); and
 - (h) an online ballot tracking system by which a voter can view the status of the voter's trackable ballot, in accordance with Section [20A-3a-401.5](#), including:
 - (i) when a ballot has been mailed to the voter;
 - (ii) when an election official has received the voter's ballot; and
 - (iii) when the voter's ballot has been counted.
- (4)
 - (a) An election official shall submit the following information for each ballot under the election official's direct responsibility under this title:
 - (i) a list of all candidates for each office;
 - (ii) if submitted by the candidate to the election official's office no later than 5 p.m. on the last business day that is at least 45 calendar days before the primary election or no later than 5 p.m. on the last business day that is at least 60 calendar days before the general election:
 - (A) a statement of qualifications, not exceeding 200 words in length, for each candidate;
 - (B) the following current biographical information if desired by the candidate, current:
 - (I) age;
 - (II) occupation;
 - (III) city of residence;
 - (IV) years of residence in current city; and
 - (V) email address; and
 - (C) a single web address where voters may access more information about the candidate and the candidate's views; and
 - (iii) factual information pertaining to all ballot propositions submitted to the voters, including:

- (A) a copy of the number and ballot title of each ballot proposition;
 - (B) the final vote cast for each ballot proposition, if any, by a legislative body if the vote was required to place the ballot proposition on the ballot;
 - (C) a complete copy of the text of each ballot proposition, with all new language underlined and all deleted language placed within brackets; and
 - (D) other factual information determined helpful by the election official.
- (b) The information under Subsection [\(4\)\(a\)](#) shall be submitted to the lieutenant governor no later than one business day after the deadline under Subsection [\(4\)\(a\)](#) for each general election year and each municipal election year.
- (c) The lieutenant governor shall:
- (i) review the information submitted under this section, to determine compliance under this section, prior to placing it on the website;
 - (ii) refuse to post information submitted under this section on the website if it is not in compliance with the provisions of this section; and
 - (iii) organize, format, and arrange the information submitted under this section for the website.
- (d) The lieutenant governor may refuse to include information the lieutenant governor determines is not in keeping with:
- (i) Utah voter needs;
 - (ii) public decency; or
 - (iii) the purposes, organization, or uniformity of the website.
- (e) A refusal under Subsection [\(4\)\(d\)](#) is subject to appeal in accordance with Subsection [\(5\)](#).
- (5) (a) A person whose information is refused under Subsection [\(4\)](#), and who is aggrieved by the determination, may appeal by submitting a written notice of appeal to the lieutenant governor before 5 p.m. within 10 business days after the date of the determination. A notice of appeal submitted under this Subsection [\(5\)\(a\)](#) shall contain:
- (i) a listing of each objection to the lieutenant governor's determination; and
 - (ii) the basis for each objection.
- (b) The lieutenant governor shall review the notice of appeal and shall issue a written response within 10 business days after the day on which the notice of appeal is submitted.
- (c) An appeal of the response of the lieutenant governor shall be made to the district court, which shall review the matter de novo.
- (6) (a) The lieutenant governor shall ensure that each voter will be able to conveniently enter the voter's address information on the website to retrieve information on which offices, candidates, and ballot propositions will be on the voter's ballot at the next general election or municipal election.
- (b) The information on the website will anticipate and answer frequent voter questions including the following:
- (i) what offices are up in the current year for which the voter may cast a vote;
 - (ii) who is running for what office and who is the incumbent, if any;
 - (iii) what address each candidate may be reached at and how the candidate may be contacted;
 - (iv) for partisan races only, what, if any, is each candidate's party affiliation;
 - (v) what qualifications have been submitted by each candidate;
 - (vi) where additional information on each candidate may be obtained;
 - (vii) what ballot propositions will be on the ballot; and
 - (viii) what judges are up for retention election.
- (7) The lieutenant governor shall ensure that each voter may conveniently enter the voter's name, date of birth, and address information on the website to retrieve information on the status of the voter's ballot if the voter's ballot is trackable under Section [20A-3a-401.5](#).
- (8) As resources are made available and in cooperation with the county clerks, the lieutenant governor may expand the electronic voter information website program to include the same information as provided under this section for special elections and primary elections.

Campaign Finance Statutes: Municipal Candidates

Effective 5/7/2025

10-3-208. Campaign finance disclosure in municipal election.

- (1) Unless a municipality adopts by ordinance more stringent definitions, the following are defined terms for purposes of this section:
- (a) "Agent of a candidate" means:
 - (i) a person acting on behalf of a candidate at the direction of the reporting entity;
 - (ii) a person employed by a candidate in the candidate's capacity as a candidate;
 - (iii) the personal campaign committee of a candidate;
 - (iv) a member of the personal campaign committee of a candidate in the member's capacity as a member of the personal campaign committee of the candidate; or
 - (v) a political consultant of a candidate.
 - (b) "Anonymous contribution limit" means for each calendar year:
 - (i) \$50; or
 - (ii) an amount less than \$50 that is specified in an ordinance of the municipality.
 - (c) (i) "Candidate" means a person who:
 - (A) files a declaration of candidacy for municipal office; or
 - (B) receives contributions, makes expenditures, or gives consent for any other person to receive contributions or make expenditures to bring about the person's nomination or election to a municipal office.
 - (ii) "Candidate" does not mean a person who files for the office of judge.
 - (d) (i) "Contribution" means any of the following when done for political purposes:
 - (A) a gift, subscription, donation, loan, advance, or deposit of money or anything of value given to a candidate;
 - (B) an express, legally enforceable contract, promise, or agreement to make a gift, subscription, donation, unpaid or partially unpaid loan, advance, or deposit of money or anything of value to the candidate;
 - (C) any transfer of funds from another reporting entity to the candidate;
 - (D) compensation paid by any person or reporting entity other than the candidate for personal services provided without charge to the candidate;
 - (E) a loan made by a candidate deposited to the candidate's own campaign; and
 - (F) an in-kind contribution.
 - (ii) "Contribution" does not include:
 - (A) services provided by an individual volunteering a portion or all of the individual's time on behalf of the candidate if the services are provided without compensation by the candidate or any other person;
 - (B) money lent to the candidate by a financial institution in the ordinary course of business; or
 - (C) goods or services provided for the benefit of a candidate at less than fair market value that are not authorized by or coordinated with the candidate.
 - (e) "Coordinated with" means that goods or services provided for the benefit of a candidate are provided:
 - (i) with the candidate's prior knowledge, if the candidate does not object;
 - (ii) by agreement with the candidate;
 - (iii) in coordination with the candidate; or
 - (iv) using official logos, slogans, and similar elements belonging to a candidate.
 - (f) (i) "Expenditure" means any of the following made by a candidate or an agent of the candidate on behalf of the candidate:
 - (A) any disbursement from contributions, receipts, or from an account described in Subsection (3)(a);
 - (B) a purchase, payment, donation, distribution, loan, advance, deposit, gift of money, or anything of value made for political purposes;
 - (C) an express, legally enforceable contract, promise, or agreement to make any purchase, payment, donation, distribution, loan, advance, deposit, gift of money, or anything of value for a political purpose;

- (D) compensation paid by a candidate for personal services rendered by a person without charge to a reporting entity;
 - (E) a transfer of funds between the candidate and a candidate's personal campaign committee as defined in Section [20A-11-101](#); or
 - (F) goods or services provided by a reporting entity to or for the benefit of the candidate for political purposes at less than fair market value.
- (ii) "Expenditure" does not include:
 - (A) services provided without compensation by an individual volunteering a portion or all of the individual's time on behalf of a candidate; or
 - (B) money lent to a candidate by a financial institution in the ordinary course of business.
- (g) "In-kind contribution" means anything of value other than money, that is accepted by or coordinated with a candidate.
 - (h) (i) "Political consultant" means a person who is paid by a candidate, or paid by another person on behalf of and with the knowledge of the candidate, to provide political advice to the candidate.
 - (ii) "Political consultant" includes a circumstance described in Subsection (1)(h)(i), where the person:
 - (A) has already been paid, with money or other consideration;
 - (B) expects to be paid in the future, with money or other consideration; or
 - (C) understands that the person may, in the discretion of the candidate or another person on behalf of and with the knowledge of the candidate, be paid in the future, with money or other consideration.
 - (i) "Political purposes" means an act done with the intent or in a way to influence or tend to influence, directly or indirectly, any person to refrain from voting or to vote for or against any candidate or a person seeking a municipal office at any caucus, political convention, or election.
 - (j) "Reporting entity" means:
 - (i) a candidate;
 - (ii) a committee appointed by a candidate to act for the candidate;
 - (iii) a person who holds an elected municipal office;
 - (iv) a party committee as defined in Section [20A-11-101](#);
 - (v) a political action committee as defined in Section [20A-11-101](#);
 - (vi) a political issues committee as defined in Section [20A-11-101](#);
 - (vii) a corporation as defined in Section [20A-11-101](#); or
 - (viii) a labor organization as defined in Section [20A-11-1501](#).
- (2) (a) A municipality may adopt an ordinance establishing campaign finance disclosure requirements for a candidate that are more stringent than the requirements provided in Subsections (3) through (8).
 - (b) The municipality may adopt definitions that are more stringent than those provided in Subsection (1).
 - (c) If a municipality fails to adopt a campaign finance disclosure ordinance described in Subsection (2)(a), a candidate shall comply with financial reporting requirements contained in Subsections (3) through (8).
- (3) Each candidate:
 - (a) shall deposit a contribution in a separate campaign account in a financial institution; and
 - (b) may not deposit or mingle any campaign contributions received into a personal or business account.
- (4) (a) In a year in which a municipal primary is held, each candidate who will participate in the municipal primary shall file a campaign finance statement with the municipal clerk or recorder no later than seven days before the day described in Subsection [20A-1-201.5](#)(2).
 - (b) Each candidate who is not eliminated at a municipal primary election shall file a campaign finance statement with the municipal clerk or recorder no later than:
 - (i) 28 days before the day on which the municipal general election is held;
 - (ii) seven days before the day on which the municipal general election is held; and
 - (iii) 30 days after the day on which the municipal general election is held.
 - (c) Each candidate for municipal office who is eliminated at a municipal primary election shall file with the municipal clerk or recorder a campaign finance statement within 30 days after the day on which the municipal primary election is held.

- (5) If a municipality does not conduct a primary election for a race, each candidate who will participate in that race shall file a campaign finance statement with the municipal clerk or recorder no later than:
- (a) 28 days before the day on which the municipal general election is held;
 - (b) seven days before the day on which the municipal general election is held; and
 - (c) 30 days after the day on which the municipal general election is held.
- (6) (a) If a candidate seeks appointment to fill a midterm vacancy in a municipal office the candidate shall, no later than three business days before the day on which the municipal legislative body meets to interview the candidate in accordance with Section 20A-1-510, file a campaign finance statement with the municipal clerk or recorder.
- (b) Upon receipt of the campaign finance statement described in Subsection (6)(a), the municipal clerk or recorder shall immediately submit a copy of the statement to the municipal legislative body.
- (7) Each campaign finance statement described in Subsection (4), (5), or (6) shall:
- (a) except as provided in Subsection (7)(b):
 - (i) report all of the candidate's itemized and total:
 - (A) contributions, including in-kind and other nonmonetary contributions, received up to and including five days before the campaign finance statement is due, excluding a contribution previously reported; and
 - (B) expenditures made up to and including five days before the campaign finance statement is due, excluding an expenditure previously reported; and
 - (ii) identify:
 - (A) for each contribution, the amount of the contribution and the name of the donor, if known; and
 - (B) for each expenditure, the amount of the expenditure and the name of the recipient of the expenditure; or
 - (b) report the total amount of all contributions and expenditures if the candidate receives \$500 or less in contributions and spends \$500 or less on the candidate's campaign.
- (8) Within 30 days after receiving a contribution that is cash or a negotiable instrument, exceeds the anonymous contribution limit, and is from a donor whose name is unknown, a candidate shall disburse the amount of the contribution to:
- (a) the treasurer of the state or a political subdivision for deposit into the state's or political subdivision's general fund; or
 - (b) an organization that is exempt from federal income taxation under Section 501(c)(3), Internal Revenue Code.
- (9) (a) A municipality may, by ordinance:
- (i) provide an anonymous contribution limit less than \$50;
 - (ii) require greater disclosure of contributions or expenditures than is required in this section; and
 - (iii) impose additional penalties on candidates who fail to comply with the applicable requirements beyond those imposed by this section.
- (b) A candidate is subject to the provisions of this section and not the provisions of an ordinance adopted by the municipality under Subsection (9)(a) if:
- (i) the municipal ordinance establishes requirements or penalties that differ from those established in this section; and
 - (ii) the municipal clerk or recorder fails to notify the candidate of the provisions of the ordinance as required in Subsection (10).
- (10) Each municipal clerk or recorder shall, at the time the candidate for municipal office files a declaration of candidacy, and again 35 days before each municipal general election, notify the candidate in writing of:
- (a) the provisions of statute or municipal ordinance governing the disclosure of contributions and expenditures;
 - (b) the dates when the candidate's campaign finance statement is required to be filed; and
 - (c) the penalties that apply for failure to file a timely campaign finance statement, including the statutory provision that requires removal of the candidate's name from the ballot for failure to file the required campaign finance statement when required.
- (11) Notwithstanding any provision of Title 63G, Chapter 2, Government Records Access and Management Act, the municipal clerk or recorder shall:
- (a) make each campaign finance statement filed by a candidate available for public inspection and copying no later than one business day after the statement is filed; and
 - (b) make the campaign finance statement filed by a candidate available for public inspection by:
 - (i) posting an electronic copy or the contents of the statement on the municipality's website no later than seven business days after the day on which the statement is filed; and

- (ii) in order to comply with the requirements of Subsection [20A-11-103\(4\)\(b\)\(ii\)](#), providing the lieutenant governor with a link to the electronic posting described in Subsection (11)(b)(i) no later than two business days after the day on which the statement is filed.
- (12) (a) If a candidate fails to timely file a campaign finance statement required under Subsection (4) or (5), the municipal clerk or recorder:
 - (i) may send an electronic notice to the candidate that states:
 - (A) that the candidate failed to timely file the campaign finance statement; and
 - (B) that, if the candidate fails to file the report within 24 hours after the deadline for filing the report, the candidate will be disqualified; and
 - (ii) may impose a fine of \$50 on the candidate.
- (b) The municipal clerk or recorder shall disqualify a candidate and inform the appropriate election official that the candidate is disqualified if the candidate fails to file a campaign finance statement described in Subsection (4) or (5) within 24 hours after the deadline for filing the report.
- (c) If a candidate is disqualified under Subsection (12)(b), the election official:
 - (i) shall:
 - (A) notify every opposing candidate for the municipal office that the candidate is disqualified;
 - (B) send an email notification to each voter who is eligible to vote in the municipal election office race for whom the election official has an email address informing the voter that the candidate is disqualified and that votes cast for the candidate will not be counted;
 - (C) post notice of the disqualification on a public website; and
 - (D) if practicable, remove the candidate's name from the ballot by blacking out the candidate's name before the ballots are delivered to voters; and
 - (ii) may not count any votes for that candidate.
- (13) An election official may fulfill the requirements described in Subsection (12)(c)(i) in relation to a mailed ballot, including a military overseas ballot, by including with the ballot a written notice:
 - (a) informing the voter that the candidate is disqualified; or
 - (b) directing the voter to a public website to inform the voter whether a candidate on the ballot is disqualified.
- (14) Notwithstanding Subsection (12)(b), a candidate who timely files each campaign finance statement required under Subsection (4) or (5) is not disqualified if:
 - (a) the statement details accurately and completely the information required under Subsection (7), except for inadvertent omissions or insignificant errors or inaccuracies; and
 - (b) the omissions, errors, or inaccuracies are corrected in an amended report or in the next scheduled report.
- (15) A candidate for municipal office who is disqualified under Subsection (12)(b) shall file with the municipal clerk or recorder a complete and accurate campaign finance statement within 30 days after the day on which the candidate is disqualified.
- (16) A campaign finance statement required under this section is considered filed if it is received in the municipal clerk or recorder's office by 5 p.m. on the date that it is due.
- (17) (a) A private party in interest may bring a civil action in a court with jurisdiction under Title 78A, Judiciary and Judicial Administration, to enforce the provisions of this section or an ordinance adopted under this section.
- (b) In a civil action under Subsection (17)(a), the court may award costs and attorney fees to the prevailing party.



Submitting Your Candidate Profile

The Lieutenant Governor's Office provides candidates with the opportunity to submit a candidate profile for the website VOTE.UTAH.GOV. Your profile includes biographical information, a picture, and a short statement. Submitting a candidate profile is optional.

Candidates are responsible for submitting their profile by the deadline. Deadlines are established by law (see Utah Code 20A-7-801(4)). As a result, **late submissions cannot be accepted. Due to the volume of profiles being submitted, edits after submission cannot be accommodated.**

This year, candidates will receive an email link to complete their bio (from elections@utah.gov). **These links will be sent to the email provided on the candidate's filing form.** Please check your spam folder if the link is not in your inbox.

If you do submit a profile for the Primary Election, and then make it to the General Election, you will need to resubmit a new profile for the Election, due to state law. Your Primary Election profile will NOT carry over to the General Election.

How Do I Submit My Profile?

1. After being sent the link, follow the instructions to submit your profile. **Please read and review the information on the page carefully.**
2. After reading the page, select "Submit Candidate Information." Complete the form and submit it.
3. Click the link and complete the form. Once the submission deadline has ended, our office will review the submissions and notify candidates if their profiles require correction. This process typically takes a few weeks to complete.
4. After the review period is over and before ballots are sent, our office will post the profiles on VOTE.UTAH.GOV under the "Learn About Candidates and Issues" tab.

When Can I Submit My Profile?

PRIMARY Election Candidates:

- For candidates who have a primary election, the deadline for their submission is June 27th, 2025, at 5:00 PM Mountain Time.

GENERAL Election Candidates:

- General election candidates have until September 5th, 2025, at 5:00 PM Mountain Time.

Do you need assistance with your candidate profile?

Contact the Utah Lieutenant Governor's Office at (801) 538-1041 or elections@utah.gov
Open Monday – Friday, 8:00 am – 5:00 pm (state and national holidays excluded)

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[Insert Logo Here]

PRIVATE CONTACT INFORMATION

This information provided here will only be used by the Elections Office staff to contact you regarding required notices, financial reports, and other important items.

Candidate Name (REQUIRED)

Home Address (REQUIRED)

Telephone Number (REQUIRED)

Email Address (REQUIRED)

Signature of Filing Officer

Date

Office of the Lieutenant Governor

350 N. State Street, Suite 220 – P.O. Box 142325 – Salt Lake City, UT 84114-2325

Tel: 801-538-1041 Fax: 801-538-1133 Email: elections@utah.gov



Conflict of Interest Disclosure Form

UNDER THE MUNICIPAL OFFICERS' AND EMPLOYEES' ETHICS ACT
(Utah Code Annotated Section 10-3-1313, 20A-11-1604(6)), and 10-3-301.5

Regulated Officeholder/Candidate (Print Name)

1. The name and address of each current employer and each employer during the preceding year including a brief description of the employment, occupation, and job title.

Current Employer(s):

Employer Name		Occupation	
Employer Address		Job Title	
Brief Description			
Employer Name		Occupation	
Employer Address		Job Title	
Brief Description			

Preceding Year Employer(s):

Employer Name		Occupation	
Employer Address		Job Title	
Brief Description			
Employer Name		Occupation	
Employer Address		Job Title	
Brief Description			

2. The name of the entity in which the regulated officeholder/candidate is or was an owner or officer during the current or preceding year including a brief description of the type of business or activity conducted by the entity and position.

☐ Check if not applicable

Entity Name (current)		Position	
Brief Description			
Entity Name (preceding year)		Position	
Brief Description			

3. The name of each individual or entity, including a brief description of the type of business or activity, from which the regulated officeholder/candidate has received \$5,000 or more in income during preceding year.

☐ Check if not applicable

Individual/Entity Name	
Brief Description	
Individual/Entity Name	
Brief Description	

4. The name and brief description of each entity in which the regulated officeholder/candidate holds any stocks or bonds having a fair market value of \$5,000 or more as of the date of this disclosure statement or during the preceding year (excluding funds managed by a third party, including blind trusts, managed investment accounts, and mutual funds).

☐ Check if not applicable

Entity Name	
Brief Description	
Entity Name	
Brief Description	

5. The name of each entity or organization **not** listed above in which the regulated officeholder/candidate currently serves, or served in the preceding year, in a paid leadership capacity or in a paid or unpaid position on a board of directors including a brief description of the business or activity and position held.

☐ Check if not applicable

Entity Name		Position	
Brief Description			
Employer Name		Position	
Brief Description			

6. (Optional): Description of any real property in which the regulated officeholder/candidate holds an ownership or other financial interest that the regulated officeholder/candidate believes may constitute a conflict of interest including a description of the type of interest.

☐ Check if not applicable

Real Property	
Type of Interest	
Real Property	
Type of Interest	

7. The name of the regulated officeholder/candidate's spouse and the name and address of each current and preceding year employer if the regulated officeholder/candidate believes the employment may constitute a conflict of interest.

☐ Check if not applicable

Spouse	
Employer (current)	
Employer (preceding year)	

8. The name of any other adult residing in the regulated officeholder/candidate's household who is **not** related by blood, including a brief description of their employment or occupation if the regulated officeholder/candidate believes the adult's presence may constitute a conflict of interest.

☐ Check if not applicable

Other Adult	
Employment description OR Occupation	

Other Adult	
Employment description OR Occupation	

9. (Optional) A description of any other matter or interest that the regulated officeholder/candidate believes may constitute a conflict of interest.

☐ Check if not applicable

Check if applicable:

☐ Under UCA 20A-11-1604(7)(a), I claim that I am an at-risk government employee as defined in UCA 63G-2-303(1)(a) and that my employment under Item 1 be redacted.

☐ Under UCA 20A-11-1604(7)(a), I claim that my spouse is an at-risk government employee as defined in UCA 63G-2-303(1)(a) and that my spouse's employment under Item 7 be redacted.

I, the regulated officeholder/candidate, believe the information provided is true and accurate to the best of my knowledge.

Date: _____

Regulated Officeholder/Candidate Signature

Privacy Notice:

- The personal data collected in this form will be available to the public under 63G-2-301.
- Any personal data redacted in accordance with 20A-11-1604(7)(a) is not considered a public record under 63G-2-301. This data will be used for administrative purposes and will not be displayed to the public. This information is required under 20A-11-1604. Violation of this section may result in a class B misdemeanor and a \$100 fine. The information, unless specified, will be publicly available on the disclosures and possibly other election-related websites. Personal data collected on the website will not be sold. The personal data will be included in the record series GRS 1911.

DATED THIS _____ DAY OF _____ 202____

By: _____

Title/Office: _____

SWORN TO AND SUBSCRIBED BY ME

THIS _____ DAY OF _____ 202____

NOTARY PUBLIC

**STANSBURY GREENBELT SERVICE AREA BOARD OF TRUSTEES
CANDIDATE PACKET**

GENERAL ELECTION DAY: NOVEMBER 4, 2025

Dear Candidate,

Thank you for your interest in serving on the Stansbury Greenbelt Service Area Board of Trustees. As an elected official serving on the Board of Trustees, you will also serve on the Stansbury Service Agency Board of Directors. The time commitment as a trustee will be a minimum of 10 hours per week.

This packet has been prepared to help you with the filing process. You will find a list of important dates regarding the election and the required forms for filing in the packet.

It is your responsibility to become familiar with the applicable law regarding campaigns for office in the State of Utah (Utah Code §20A-9 & §20A-11.) The duty of Stansbury Service Agency is limited to accepting and filing the reports and noting the date received.

Interested candidates must file for a place on the ballot with the Stansbury Service Agency's clerk, Ingrid Swenson. The dates for filing are from June 2, 2025, through June 9, 2025, from 8:00 am - 4:00 pm, Monday - Friday. The completed Candidate Applications must be delivered in person to the Stansbury Service Agency's Administrative Offices at 1 Country Club Dr, Ste 1, Stansbury Park, UT 84074.

If the number of eligible candidates does not exceed the number of offices for which you have filed, the Stansbury Greenbelt Service Area Board of Trustees may cancel the election and declare the Candidate elected.

Sincerely,

Brett Palmer
Board of Trustees Chair
Stansbury Greenbelt Service Area

STANSBURY GREENBELT SERVICE AREA CANDIDATE PACKET

- ❖ Stansbury Service Agency
 - History
 - Mission Statement
 - Core Values
 - Agency Government
 - Functions of the Board of Trustees
 - Compensation
 - Ethics
 - Nepotism
- ❖ Prospective Board Trustee Information
 - Election
 - Term of Office
 - Training
 - Conflicts of Interest
 - Schedule of Meetings for the Stansbury Service Agency Board of Directors.
- ❖ Governing Board Responsibilities
 - Board Member Responsibilities
 - District Board Responsibilities Checklist
- ❖ Special District Candidate Qualifications
- ❖ Declaration of Candidacy Instructions
- ❖ Sign Policy
 - Approved Areas for Campaign Signs
- ❖ Declaration of Candidacy Form
- ❖ Conflict of Interest Form
- ❖ Important Dates
 - June 2 – 9, 2025 during business hours - Candidate filing period
 - September 5, 2025, at 5 pm (MST) - Deadline to submit the Candidate profile for the general election
 - November 4, 2025 - General Election Day
 - 1st Stansbury Board Business Meeting of 2026– Sworn In

STANSBURY SERVICE AGENCY (SSA)

History

Stansbury Park is a planned master community originally created in the late 1960s and located in unincorporated Tooele County. When the original developer went bankrupt, properties were transferred to Tooele County. Stansbury Recreation Service Area and Stansbury Greenbelt Service Area were created for the purposes of (1) providing recreation services and owning, operating, and maintaining the golf course, clubhouse, swimming pool, sailing lake, playgrounds, and all equipment, facilities, and grounds related to it; and (2) owning operating and maintaining the open space and greenbelt areas and all equipment, facilities, and grounds related to it. Stansbury Recreation Service Area and Stansbury Greenbelt Service Area are local government entities. They are accountable to the residents annexed into each service area who help support these service areas' mission through property tax. Originally, these service areas operated independently of each other until 1992, when Stansbury Service Agency was formed through an Interlocal agreement with Tooele County to provide operational management to both the Recreation and Greenbelt service areas.

Mission Statement

Our mission is to enrich the lives of the residents of Stansbury Park by providing (1) safe, welcoming parks and recreation facilities and (2) affordable, diverse recreation and cultural opportunities whereby people of all ages may play, learn, and interact.

Core Values

- (1) We value Sustainability: balance environmental, economic, and equity concerns to set realistic program, infrastructure, and service levels.
- (2) We value Visionary leadership: respect the vision that built the park and recognize the need for ongoing leadership and flexibility in achieving excellence.
- (3) We value Safety: support safe and thriving environments for employees and residents.
- (4) Responsiveness and Innovation: anticipate and thoughtfully respond to diverse needs, continually improving and tailoring park and recreation services to changing needs.
- (5) Partnerships & Technology: continually evaluate existing and potential partnerships and technology to better serve the community.

Agency Government

The Board constitutes the policy-making body of the Agency. It is presently composed of three (3) trustees elected to the Stansbury Recreation Service Area and three (3) trustees elected to the Greenbelt Service Area by voters within the annexed boundaries of these areas.

Functions of the Board of Trustees

- A. The Board passes resolutions and policies, appropriates funds, and performs such other duties and responsibilities as are required of it or otherwise allowed by law.

- B. The Board establishes policy through broad policy directives and general task assignments of a goal-oriented nature.
- C. The Board reviews the General Manager's performance and establishes the General Manager's compensation level annually.
- D. In every case, the will of the Board shall be expressed by a majority vote of a quorum of the Board. No statement or act of any individual member of the Board shall be viewed as the will of the Board.
- E. The Board will review this document annually, or as it otherwise determines is appropriate, to ensure that it is pertinent and current.

Compensation

A district board member may receive compensation for the member's service, as determined by the board. Before a board of trustees may adopt a compensation increase for a member of the board of trustees, the board of trustees must hold a public hearing on the compensation increase in accordance with *Utah Code* 17B-1-307(2). The board may allow a member to receive per diem and travel expenses for up to 12 meetings or activities per year, in accordance with rules adopted by the board or *Utah Code* 11-55-103 (*Utah Code* 17B-1-307). Board members may not receive compensation for service as board members in addition to compensation the board members receive as members of a county or municipal legislative body in accordance with *Utah Code* 17B-1-308(1).

Ethics

Utah Code [67-16](#) addresses ethics and conflicts of interest. Generally, ethics prohibit the acceptance and solicitation of gifts, compensation, or loans by a public officer or employee. A public officer may accept an occasional non-cash gift with a value of \$50 or less. A conflict of interest may be allowed as long as full and proper disclosure is made. In January of each year, a public officer is required to prepare a written conflict of interest disclosure statement that is to be posted on the entity's website until the public officer leaves office. Refer to Utah Code [67-16-6](#), [67-16-7](#), [67-16-8](#) & [67-16-16](#) and your legal counsel for specific disclosure requirements.

It is important to understand this part of *Utah Code* because the penalties for violations are significant.

PROSPECTIVE BOARD TRUSTEE INFORMATION

Election

A board of trustees may be elected or appointed depending upon the Utah Code section under which the district was created and the law, ordinance, or resolution creating the district. It is important that governing boards remain fully staffed and that vacancies are filled in a timely manner. The number of governing board members varies based on the Utah Code section under which the district was organized and the district's by-laws or organizing documents.

Term of Office

- A. Trustees are elected in conformance with the laws of the State of Utah. Generally, governing boards should consist of an odd number of members (at least three) who serve four-year terms which begin at noon on January 1 following the member's election or appointment. Utah Code [17B-1-303 to 306](#) and Utah Code [20A-1-512](#) generally define appointing or electing board members. Specific appointment or election procedures may vary by the type of district. In nearly all situations, board vacancies should be advertised, and interested citizens should be given the opportunity to be considered for the vacancy.
- B. The law also states that, "each board of trustees member shall serve until a successor is duly elected or appointed and qualified, unless the member earlier is removed from office or resigns or otherwise leaves office" (Utah Code [17B-1-303\(2\)\(b\)](#)). In other words, if a board member's term expires and a new board member has not been appointed or elected, the existing board member should continue to serve.
- C. A Trustee is not limited in the number of terms the member may serve.

Training

Each member of the Board shall complete training as prescribed by statute. This includes: (1) Within one year of appointment/election (and reappointment/reelection), each Trustee must complete the Local District & Special Service District Board Member Training provided by the Utah State Auditor. (2) Annually, each Trustee must complete Utah Open & Public Meetings Act training.

Conflicts of Interest

Trustees are required to disclose actual and potential conflicts of interest between their public duties and private interests.

Schedule of meeting for Stansbury Service Agency Board of Directors

The Stansbury Service Agency Board of Directors holds 24 regular meetings per year. A schedule of meetings with specific dates is adopted by the Board of Directors at the beginning of each year based on the following schedule:

❖ Regular Meeting:

- Board Meeting – on the 2nd Wednesday of the month
- Board Meeting – on the 4th Wednesday of the month

Recreation and Greenbelt Service Area - as determined by the Board of Trustees
Committee Meetings – as determined by the Committees.

DRAFT

Governing Board Responsibilities

Stephen J. Gauthier explains in his book, *Governmental Accounting, Auditing, and Financial Reporting*, that a governing board provides the leadership needed for an entity to achieve its purpose. A board is not free to act in any way it chooses and is ultimately judged based on the following four criteria:

- Effectiveness – How well does the board achieve its objectives or purpose?
- Efficiency – Does the board make optimal use of the resources placed under its control?
- Compliance – Does the board comply with applicable policy, law, or regulation?
- Reporting – Does the board prepare regular financial reports that are made available to those who pay the tax or fee used to operate the district?

As compliance and reporting requirements are presented in this manual, keep in mind that the underlying principle is that the governing board is accountable to its constituents for everything that happens within the district.

Board members do not serve indefinitely. Therefore, one of the most important things a board can do is establish good policies and procedures that will last beyond its service. Good policies and procedures will protect district resources in the event that a future board member does not maintain high ethical standards.

Generally, the following are areas of responsibility for governing boards:

- Meetings
- Budgeting
- Accounting
- Reporting
- Internal Control
- Personnel
- Purchasing
- Records (GRAMA)
- Insurance
- Fund Balance Limitation
- District Contact Information/Registration
- Training

Board Member Responsibilities

State law requires a governing board to appoint a chair, clerk, and treasurer. The board may elect other officers as the board considers necessary. The offices of chair, clerk, and treasurer may NOT be held by the same person. The clerk may be a board member, part-time staff, full-time staff, or contractor. The treasurer may be a board member, part-time staff, full-time staff, or contractor. The chair may only be a board member. Noted below are the specific responsibilities of each officer, as well as financial related

governing board responsibilities specifically required by law (See Utah Code Title [17B-1-631 through 17B-1-638](#))

Chair

- Conduct meetings.

Clerk (or other designated person not performing treasurer duties)

- Attend meetings and keep a record of the proceedings.
- Maintain financial records.
- Prepare checks after determining that the claim:
 - Was authorized by the board or financial officer,
 - Does not over expend the budget, and
 - Was approved in advance by the board or its designee.
- Present a detailed financial report at least quarterly to the board.
- May not sign a single signature check.

Treasurer

- Sign checks after determining that sufficient funds are available.
- Maintain custody of all money.
- Deposit and invest all money in accordance with the State Money Management Act ([Utah Code 51-7](#)).
- Receive all public funds and money payable to the district.
- Keep an accurate, detailed account of all money received.
- Issue receipts for money received.

Entire Board

- Approve all expenditures – however, the board may authorize a district manager or other official to act as the financial officer for the purpose of approving 1) payroll checks, if the checks are prepared in accordance with a schedule approved by the board, and 2) routine expenditures, such as utility bills, payroll-related expenses, supplies, and materials.
- Set a maximum sum over which all purchases may not be made without the board's approval.
- At least quarterly, review all expenditures authorized by the financial officer. ([Utah Code 17B-1-642](#))
- In a district with an expenditure budget of less than \$50,000 per year, a governing board member shall sign all checks. (Utah Code [17B-1-635](#)).

District Board Responsibilities Checklist

Effectiveness

- Develop and communicate a district mission statement.
- Appoint District Officers (required):
 - Board Chair – conduct meetings.
 - District Treasurer – custodian of funds. All public treasurers must obtain crime insurance.

- District Clerk – maintain financial records and prepare (not sign) disbursements.
- Establish written policies and procedures (i.e. Purchasing, Personnel, GRAMA, etc.).
- Appoint an Audit Committee (recommended) – This committee conducts risk assessments, helps establish internal control policy, and ensures audit findings are addressed.
- Develop a Disaster Response Plan and ensure employees are trained on how to respond.
- Be familiar with emerging technology affecting district operations.

Efficiency

- Regularly review current contracts – Rebid contracts every 5 years.
- Review budget-to-actual reports, bank statements and reconciliations, at least quarterly.
- Encourage innovation and cost saving among employees.

Compliance

- Obtain training (training.auditor.utah.gov; archives.utah.gov/rim/certification.html):
 - Board Member Training (within 1 year of every election/appointment)
 - Open and Public Meetings Act Training (annually)
 - GRAMA training for records officers (annually)
- Implement and enforce strong internal controls – (e.g. separation of duties, appropriate oversight of financial activities, bank statements).
- Hire competent staff – use clearly defined skills and qualifications, employee performance measures, and annual evaluations.
- Ensure meeting notice and agendas are posted to the Public Notice Website (utah.gov/pmn/).
- Renew registration with Lieutenant Governor’s Office annually.

Reporting

- Adopt a budget before the end of the fiscal year.
- Ensure the board hires a CPA to perform an annual audit or AUP. Otherwise, complete a Self-Evaluation Form (for entities with revenues and expenditures < \$350,000).
- Ensure transparency uploads are made on time.
- Ensure Deposit & Investment reports are submitted for June 30 and December 31 to the State Treasurer’s Office (reporting.auditor.utah.gov/UtahTreasuryLogin)
- Ensure Impact Fee Report (if applicable) and Fraud Risk Assessment Questionnaire are submitted with financial statements to the Office of the State Auditor.

SPECIAL DISTRICT CANDIDATE QUALIFICATIONS

All Special District Candidates must meet the following qualifications to be included on the ballot (Utah Code Section [17B-1-302](#), [306](#)):

- Registered voter within the boundaries of the special district in which the individual is elected*
- Must have resided within the district for which the candidate is seeking office for the 12 consecutive months immediately before the date of the election. (November 4, 2025)
- Maintain a principal place of residence within the district, and within the district that the elected officer represents, during the officer's term of office
- Not convicted of a felony, treason, crime, or offense relating to elections**
- Cannot have been declared mentally incompetent

** Utah Code §[20A-2-101](#) states: A registered voter (1) is a citizen of the United States; (2) is a resident of Utah; (3) will, on the date of that election, be at least 18 years old, (4) has been a resident of Utah for 30 days immediately before that election; (5) and is registered to vote.*

*** Utah Code §[20A-2-101.5](#) states: A person convicted of a felony loses the right to hold office until (1) all felony convictions have been expunged, OR (2) ten years have passed since the most recent felony conviction AND the person has paid all court-ordered restitution and fines AND the person has completed probation, been granted parole, or completed the term of incarceration associated with the felony.*

DECLARATION OF CANDIDACY INSTRUCTIONS

Information about the Declaration of Candidacy:

- ❖ Applications must be submitted to the Stansbury Service Agency's clerk, in person, between June 2, 2025, and June 9, 2025, from 8:00 am – 4:00 pm, Monday – Friday. No late submissions will be accepted.
- ❖ The Applicant's name provided on the Declaration of Candidacy form will be the name listed on the ballot.
- ❖ As all election updates and other official communications during the election cycle will be communicated to the Applicant through the email address provided on the Declaration of Candidacy form, please verify that the email address listed is correct.

Elections:

The Candidate will be decided solely in the general election held on November 4, 2025.

Candidate Profile:

Candidates are encouraged to provide a profile to the Vote Utah website for public access. Information and dates to submit the profile are listed below:

Dates to submit a candidate profile:

- ❖ General Election Candidates – September 5, 2025, at 5:00 pm (MST)

Posting the Candidate profile:

The Lieutenant Governor's Office provides candidates with the opportunity to submit a candidate profile for the website [VOTE.UTAH.GOV](https://vote.utah.gov). Your profile includes biographical information, a picture, and a short statement. Submitting a candidate profile is optional. Candidates are responsible for submitting their profile by the deadline. Deadlines are established by law (see Utah Code 20A-7-801(4)). As a result, late submissions cannot be accepted. Due to the volume of profiles being submitted, edits after submission cannot be accommodated.

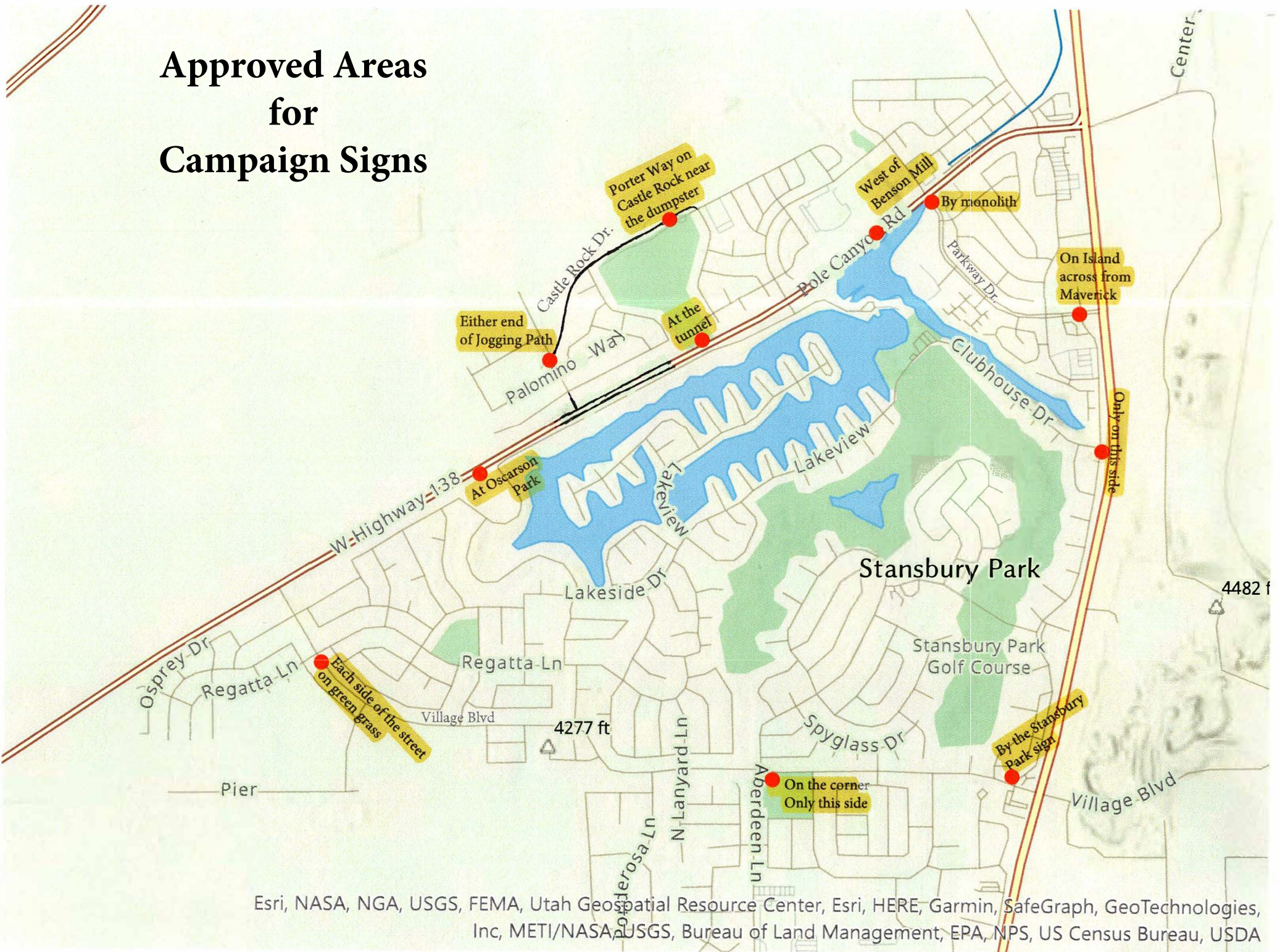
This year, candidates will receive an email link to complete their bio (from elections@utah.gov). These links will be sent to the email provided on the candidate's filing form. Please check your spam folder if the link is not in your inbox.

SIGN POLICY

Campaign signs may be posted according to Stansbury Service Agency's policies and as directed below:

- ❖ All signs must be approved by the Stansbury Service Agency management prior to being placed on Service Agency Property.
- ❖ A map of approved areas where signs are allowed is included in this packet. Signs will be removed if they are not in the approved areas.
- ❖ Campaign signs may be placed on the Agency property only in the right of ways and the green spaces. Campaign signs are prohibited from being placed at any Service Agency park or facility. Campaign signs may be placed 30 days prior to a general election and must be removed within 5 days following the election. Campaign signs are limited to no more than 10 per Candidate.
- ❖ Per Utah code, signs of any kind are prohibited from being placed on utility poles, traffic signs, or other state-owned property.
- ❖ Signs may not be more than 4'x6' in size without written approval from the Stansbury Service Agency management.
- ❖ Signs must be placed 2 feet from the roadway and cannot obstruct any view for motorists.

Approved Areas for Campaign Signs



2025 SPECIAL DISTRICT DECLARATION OF CANDIDACY

Please note that the information on this form may be available to the public in accordance with Utah State Code 63G-2-301 and 63G-2-210.

FIRST NAME (as it will appear on the ballot)

MIDDLE NAME (as it will appear on the ballot)

LAST NAME (as it will appear on the ballot)

for the office of _____ for the _____ (two or four-year) term

for the city/town of _____.

State of Utah

County of _____ } ss.

I, _____, being first duly sworn, say that I
reside at _____ (Street), City of _____, County of
_____, state of Utah, _____ (Zip Code), _____ (Telephone Number, if any);
that I meet the qualifications for the office of board of trustees member for
_____ (state the name of the special district); that I am a candidate for that
office to be voted upon at the next election; and that, if filing via a designated agent, I will be out of the state of
Utah during the entire candidate filing period, and I hereby request that my name be printed upon the official
ballot for that election.

Email Address

(one that is closely monitored)

Candidates must provide the filing officer with an email address at the time of filing if the candidate wishes to display
a candidate profile on the Statewide Electronic Voter Information website. [20A-9-203\(4\)\(c\)\(iv\)\(B\)](#)

Signature of Candidate
(must be signed in the presence of the filing officer)

Subscribed and sworn to before _____ on this _____.
(filing officer name) (month/day/year)

(Seal)

(City or town)

(Date Received)

QUALIFICATIONS FOR CANDIDATE FILING DECLARATION

Please initial:

- _____ The filing officer read the constitutional and statutory qualifications as listed below to me, and I meet those qualifications.
- _____ I understand that an individual who holds a municipal elected office may not, at the same time, hold a county elected office.
- _____ I agree to file all campaign financial disclosure reports, and I understand that failure to do so may result in my disqualification as a candidate for this office, possible fines and/or criminal penalties, including removal of my name from the ballot.
- _____ I have completed and/or updated my conflict of interest disclosure statement and it is accurate as of the date of filing my declaration of candidacy according to 17B-1-306.1.
- _____ I received a copy of the pledge of fair campaign practices, and I understand that signing this pledge is voluntary.
- _____ I provided a valid email, or physical address if no email is available, and I understand this will be used for official communications and updates from election officials.
- _____ I understand I will receive all financial disclosure notices by email.
- _____ I understand my name will appear on the ballot as it is printed on this declaration of candidacy, and that I may not make any amendments or modifications after 5:00 p.m. on June 9, 2025.
- _____ I have received a copy of Section 20A-7-801 regarding the Statewide Electronic Voter Information Website Program and its applicable deadline.

QUALIFICATIONS

Before the filing officer accepts any declaration of candidacy, the filing officer shall read to the candidate the constitutional and statutory requirements for candidacy, and the candidate shall state whether he/she fulfills the requirements. If the candidate indicates that he/she does not qualify, the filing officer may not accept his/her declaration of candidacy (Utah Code Section 20A-9-203).

SPECIAL DISTRICT CANDIDATE

Utah Code §17B-1-302, 306

Utah Code §20A-9-203

- Registered voter within the boundaries of the special district in which the individual is elected*
- Must have resided within the district for which the candidate is seeking office for the 12 consecutive months immediately before the date of the election. (November 4, 2025)
- Maintain a principal place of residence within the district, and within the district that the elected officer represents, during the officer's term of office
- Not convicted of a felony, treason, crime, or offense relating to elections**
- Cannot have been declared mentally incompetent

** Utah Code §20A-2-101 states: A registered voter (1) is a citizen of the United States; (2) is a resident of Utah; (3) will, on the date of that election, be at least 18 years old, (4) has been a resident of Utah for 30 days immediately before that election; (5) and is registered to vote.*

*** Utah Code §20A-2-101.5 states: A person convicted of a felony loses the right to hold office until (1) all felony convictions have been expunged, OR (2) ten years have passed since the most recent felony conviction AND the person has paid all court-ordered restitution and fines AND the person has completed probation, been granted parole, or completed the term of incarceration associated with the felony.*



PLEDGE OF FAIR CAMPAIGN PRACTICES

(Utah Code §20A-9-206)

There are basic principles of decency, honesty, and fair play which every candidate for public office in the State of Utah has a moral obligation to observe and uphold, in order that, after vigorously contested but fairly conducted campaigns, our citizens may exercise their right to a free election, and that the will of the people may be fully and clearly expressed on the issues.

THEREFORE:

I SHALL conduct my campaign openly and publicly, discussing the issues as I see them, presenting my record and policies with sincerity and frankness, and criticizing, without fear or favor, the record and policies of my opponents that I believe merit criticism.

I SHALL NOT use, nor shall I permit the use of, scurrilous attacks on any candidate or the candidate's immediate family. I shall not participate in, nor shall I permit the use of, defamation, libel, or slander against any candidate or the candidate's immediate family. I shall not participate in, nor shall I permit the use of, any other criticism of any candidate or the candidate's immediate family that I do not believe to be truthful, provable, and relevant to my campaign.

I SHALL NOT use, nor shall I permit the use of, any practice that tends to corrupt or undermine our American system of free elections, or that hinders or prevents the free expression of the will of the voters, including practices intended to hinder or prevent any eligible person from registering to vote or voting.

I SHALL NOT coerce election help or campaign contributions for myself or for any other candidate from my employees or volunteers.

I SHALL immediately and publicly repudiate support deriving from any individual or group which resorts, on behalf of my candidacy or in opposition to that of an opponent, to methods in violation of the letter or spirit of this pledge. I shall accept responsibility to take firm action against any subordinate who violates any provision of this pledge or the laws governing elections.

I SHALL defend and uphold the right of every qualified American voter to full and equal participation in the electoral process.

I, the undersigned, candidate for election to public office in the State of Utah, hereby voluntarily endorse, subscribe to, and solemnly pledge myself to conduct my campaign in accordance with the above principles and practices."

Printed Name: _____ Office: _____

Signature: _____ Date: _____

***This is a voluntary pledge. Candidates are not required to sign this pledge of fair campaign practices.**

***This document is considered a public record and will be retained for public inspection until 30 days following the election.**

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Voter Information Website

Effective 5/7/2025

20A-7-801. Statewide Electronic Voter Information Website Program -- Duties of the lieutenant governor -- Content -- Duties of local election officials -- Deadlines -- Frequently asked voter questions -- Other elections.

- (1) There is established the Statewide Electronic Voter Information Website Program administered by the lieutenant governor in cooperation with the county clerks for general elections and municipal authorities for municipal elections.
- (2) In accordance with this section, and as resources become available, the lieutenant governor, in cooperation with county clerks, shall develop, establish, and maintain a state-provided Internet website designed to help inform the voters of the state of:
 - (a) the offices and candidates up for election;
 - (b) the content, effect, operation, fiscal impact, and supporting and opposing arguments of ballot propositions submitted to the voters; and
 - (c) the status of a voter's trackable ballot, in accordance with Section [20A-3a-401.5](#), accessible only by the voter.
- (3) Except as provided under Subsection [\(6\)](#), the website shall include:
 - (a) all information currently provided in the Utah voter information pamphlet under [Chapter 7, Part 7, Voter Information Pamphlet](#), including a section prepared, analyzed, and submitted by the Judicial Performance Evaluation Commission describing the judicial selection and retention process;
 - (b) on the homepage of the website, a link to the Judicial Performance Evaluation Commission's website, [judges.utah.gov](#);
 - (c) a link to the retention recommendation made by the Judicial Performance Evaluation Commission in accordance with [Title 78A, Chapter 12, Part 2, Judicial Performance Evaluation](#), for each judicial appointee to a court that is subject to a retention election, in accordance with Section [20A-12-201](#), for the upcoming general election;
 - (d) all information submitted by election officers under Subsection [\(4\)](#) on local office races, local office candidates, and local ballot propositions;
 - (e) a list that contains the name of a political subdivision that operates an election day voting center under Section [20A-3a-703](#) and the location of the election day voting center;
 - (f) other information determined appropriate by the lieutenant governor that is currently being provided by law, rule, or ordinance in relation to candidates and ballot questions;
 - (g) any differences in voting method, time, or location designated by the lieutenant governor under Subsection [20A-1-308\(2\)](#); and
 - (h) an online ballot tracking system by which a voter can view the status of the voter's trackable ballot, in accordance with Section [20A-3a-401.5](#), including:
 - (i) when a ballot has been mailed to the voter;
 - (ii) when an election official has received the voter's ballot; and
 - (iii) when the voter's ballot has been counted.
- (4) (a) An election official shall submit the following information for each ballot under the election official's direct responsibility under this title:
 - (i) a list of all candidates for each office;
 - (ii) if submitted by the candidate to the election official's office no later than 5 p.m. on the last business day that is at least 45 calendar days before the primary election or no later than 5 p.m. on the last business day that is at least 60 calendar days before the general election:
 - (A) a statement of qualifications, not exceeding 200 words in length, for each candidate;
 - (B) the following current biographical information if desired by the candidate, current:
 - (I) age;
 - (II) occupation;
 - (III) city of residence;
 - (IV) years of residence in current city; and
 - (V) email address; and
 - (C) a single web address where voters may access more information about the candidate and the candidate's views; and
 - (iii) factual information pertaining to all ballot propositions submitted to the voters, including:

- (A) a copy of the number and ballot title of each ballot proposition;
 - (B) the final vote cast for each ballot proposition, if any, by a legislative body if the vote was required to place the ballot proposition on the ballot;
 - (C) a complete copy of the text of each ballot proposition, with all new language underlined and all deleted language placed within brackets; and
 - (D) other factual information determined helpful by the election official.
- (b) The information under Subsection [\(4\)\(a\)](#) shall be submitted to the lieutenant governor no later than one business day after the deadline under Subsection [\(4\)\(a\)](#) for each general election year and each municipal election year.
- (c) The lieutenant governor shall:
- (i) review the information submitted under this section, to determine compliance under this section, prior to placing it on the website;
 - (ii) refuse to post information submitted under this section on the website if it is not in compliance with the provisions of this section; and
 - (iii) organize, format, and arrange the information submitted under this section for the website.
- (d) The lieutenant governor may refuse to include information the lieutenant governor determines is not in keeping with:
- (i) Utah voter needs;
 - (ii) public decency; or
 - (iii) the purposes, organization, or uniformity of the website.
- (e) A refusal under Subsection [\(4\)\(d\)](#) is subject to appeal in accordance with Subsection [\(5\)](#).
- (5) (a) A person whose information is refused under Subsection [\(4\)](#), and who is aggrieved by the determination, may appeal by submitting a written notice of appeal to the lieutenant governor before 5 p.m. within 10 business days after the date of the determination. A notice of appeal submitted under this Subsection [\(5\)\(a\)](#) shall contain:
- (i) a listing of each objection to the lieutenant governor's determination; and
 - (ii) the basis for each objection.
- (b) The lieutenant governor shall review the notice of appeal and shall issue a written response within 10 business days after the day on which the notice of appeal is submitted.
- (c) An appeal of the response of the lieutenant governor shall be made to the district court, which shall review the matter de novo.
- (6) (a) The lieutenant governor shall ensure that each voter will be able to conveniently enter the voter's address information on the website to retrieve information on which offices, candidates, and ballot propositions will be on the voter's ballot at the next general election or municipal election.
- (b) The information on the website will anticipate and answer frequent voter questions including the following:
- (i) what offices are up in the current year for which the voter may cast a vote;
 - (ii) who is running for what office and who is the incumbent, if any;
 - (iii) what address each candidate may be reached at and how the candidate may be contacted;
 - (iv) for partisan races only, what, if any, is each candidate's party affiliation;
 - (v) what qualifications have been submitted by each candidate;
 - (vi) where additional information on each candidate may be obtained;
 - (vii) what ballot propositions will be on the ballot; and
 - (viii) what judges are up for retention election.
- (7) The lieutenant governor shall ensure that each voter may conveniently enter the voter's name, date of birth, and address information on the website to retrieve information on the status of the voter's ballot if the voter's ballot is trackable under Section [20A-3a-401.5](#).
- (8) As resources are made available and in cooperation with the county clerks, the lieutenant governor may expand the electronic voter information website program to include the same information as provided under this section for special elections and primary elections.

Campaign Finance Statutes: Municipal Candidates

Effective 5/7/2025

10-3-208. Campaign finance disclosure in municipal election.

- (1) Unless a municipality adopts by ordinance more stringent definitions, the following are defined terms for purposes of this section:
- (a) "Agent of a candidate" means:
 - (i) a person acting on behalf of a candidate at the direction of the reporting entity;
 - (ii) a person employed by a candidate in the candidate's capacity as a candidate;
 - (iii) the personal campaign committee of a candidate;
 - (iv) a member of the personal campaign committee of a candidate in the member's capacity as a member of the personal campaign committee of the candidate; or
 - (v) a political consultant of a candidate.
 - (b) "Anonymous contribution limit" means for each calendar year:
 - (i) \$50; or
 - (ii) an amount less than \$50 that is specified in an ordinance of the municipality.
 - (c) (i) "Candidate" means a person who:
 - (A) files a declaration of candidacy for municipal office; or
 - (B) receives contributions, makes expenditures, or gives consent for any other person to receive contributions or make expenditures to bring about the person's nomination or election to a municipal office.
 - (ii) "Candidate" does not mean a person who files for the office of judge.
 - (d) (i) "Contribution" means any of the following when done for political purposes:
 - (A) a gift, subscription, donation, loan, advance, or deposit of money or anything of value given to a candidate;
 - (B) an express, legally enforceable contract, promise, or agreement to make a gift, subscription, donation, unpaid or partially unpaid loan, advance, or deposit of money or anything of value to the candidate;
 - (C) any transfer of funds from another reporting entity to the candidate;
 - (D) compensation paid by any person or reporting entity other than the candidate for personal services provided without charge to the candidate;
 - (E) a loan made by a candidate deposited to the candidate's own campaign; and
 - (F) an in-kind contribution.
 - (ii) "Contribution" does not include:
 - (A) services provided by an individual volunteering a portion or all of the individual's time on behalf of the candidate if the services are provided without compensation by the candidate or any other person;
 - (B) money lent to the candidate by a financial institution in the ordinary course of business; or
 - (C) goods or services provided for the benefit of a candidate at less than fair market value that are not authorized by or coordinated with the candidate.
 - (e) "Coordinated with" means that goods or services provided for the benefit of a candidate are provided:
 - (i) with the candidate's prior knowledge, if the candidate does not object;
 - (ii) by agreement with the candidate;
 - (iii) in coordination with the candidate; or
 - (iv) using official logos, slogans, and similar elements belonging to a candidate.
 - (f) (i) "Expenditure" means any of the following made by a candidate or an agent of the candidate on behalf of the candidate:
 - (A) any disbursement from contributions, receipts, or from an account described in Subsection (3)(a);
 - (B) a purchase, payment, donation, distribution, loan, advance, deposit, gift of money, or anything of value made for political purposes;
 - (C) an express, legally enforceable contract, promise, or agreement to make any purchase, payment, donation, distribution, loan, advance, deposit, gift of money, or anything of value for a political purpose;

- (D) compensation paid by a candidate for personal services rendered by a person without charge to a reporting entity;
 - (E) a transfer of funds between the candidate and a candidate's personal campaign committee as defined in Section [20A-11-101](#); or
 - (F) goods or services provided by a reporting entity to or for the benefit of the candidate for political purposes at less than fair market value.
- (ii) "Expenditure" does not include:
 - (A) services provided without compensation by an individual volunteering a portion or all of the individual's time on behalf of a candidate; or
 - (B) money lent to a candidate by a financial institution in the ordinary course of business.
- (g) "In-kind contribution" means anything of value other than money, that is accepted by or coordinated with a candidate.
 - (h) (i) "Political consultant" means a person who is paid by a candidate, or paid by another person on behalf of and with the knowledge of the candidate, to provide political advice to the candidate.
 - (ii) "Political consultant" includes a circumstance described in Subsection (1)(h)(i), where the person:
 - (A) has already been paid, with money or other consideration;
 - (B) expects to be paid in the future, with money or other consideration; or
 - (C) understands that the person may, in the discretion of the candidate or another person on behalf of and with the knowledge of the candidate, be paid in the future, with money or other consideration.
 - (i) "Political purposes" means an act done with the intent or in a way to influence or tend to influence, directly or indirectly, any person to refrain from voting or to vote for or against any candidate or a person seeking a municipal office at any caucus, political convention, or election.
 - (j) "Reporting entity" means:
 - (i) a candidate;
 - (ii) a committee appointed by a candidate to act for the candidate;
 - (iii) a person who holds an elected municipal office;
 - (iv) a party committee as defined in Section [20A-11-101](#);
 - (v) a political action committee as defined in Section [20A-11-101](#);
 - (vi) a political issues committee as defined in Section [20A-11-101](#);
 - (vii) a corporation as defined in Section [20A-11-101](#); or
 - (viii) a labor organization as defined in Section [20A-11-1501](#).
- (2) (a) A municipality may adopt an ordinance establishing campaign finance disclosure requirements for a candidate that are more stringent than the requirements provided in Subsections (3) through (8).
 - (b) The municipality may adopt definitions that are more stringent than those provided in Subsection (1).
 - (c) If a municipality fails to adopt a campaign finance disclosure ordinance described in Subsection (2)(a), a candidate shall comply with financial reporting requirements contained in Subsections (3) through (8).
- (3) Each candidate:
 - (a) shall deposit a contribution in a separate campaign account in a financial institution; and
 - (b) may not deposit or mingle any campaign contributions received into a personal or business account.
- (4) (a) In a year in which a municipal primary is held, each candidate who will participate in the municipal primary shall file a campaign finance statement with the municipal clerk or recorder no later than seven days before the day described in Subsection [20A-1-201.5](#)(2).
 - (b) Each candidate who is not eliminated at a municipal primary election shall file a campaign finance statement with the municipal clerk or recorder no later than:
 - (i) 28 days before the day on which the municipal general election is held;
 - (ii) seven days before the day on which the municipal general election is held; and
 - (iii) 30 days after the day on which the municipal general election is held.
 - (c) Each candidate for municipal office who is eliminated at a municipal primary election shall file with the municipal clerk or recorder a campaign finance statement within 30 days after the day on which the municipal primary election is held.

- (5) If a municipality does not conduct a primary election for a race, each candidate who will participate in that race shall file a campaign finance statement with the municipal clerk or recorder no later than:
- (a) 28 days before the day on which the municipal general election is held;
 - (b) seven days before the day on which the municipal general election is held; and
 - (c) 30 days after the day on which the municipal general election is held.
- (6) (a) If a candidate seeks appointment to fill a midterm vacancy in a municipal office the candidate shall, no later than three business days before the day on which the municipal legislative body meets to interview the candidate in accordance with Section 20A-1-510, file a campaign finance statement with the municipal clerk or recorder.
- (b) Upon receipt of the campaign finance statement described in Subsection (6)(a), the municipal clerk or recorder shall immediately submit a copy of the statement to the municipal legislative body.
- (7) Each campaign finance statement described in Subsection (4), (5), or (6) shall:
- (a) except as provided in Subsection (7)(b):
 - (i) report all of the candidate's itemized and total:
 - (A) contributions, including in-kind and other nonmonetary contributions, received up to and including five days before the campaign finance statement is due, excluding a contribution previously reported; and
 - (B) expenditures made up to and including five days before the campaign finance statement is due, excluding an expenditure previously reported; and
 - (ii) identify:
 - (A) for each contribution, the amount of the contribution and the name of the donor, if known; and
 - (B) for each expenditure, the amount of the expenditure and the name of the recipient of the expenditure; or
 - (b) report the total amount of all contributions and expenditures if the candidate receives \$500 or less in contributions and spends \$500 or less on the candidate's campaign.
- (8) Within 30 days after receiving a contribution that is cash or a negotiable instrument, exceeds the anonymous contribution limit, and is from a donor whose name is unknown, a candidate shall disburse the amount of the contribution to:
- (a) the treasurer of the state or a political subdivision for deposit into the state's or political subdivision's general fund; or
 - (b) an organization that is exempt from federal income taxation under Section 501(c)(3), Internal Revenue Code.
- (9) (a) A municipality may, by ordinance:
- (i) provide an anonymous contribution limit less than \$50;
 - (ii) require greater disclosure of contributions or expenditures than is required in this section; and
 - (iii) impose additional penalties on candidates who fail to comply with the applicable requirements beyond those imposed by this section.
- (b) A candidate is subject to the provisions of this section and not the provisions of an ordinance adopted by the municipality under Subsection (9)(a) if:
- (i) the municipal ordinance establishes requirements or penalties that differ from those established in this section; and
 - (ii) the municipal clerk or recorder fails to notify the candidate of the provisions of the ordinance as required in Subsection (10).
- (10) Each municipal clerk or recorder shall, at the time the candidate for municipal office files a declaration of candidacy, and again 35 days before each municipal general election, notify the candidate in writing of:
- (a) the provisions of statute or municipal ordinance governing the disclosure of contributions and expenditures;
 - (b) the dates when the candidate's campaign finance statement is required to be filed; and
 - (c) the penalties that apply for failure to file a timely campaign finance statement, including the statutory provision that requires removal of the candidate's name from the ballot for failure to file the required campaign finance statement when required.
- (11) Notwithstanding any provision of Title 63G, Chapter 2, Government Records Access and Management Act, the municipal clerk or recorder shall:
- (a) make each campaign finance statement filed by a candidate available for public inspection and copying no later than one business day after the statement is filed; and
 - (b) make the campaign finance statement filed by a candidate available for public inspection by:
 - (i) posting an electronic copy or the contents of the statement on the municipality's website no later than seven business days after the day on which the statement is filed; and

- (ii) in order to comply with the requirements of Subsection [20A-11-103\(4\)\(b\)\(ii\)](#), providing the lieutenant governor with a link to the electronic posting described in Subsection (11)(b)(i) no later than two business days after the day on which the statement is filed.
- (12) (a) If a candidate fails to timely file a campaign finance statement required under Subsection (4) or (5), the municipal clerk or recorder:
 - (i) may send an electronic notice to the candidate that states:
 - (A) that the candidate failed to timely file the campaign finance statement; and
 - (B) that, if the candidate fails to file the report within 24 hours after the deadline for filing the report, the candidate will be disqualified; and
 - (ii) may impose a fine of \$50 on the candidate.
- (b) The municipal clerk or recorder shall disqualify a candidate and inform the appropriate election official that the candidate is disqualified if the candidate fails to file a campaign finance statement described in Subsection (4) or (5) within 24 hours after the deadline for filing the report.
- (c) If a candidate is disqualified under Subsection (12)(b), the election official:
 - (i) shall:
 - (A) notify every opposing candidate for the municipal office that the candidate is disqualified;
 - (B) send an email notification to each voter who is eligible to vote in the municipal election office race for whom the election official has an email address informing the voter that the candidate is disqualified and that votes cast for the candidate will not be counted;
 - (C) post notice of the disqualification on a public website; and
 - (D) if practicable, remove the candidate's name from the ballot by blacking out the candidate's name before the ballots are delivered to voters; and
 - (ii) may not count any votes for that candidate.
- (13) An election official may fulfill the requirements described in Subsection (12)(c)(i) in relation to a mailed ballot, including a military overseas ballot, by including with the ballot a written notice:
 - (a) informing the voter that the candidate is disqualified; or
 - (b) directing the voter to a public website to inform the voter whether a candidate on the ballot is disqualified.
- (14) Notwithstanding Subsection (12)(b), a candidate who timely files each campaign finance statement required under Subsection (4) or (5) is not disqualified if:
 - (a) the statement details accurately and completely the information required under Subsection (7), except for inadvertent omissions or insignificant errors or inaccuracies; and
 - (b) the omissions, errors, or inaccuracies are corrected in an amended report or in the next scheduled report.
- (15) A candidate for municipal office who is disqualified under Subsection (12)(b) shall file with the municipal clerk or recorder a complete and accurate campaign finance statement within 30 days after the day on which the candidate is disqualified.
- (16) A campaign finance statement required under this section is considered filed if it is received in the municipal clerk or recorder's office by 5 p.m. on the date that it is due.
- (17) (a) A private party in interest may bring a civil action in a court with jurisdiction under Title 78A, Judiciary and Judicial Administration, to enforce the provisions of this section or an ordinance adopted under this section.
- (b) In a civil action under Subsection (17)(a), the court may award costs and attorney fees to the prevailing party.



Submitting Your Candidate Profile

The Lieutenant Governor's Office provides candidates with the opportunity to submit a candidate profile for the website VOTE.UTAH.GOV. Your profile includes biographical information, a picture, and a short statement. Submitting a candidate profile is optional.

Candidates are responsible for submitting their profile by the deadline. Deadlines are established by law (see Utah Code 20A-7-801(4)). As a result, **late submissions cannot be accepted. Due to the volume of profiles being submitted, edits after submission cannot be accommodated.**

This year, candidates will receive an email link to complete their bio (from elections@utah.gov). **These links will be sent to the email provided on the candidate's filing form.** Please check your spam folder if the link is not in your inbox.

If you do submit a profile for the Primary Election, and then make it to the General Election, you will need to resubmit a new profile for the Election, due to state law. Your Primary Election profile will NOT carry over to the General Election.

How Do I Submit My Profile?

1. After being sent the link, follow the instructions to submit your profile. **Please read and review the information on the page carefully.**
2. After reading the page, select "Submit Candidate Information." Complete the form and submit it.
3. Click the link and complete the form. Once the submission deadline has ended, our office will review the submissions and notify candidates if their profiles require correction. This process typically takes a few weeks to complete.
4. After the review period is over and before ballots are sent, our office will post the profiles on VOTE.UTAH.GOV under the "Learn About Candidates and Issues" tab.

When Can I Submit My Profile?

PRIMARY Election Candidates:

- For candidates who have a primary election, the deadline for their submission is June 27th, 2025, at 5:00 PM Mountain Time.

GENERAL Election Candidates:

- General election candidates have until September 5th, 2025, at 5:00 PM Mountain Time.

Do you need assistance with your candidate profile?

Contact the Utah Lieutenant Governor's Office at (801) 538-1041 or elections@utah.gov
Open Monday – Friday, 8:00 am – 5:00 pm (state and national holidays excluded)

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[Insert Logo Here]

PRIVATE CONTACT INFORMATION

This information provided here will only be used by the Elections Office staff to contact you regarding required notices, financial reports, and other important items.

Candidate Name (REQUIRED)

Home Address (REQUIRED)

Telephone Number (REQUIRED)

Email Address (REQUIRED)

Signature of Filing Officer

Date

Office of the Lieutenant Governor

350 N. State Street, Suite 220 – P.O. Box 142325 – Salt Lake City, UT 84114-2325

Tel: 801-538-1041 Fax: 801-538-1133 Email: elections@utah.gov



Conflict of Interest Disclosure Form

UNDER THE MUNICIPAL OFFICERS' AND EMPLOYEES' ETHICS ACT
(Utah Code Annotated Section 10-3-1313, 20A-11-1604(6)), and 10-3-301.5

Regulated Officeholder/Candidate (Print Name)

1. The name and address of each current employer and each employer during the preceding year including a brief description of the employment, occupation, and job title.

Current Employer(s):

Employer Name		Occupation	
Employer Address		Job Title	
Brief Description			
Employer Name		Occupation	
Employer Address		Job Title	
Brief Description			

Preceding Year Employer(s):

Employer Name		Occupation	
Employer Address		Job Title	
Brief Description			
Employer Name		Occupation	
Employer Address		Job Title	
Brief Description			

2. The name of the entity in which the regulated officeholder/candidate is or was an owner or officer during the current or preceding year including a brief description of the type of business or activity conducted by the entity and position.

☐ Check if not applicable

Entity Name (current)		Position	
Brief Description			
Entity Name (preceding year)		Position	
Brief Description			

3. The name of each individual or entity, including a brief description of the type of business or activity, from which the regulated officeholder/candidate has received \$5,000 or more in income during preceding year.

☐ Check if not applicable

Individual/Entity Name	
Brief Description	
Individual/Entity Name	
Brief Description	

4. The name and brief description of each entity in which the regulated officeholder/candidate holds any stocks or bonds having a fair market value of \$5,000 or more as of the date of this disclosure statement or during the preceding year (excluding funds managed by a third party, including blind trusts, managed investment accounts, and mutual funds).

☐ Check if not applicable

Entity Name	
Brief Description	
Entity Name	
Brief Description	

5. The name of each entity or organization **not** listed above in which the regulated officeholder/candidate currently serves, or served in the preceding year, in a paid leadership capacity or in a paid or unpaid position on a board of directors including a brief description of the business or activity and position held.

☐ Check if not applicable

Entity Name		Position	
Brief Description			
Employer Name		Position	
Brief Description			

6. (Optional): Description of any real property in which the regulated officeholder/candidate holds an ownership or other financial interest that the regulated officeholder/candidate believes may constitute a conflict of interest including a description of the type of interest.

☐ Check if not applicable

Real Property	
Type of Interest	
Real Property	
Type of Interest	

7. The name of the regulated officeholder/candidate's spouse and the name and address of each current and preceding year employer if the regulated officeholder/candidate believes the employment may constitute a conflict of interest.

☐ Check if not applicable

Spouse	
Employer (current)	
Employer (preceding year)	

8. The name of any other adult residing in the regulated officeholder/candidate's household who is **not** related by blood, including a brief description of their employment or occupation if the regulated officeholder/candidate believes the adult's presence may constitute a conflict of interest.

☐ Check if not applicable

Other Adult	
Employment description OR Occupation	

Other Adult	
Employment description OR Occupation	

9. (Optional) A description of any other matter or interest that the regulated officeholder/candidate believes may constitute a conflict of interest.

☐ Check if not applicable

Check if applicable:

☐ Under UCA 20A-11-1604(7)(a), I claim that I am an at-risk government employee as defined in UCA 63G-2-303(1)(a) and that my employment under Item 1 be redacted.

☐ Under UCA 20A-11-1604(7)(a), I claim that my spouse is an at-risk government employee as defined in UCA 63G-2-303(1)(a) and that my spouse's employment under Item 7 be redacted.

I, the regulated officeholder/candidate, believe the information provided is true and accurate to the best of my knowledge.

Date: _____

Regulated Officeholder/Candidate Signature

Privacy Notice:

- The personal data collected in this form will be available to the public under 63G-2-301.
- Any personal data redacted in accordance with 20A-11-1604(7)(a) is not considered a public record under 63G-2-301. This data will be used for administrative purposes and will not be displayed to the public. This information is required under 20A-11-1604. Violation of this section may result in a class B misdemeanor and a \$100 fine. The information, unless specified, will be publicly available on the disclosures and possibly other election-related websites. Personal data collected on the website will not be sold. The personal data will be included in the record series GRS 1911.

DATED THIS _____ DAY OF _____ 202____

By: _____

Title/Office: _____

SWORN TO AND SUBSCRIBED BY ME

THIS _____ DAY OF _____ 202____

NOTARY PUBLIC



Stansbury Service Agency Board of Directors Meeting

Agenda

Order of Business

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Fire Chief Update
5. Sheriff Update
6. Public Comments
7. GM Updates
 1. Operations
 2. Programs
 3. Finances
8. **Discussion Items:**
 1. Board Compensation Policy
9. **Action Items:**
 1. 2025.05.05 A
Board Review and Possible Approval of The Little Library at Garrett Park
 2. 2025.05.06 A
Board Review and Possible Approval of April 2025 Financial Statements, Journal Entries, and Expenditures
 3. 2025.05.07 A
Board Review and Possible Approval of moving June 18, 2025, Board Meeting to June 17th and canceling the Aug 13, 2025, Board Meeting
 4. 2025.05.08 A
Board Review and Possible Approval of the 2025 Candidate Packet
10. **Board Member Reports and Discussion Items**
 1. 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.
11. **Motion to Adjourn**

Public Comment

GM Update

Operations

Pool

Pool Certified by County

Staff Hired and Trained

Open Starting 24 May 2025

Issue with the Chlorine Pump, May Need to Order Replacement

Diving Boards Ordered – Anticipated 4-week delivery

Website Taking Reservations for Lessons, Swim Team and Passes

Lots of positive comments on how well the lifeguards are watching the pool.

Lifeguards in Water Safety Instructor Training this week – pool only open from 3-6 for open swim.

Pool Issues

Lifeguards and managers are busy retraining clientele on pool rules.

Some issues with actually enforcing policies.

- 20 Punch Passes are only good for that year.
- No outside food or drink
- No one is allowed on the deck unless they paid admission
 - Occupancy Limit

Need to adjust entry.

- Add a cashier/lifeguard to watch the gate
- Working on an estimate to move the entry point closer to the cashier.

Beachfront Issues

We had easily a thousand people here on Monday

- Parking issues

Issue since last Wednesday with fighting, underage drinking, criminal activity.

Talked to the Sheriff last Wednesday– Increased Patrols

Need to develop a plan to alleviate problems

- Install parking meters/day pass kiosk
- No parking along clubhouse drive.
- Adding a tow away zone to the front circle.

Operations

Irrigation

Completed initial set up of parks and most greenspaces

Remaining Priorities

- Frontage Road
- Sagers, North Parkway
- Fix of break under road on West Village
- Clubhouse front area

Training of new staff

- 2 new hires in backflow training/certification next week
- Need to establish a training/assessment program

Weather Trak

Operations Irrigation

Currently on WeatherTrak – 28 (All the Golf Course)

- Some limited by Hydraulics

Trying to get on system– 12

Showing as having WeatherTrak Connections – 2

Battery Timers - 32

Porter Way Park - Baseline

Operations

Mowing seems to be on track

Ground repair

- Using Facilities team when not otherwise engaged.
- Completing Porter Way
- Moving to Frontage Road Next week.

Operations

Personnel Hiring

Pool Hiring 1 additional Lifeguard, 1 Cashier

Golf Course – 1 open full time slot, filling with temporary, 2 seasonals available, 2 Seasonal Irrigation

Operations – Bringing on 2 High School Temporary High School; slot for a temporary irrigation, Looking at adding 2 additional temporary.

Operations

Ice Shack – Kayak Rental



Programs

Projects

Completed Projects/Purchases

Boat Repair

Fire Alarm System Installed – Clubhouse and Pro Shop

Building Doors Automated – Clubhouse and Pro Shop

Fire Suppression System Deficiencies Corrected – Clubhouse and Pro Shop.

Railings Replaced Around Gazebo and Pool Area

Wood Chips Added to Playgrounds

Van Purchased for Irrigation Crew

Verticut Reel Blades Purchased

Projects

In Progress

Replace Master Breaker in Clubhouse– June (On Contract)

Replace Overhead Windows in Clubhouse and Pro Shop– July (On Contract)

Install Security Cameras– June (In House)

Repair/Replace Playground Equipment at Parkview, Sagers, Gateway and Ponderosa (On Contract)

Install All Abilities Playground at Woodland Park (Reviewing Contract)

Repair Maintenance Building Roof (Contract Pending)

Utility Vehicles for Parks and Golf Course– Ordered in March

2 Diving Boards Ordered for Pool– June

Bridge Rebuild Planning– On going

Millpond Park– County Review 5 June

RFP out for Impact Fee Use Plan Update

Projects

Planned, but Not Yet Started

Oscarson Park Design

Smaller Equipment Purchases - Sidewalk Grinder, Ice Machine at Pro Shop, 2-3 Used Utility Vehicles/Trucks

Projects

Proposed

Finish Rebuild of Millpond Park (Impact Fee Project)

Replace and Upgrade Golf Path around Tee 1- \$12K

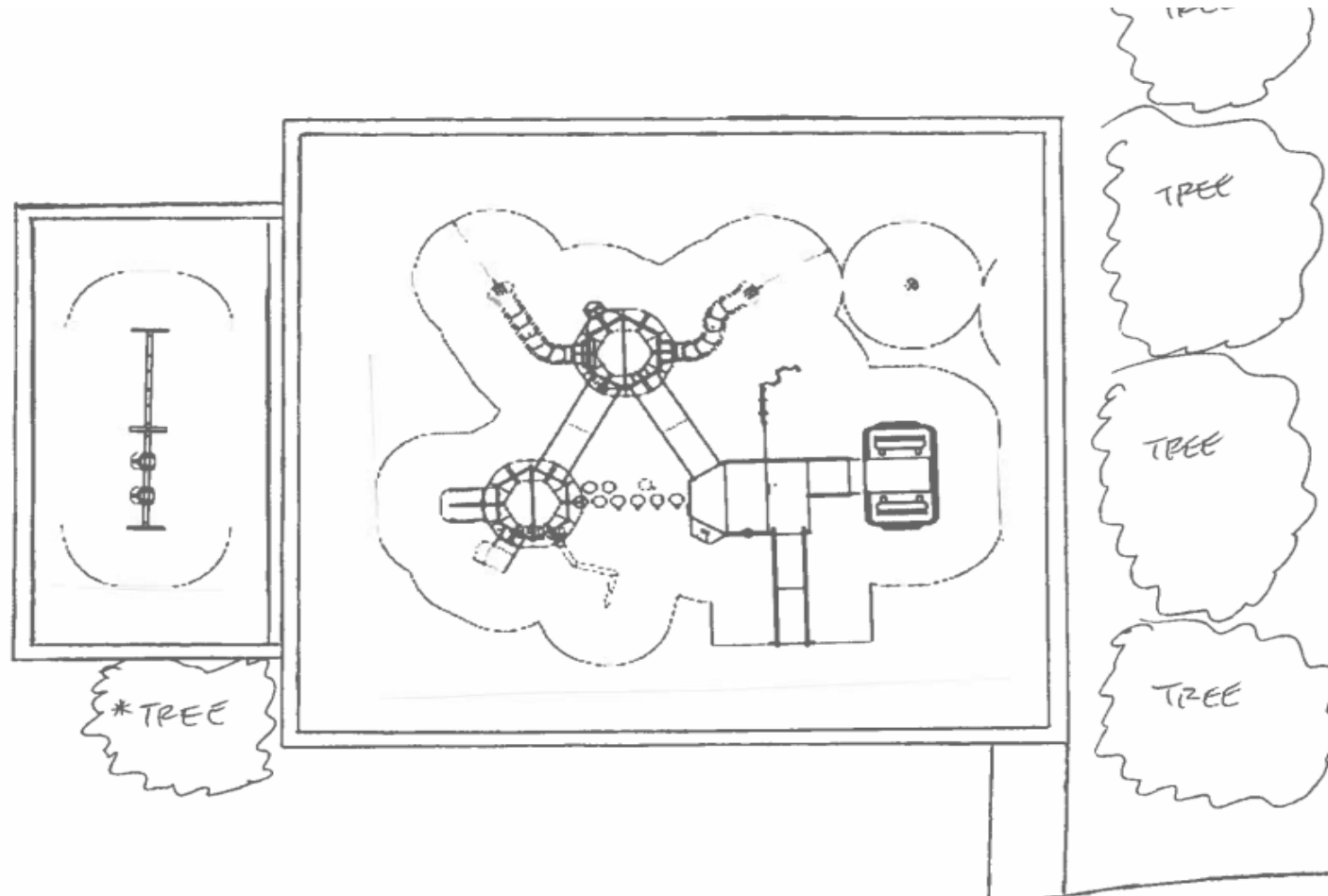
Siting of new Library Drop Box and Concrete Area Around Large Map by Clubhouse- \$4K

New Cart Prep Area at Pro Shop - \$15K

Rework of Area In Front of Pro Shop

Woodland Park Playground Install

Redesigned Area



Woodland Park

Contract

Received 5 Bids ranging from \$132K to \$276K

Lowest Bidder is PlayTime, the original manufacturer of the Equipment

Planning Committee Selected Playtime, the lowest bidder.

Maintenance Roof Rebuild

Contract

Working through a state approved consolidator– Garland DBS

There were 3 bidders that applied through the process

Bids ranged from \$25K - \$33K

Planning Committee Selected the Lowest Bidder – Anderson Roofing.

Overhead Window Replacement

Clubhouse in the budget for \$30K

Involves Replacement of Glass, Repair of Frames

Requires removal and replacement of some roof tile.

Found Similar Issues at Pro Shop – Doing that with reallocated money at the same time for efficiencies.

Received 3 Bids

- 2 Glass Companies bid \$54K and \$64K Respectively (did not include the tile work)
- RI roofing bid \$44K for whole project including tile work.

Review of Company References were Outstanding

Planning Committee Selected the Lower Bid for the project.

Shoreline Improvements

Schedule Risk

Contractor Issue – Lack of Response

- Has until 1 June to provide firm schedule and cost

Had second contractor look at project

- Input from him indicates the contractor bid is too low based on material cost alone

Looking to resubmit the updated RFP

Shoreline Improvements

Schedule Risk

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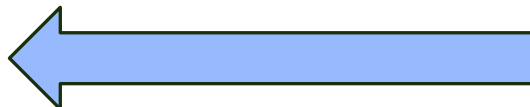
Finances

Operational Budget Revenue

January – April 2025

REVENUE - JAN THRU APR										
	APPROVED Annual Budget	Planned Revenue to Date	Actual Revenue to Date	Variation in Actual From Expected to Date	Percent Variance from Estimated to Date	Revenue Expected in Budget	Estimated Revenue	Estimated Total Revenue	Anticipated Variance from Approved Budget	Percent Variance Anticipated at the End of the Year
	From Accounting Software	From Budget Spreadsheet	From Expense Report	(CUM ACT - CUM BUD)	(CUM VAR/ CUM BUD) as a %	(BUD -CUM ACT)	GM Estimate	(CUM ACT + ETC)	(BUD - EAC)	(VAR/BUD)
Department	(BUD)	(CUM BUD)	(CUM ACT)	(CUM VAR)	(%CUMVAR)	(REMF)	(ETC)	(EAC)	(VAR)	(%VAR)
General Government	\$3,359,310	\$74,130	\$799,774	\$725,644	1078.9%	\$3,267,920	\$3,293,742	\$4,093,516	\$734,206	22%
Golf Course	\$886,500	\$209,080	\$264,158	\$55,078	126.3%	\$921,500	\$800,000	\$1,064,158	\$177,658	20%
Parks and Rec	\$84,240	\$36,698	\$35,826	-\$872	97.6%	\$64,373	\$58,981	\$94,807	\$10,567	13%
Pool	\$64,600	\$0	-\$21	-\$21	0.0%	\$64,600	\$64,600	\$64,579	-\$21	0%
Library	\$4,050	\$8	\$2,220	\$2,212	0.0%	\$4,050	\$4,042	\$6,262	\$2,212	55%
Cemetary	\$35,000	\$21,000	\$2,400	-\$18,600	11.4%	\$20,000	\$14,000	\$16,400	-\$18,600	-53%
Total	\$4,433,700	\$340,916	\$1,104,358	\$763,442	223.9%	\$4,342,443	\$4,235,365	\$5,339,723	\$906,023	20%

PAST



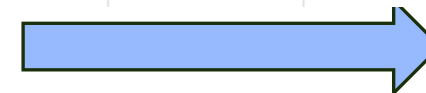
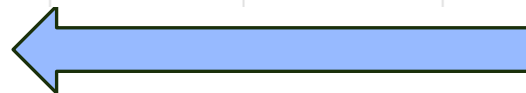
FUTURE

Operational Budget Expenses

January - April 2025

EXPENSES - JAN THRU APR										
	APPROVED Annual Budget	Planned Expenses to Date	Actual Expenses to Date	Variation in Actual From Expected to Date	Percent Variance from Estimated to Date	Funds Remianing to do Expected Work	Estimated Expenses to do Remaining Work	Estimated Total Expense to do Work	Anticipated Variance from Approved Budget	Percent Variance Anticipated at the End of the Year
	From Accounting Software	From Budget Spreadsheet	From Expense Report	(CUM ACT - CUM BUD)	(CUM VAR/ CUM BUD) as a %	(BUD -CUM ACT)	GM Estimate	(CUM ACT + ETC)	(BUD - EAC)	(VAR/BUD)
Department	(BUD)	(CUM BUD)	(CUM ACT)	(CUM VAR)	(%CUMVAR)	(REMF)	(ETC)	(EAC)	(VAR)	(%VAR)
General Government	\$868,980	\$251,899	\$174,014	\$77,885	30.9%	648,854.02	\$694,966	\$822,868	\$46,112	5.9%
Golf Course	\$1,444,705	\$449,446	\$363,579	\$85,867	19.1%	995,259.00	\$1,081,126	\$1,358,838	\$85,867	8.7%
Parks and Rec	\$1,351,690	\$371,642	\$253,817	\$117,825	31.7%	980,000.00	\$1,097,873	\$1,233,817	\$117,873	0.8%
Pool	\$130,925	\$4,504	\$3,503	\$1,001	22.2%	126,421.00	\$127,422	\$129,924	\$1,001	18.2%
Library	\$27,920	\$5,323	\$5,174	\$149	2.8%	17,667.00	\$22,746	\$22,841	\$5,079	-1.3%
Cemetary	\$21,460	\$5,453	\$5,663	-\$210	-3.9%	16,069.00	\$15,797	\$21,732	-\$272	-1.3%
Total	\$3,845,680	\$1,275,014	\$919,954	\$282,517	22.2%	\$3,199,747	\$3,039,930	\$3,590,020	\$255,660	7%

PAST



FUTURE

Capital Project Funding

2024-2026

2024 Funding Carryover to 2025 - \$572,447

2025 Carryover to 2026 -

- From Budget w/o Tax Increase - \$458,020
- From Tax Increase - \$150,000
- Total Planned Increase - \$608,020
- Funds from Sale of Water Rights - \$600,000

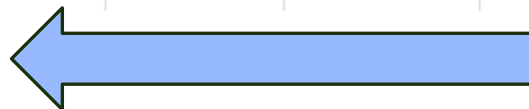
Total Available to Transfer from 2025 to 2026- \$1,208,020

Capital Project Expense Summary Chart

January 2025 – April 2025

CAPITAL PROJECT EXPENSES										
	APPROVED Annual Budget	Planned Expenses to Date	Actual Expenses to Date	Variation in Actual From Expected to Date	Percent Variance from Estimated to Date	Funds Remianing to do Expected Work	Estimated Expenses to do Remaining Work	Estimated Total Expense to do Work	Anticipated Variance from Approved Budget	Percent Variance Anticipated at the End of the Year
	From Accounting Software	From Budget Spreadsheet	From Expense Report	(CUM ACT - CUM BUD)	(CUM VAR/ CUM BUD) as a %	(BUD -CUM ACT)	GM Estimate	(CUM ACT + ETC)	(BUD - EAC)	(VAR/BUD
Department	(BUD)	(CUM BUD)	(CUM ACT)	(CUM VAR)	(%CUMVAR)	(REMF)	(ETC)	(EAC)	(VAR)	(%VAR)
Parks and Rec	\$458,612	\$91,922	\$88,584	\$3,338	4%	\$370,028	\$332,491	\$421,075	\$37,537	8%
Golf Course	\$103,050	\$22,034	\$21,410	\$624	3%	\$81,640	\$111,000	\$132,410	-\$29,360	-28%
Pool	\$0	\$0	\$0	\$0	0%	\$0	\$15,000	\$15,000	-\$15,000	100%
Total	\$561,662	\$113,956	\$109,994	\$3,962	3%	\$451,668	\$458,491	\$568,485	-\$6,823	-1%
Appropriated Amount	\$573,882									

PAST



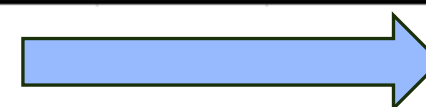
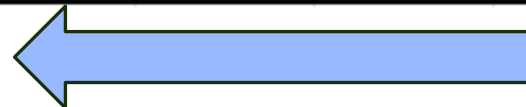
FUTURE

Impact Fee Revenue

January Thru April 2025

IMPACT FEE REVENUE										
	APPROVED Annual Budget	Planned Revenue to Date	Actual Revenue to Date	Variation in Actual From Expected to Date	Percent Variance from Estimated to Date	Expected Revenue Planned	Estimated Revenue	Estimated Total Revenue	Anticipated Variance from Approved Budget	Percent Variance Anticipated at the End of the Year
	From Accounting Software	From Budget Spreadsheet	From Expense Report	(CUM ACT - CUM BUD)	(CUM VAR/ CUM BUD) as a %	(BUD -CUM ACT)	GM Estimate	(CUM ACT + ETC)	(BUD - EAC)	(VAR/BUD)
Department	(BUD)	(CUM BUD)	(CUM ACT)	(CUM VAR)	(%CUMVAR)	(REMF)	(ETC)	(EAC)	(VAR)	(%VAR)
Intergovernmental Revenue	\$658,883	\$0	\$0	\$0	0.0%	\$658,883	\$159,000	\$159,000	-\$499,883	-75.87%
Interest Revenue	\$40,000	\$13,540	\$14,398	\$858	106.3%	\$25,602	\$29,980	\$44,378	\$4,378	10.94%
Impact Fee Payments	\$270,000	\$12,700	\$97,200	\$84,500	765.4%	\$172,800	\$199,800	\$297,000	\$27,000	10.00%
Contributions and Transfers	\$179,347	\$0	\$0	\$0	0.0%	\$179,347	\$179,347	\$179,347	\$0	0.00%
Totals	\$1,148,230	\$26,240	\$111,598	\$85,358	425.3%	\$1,036,632	\$536,110	\$679,725	-\$468,505	-40.80%

PAST



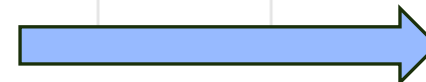
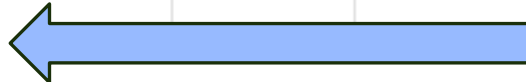
FUTURE

Impact Fee Expenses

January thru April 2025

IMPACT FEE EXPENSES										
	APPROVED Annual Budget	Planned Expenses to Date	Actual Expenses to Date	Variation in Actual From Expected to Date	Percent Variance from Estimated to Date	Funds Remianing to do Expected Work	Estimated Expenses to do Remaining Work	Estimated Total Expense to do Work	Anticipated Variance from Approved Budget	Percent Variance Anticipated at the End of the Year
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Department	(BUD)	(CUM BUD)	(CUM ACT)	(CUM VAR)	(%CUMVAR)	(REMF)	(ETC)	(EAC)	(VAR)	(%VAR)
Administrative	\$61,730	\$20,800	\$1,378	\$19,422	93.4%	\$60,352	\$60,352	\$61,730	\$0	0.0%
Park Improvements	\$1,086,500	\$8,500	\$6,107	\$2,393	28.1%	\$1,080,393	\$1,080,393	\$1,086,500	\$0	0.0%
Total	\$1,148,230	\$29,300	\$7,485	\$21,815	25.5%	\$1,140,745	\$1,140,745	\$1,148,230	\$0	0.0%

PAST



FUTURE

Discussion Items

Board Compensation Policy

Action Items

2025.05.05

Board Review and Possible Approval of The Little Library at Garrett Park

2025.05.06

Board Review and Possible Approval of April 2025
Financial Statements, Journal Entries, and
Expenditures

2025.05.07

Board Review and Possible Approval of moving
June 18, 2025, board meeting to June 17 and
canceling the Aug 13, 2025, board meeting

2025.05.08

Board Review and Possible Approval of 2025 Candidate Packet

Board Member Reports and Discussion Items

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.

Adjourn
