



# Stansbury Service Agency of Tooele County

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The Regular Meeting of the Stansbury Service Agency of Tooele County was held Wednesday, January 10, 2017, at 7:00 pm, at the Stansbury Park Clubhouse, 1 Country Club, Stansbury Park, UT 84074. The agenda was published in the Tooele Transcript Bulletin and on Utah's Public Meeting Notice Website.

## **Business Meeting:**

**Call to Order:** The meeting was called to order by Chairman, Neil Smart.

**Pledge of Allegiance:** Boy Scout, Colton D'Arnall, led the Pledge of Allegiance.

### **Roll Call:**

Brenda Spearman - present  
Cassandra Arnell - present  
Aaron Spilker - present  
Neil Smart - present  
Glenn Oscarson - present  
Mike Johnson - excused

### **Staff:**

Miriam Alsup - present

**Oaths of Office:** Miriam, as District Clerk, administered the Oaths of Office to newly-elected Board Members: Cassandra Arnell, Brenda Spearman, and Aaron Spilker.

### **Review and Adopt Minutes:**

**Cassandra moved to adopt the minutes of the Public Hearing held on Wednesday, December 13, 2017, with no changes. Glenn seconded the motion and the vote was as follows:**

**Brenda – yes; Cassandra – yes; Aaron – yes; Neil – yes; Glenn - yes**

**The motion passed.**

**Glenn moved to adopt the minutes of the Regular Meeting held on Wednesday, December 13, 2017 with no changes. Cassandra seconded the motion and the vote was as follows:**

**Brenda – yes; Cassandra – yes; Aaron – yes; Neil – yes; Glenn - yes**

**The motion passed.**

**Public Comment:** none.

**Tooele County Sheriff's Report:** Sergeant Aranda reported that there were 194 calls during the month of November, and 221 calls during the month of December. He stated that there are still a lot of garage doors being left open during the night and vehicles unlocked. Brenda asked

Sergeant Aranda if a digital speed sign could be used on Highway 138 from Highway 36 to Brigham Road to remind drivers of the posted 40 miles per hour limit. He responded that he will send the request to the Patrol Lieutenant. Neil thanked Sergeant Aranda for all they do and the report.

**Board Leadership Elections:**

**Chairman Position** – Brenda nominated Neil and Neil accepted the nomination. As there were no further nominations, nominations were closed.

**Brenda moved to elect Neil Smart for Chairman of the 2018 Board. Glenn seconded the motion and the vote was as follows:**

**Brenda – yes; Cassandra – yes; Aaron – yes; Neil – yes; Glenn - yes**  
**The motion passed.**

**Vice Chairman Position** – Brenda nominated Aaron and Aaron nominated Glenn. Aaron and Glenn, both, accepted the nomination.

**Brenda moved to close the nominations and called for a written vote for either Aaron or Glenn as Vice Chairman. Neil seconded the motion and the vote was as follows:**

**Aaron received 4 written votes and Glenn received 1 written vote. Glenn made the motion to accept the written votes for Aaron Spilker for the Vice Chairman of the 2018 Board.**

**Cassandra seconded the motion and the vote was as follows:**

**Brenda – yes; Cassandra – yes; Aaron – yes; Neil – yes; Glenn - yes**  
**The motion passed.**

**Treasurer Position** – Cassandra nominated Brenda and Brenda accepted the nomination. As there were no further nominations, nominations were closed.

**Cassandra moved to elect Brenda Spearman for Treasurer of the 2018 Board. Aaron seconded the motion and the vote was as follows:**

**Brenda – yes; Cassandra – yes; Aaron – yes; Neil – yes; Glenn - yes**  
**The motion passed.**

**Purchasing Policy:** Miriam explained that since the Agency is in the interim with no General Manager, the Purchasing Policy references the General Manager as the Purchasing Agent. She asked the Board to approve a change in the policy for the Board to approve a “Purchasing Agent” without specifically naming the agent as the General Manager. This will allow the Board to select a Purchasing Agent when needed without changing the policy, and designating a specific employee instead of the employee’s position title. She also explained that the paragraph that states the Purchasing Agent may not have accounting or bookkeeping responsibilities goes against current office practices as there are so few employees.

**Aaron moved to accept the suggested changes to the Purchasing Policy allowing the Board to select a Purchasing Agent and remove the inaccurate paragraph regarding accounting or bookkeeping responsibilities. Brenda seconded the motion and the vote was as follows:**

**Brenda – yes; Cassandra – yes; Aaron – yes; Neil – yes; Glenn - yes**  
**The motion passed.**

**Ratify Amended RFP for Community Master Plan:** Miriam stated that the change was

emailed earlier to Board Members, with the suggestion from Mike, that the proposal requests a master plan covering 20 years instead of the original 10 years. Discussion took place regarding Service Agency boundaries, requirements for publications, possible due date change, and local community involvement.

**Cassandra moved to adopt the change of the Community Master Plan from 10 years to 20 years. Glenn seconded the motion and the vote was as follows:**

**Brenda – yes; Cassandra – yes; Aaron – yes; Neil – yes; Glenn - yes**  
**The motion passed.**

**Board Authorized Purchasing Agent(s):**

**Brenda moved to authorize the Office Manager as Purchasing Agent, authorized to make purchases up to \$5,000, without Board approval per the Purchasing Policy. Aaron seconded the motion and the vote was as follows:**

**Brenda – yes; Cassandra – yes; Aaron – yes; Neil – yes; Glenn - yes**  
**The motion passed.**

**Whistleblower Policy:**

**Aaron made the motion to table the Whistleblower Policy as Mike was not present and the Board would appreciate his input on the policy. Cassandra seconded the motion and the vote was as follows:**

**Brenda – yes; Cassandra – yes; Aaron – yes; Neil – yes; Glenn - yes**  
**The motion passed.**

**Recess:** none.

**Work Session**

**Project Manager Discussion:** Neil stated that within the last week he took the opportunity to meet with the employees and Brett Palmer, attempting to figure out what is the best route for the Agency to move forward with either a project manager or general manager. Neil added that Cassandra has drafted a job description for a general manager using job descriptions from local government entities. He added that after conversations with the employees and Brett, he felt that the Board should look at hiring a general manager and asked for input.

Brenda suggested that the salary range begin higher than the annual wage of \$60,000 as the cost of living in Stansbury Park is high. Discussion took place as what salary wage to offer when posting the job; not posting a salary range and/or noting salary is dependent upon experience. Neil asked that Glenn, Brenda and Mike form a committee to review resumes and conduct interviews for the general manager.

**Conflict of Interest 2018 Form:** Each Board Member present completed the Confidentiality and Conflict of Interest Form for 2018.

**Maintenance Crew's Report:** Neil reported that the maintenance crew has done a fantastic job in cleaning the shop area and getting rid of stuff that had been around for years. He added that the hydraulic pump for the old lake weed mower is under repair, and hopefully will be usable along with the newer lake weed mower. He is excited to learn of that since the Board

was previously told that the old lake weed mower was irreparable, and it would never run again. Neil asked Matt to check with Board Members regarding the selected weed dumping sites he has chosen to make sure the crew will not be imposing onto someone's back yard. He added that brighter lights will be installed at the entrance monolith and some aesthetic lights for the waterfall areas.

Neil reported that the power pole at the shop is quite old, and the power box is shorting out causing intermittent power shortages at the shop. An electrician has installed a temporary fix so the crew can get quotes on the fix instead of accepting the first estimate of \$8000, which turned into \$11,000 within a couple of days. This expense will be shared with SPID.

Alan and Matt found a chipper that the golf course has been storing because it wasn't working. Jeff is willing to share the chipper with our crew if they fix it and that looks like it will happen.

### **Board Members' Reports & Requests:**

**Glenn Oscarson** – Glenn mentioned that he needed to order folders for the cemetery plot Information handouts and Miriam informed him that she had found more folders that were from the manager's office, and therefore he would not need to order right now.

**Cassandra Arnell** – Cassandra reported that she and Miriam had the opportunity to meet with the gentleman who will be setting up our website, and hope to have a presentation in about a month. She asked for any information and input from Board Members that they would like to have on the site.

Cassandra reminded everyone of the March 8<sup>th</sup> training hosted by the State for Water Watching for those interested in helping test lake water and learn proper lake management. She asked if there was any update on the stop light and crosswalk that is to be installed at Highway 138 and Benson Grist Mill intersection.

**Neil Smart** - Neil has no news regarding the stop light but will be meeting with officials again in February regarding the underpass and the intersection light. He asked if Miriam had any contact information regarding sports teams and she responded that she had limited information. He will be meeting with the sports association soon and address the Facility Use Agreements.

**Brenda Spearman** – Brenda shared her concerns regarding personal email usage and suggested using a free email that would be connected to the website so each Board Member could have their own email, allowing better communication and offer a more professional atmosphere with corresponding. Miriam stated that in using emails, a state approved conversion program was required and they are expensive. Brenda used the example that if a Board Member needs to get booted, then the Board has access to everything they have done stored. She also suggested that copies of documents needed at meetings be on a shared drive, offering digital copies instead of paper. Brenda suggested that the Board consider forming committees to be responsible for areas such as financial, communications, facilities, and lake, where community members are asked to partake as part of the committees.

**Aaron Spilker** – nothing at this time.

**Correspondence:** Miriam share a letter from Utah State Retirement System stating that the application for the state retirement program was accepted and they would be in touch at a later date to determine date of coverage.

**Financials & Bills:** checks were signed and bills were paid.

**Glenn moved to enter into a Closed Meeting to discuss possible property purchase.**

**Cassandra seconded the motion and the vote was as follows:**

**Brenda – yes; Cassandra – yes; Aaron – yes; Neil – yes; Glenn – yes.**

**The motion passed.**

Following the Closed Meeting, **Glenn moved to adjourn the Regular Meeting. Cassandra seconded the motion and the vote was as follows:**

**Brenda – yes; Cassandra – yes; Aaron – yes; Neil – yes; Glenn – yes**

**The motion passed and the Regular Meeting was adjourned.**



