



Stansbury Service Agency of Tooele County

1 Country Club, Suite #1, Stansbury Park, UT 84074

Office: 435-882-6188 Fax: 435-843-5183

serviceagency@stansburypark.org

The Regular Meeting of the Stansbury Service Agency of Tooele County was held Wednesday, July 11, 2018 at 7:00 pm, at the Stansbury Park Clubhouse, 1 Country Club, Stansbury Park, UT 84074. The agenda was published in 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: Neil Smart led the Pledge of Allegiance.

Roll Call:

Brenda Spearman – present
Cassandra Arnell - present
Aaron Spilker - present
Neil Smart - present
Glenn Oscarson - present
Mike Johnson – present (arrived late)

Staff:

Gary Jensen - present
Tracey Schmidtke - present

Review and Adopt Minutes:

Neil moved to adopt the minutes of the Regular Meeting held on Wednesday, June 27, 2018, with one change. Glenn seconded the motion and the vote was as follows: Cassandra – yes; Aaron – yes; Neil – yes; Glenn – yes; Brenda – yes. The motion passed.

Public Comment:

Patrick Lougy – 454 Country Club

Patrick stated that a Neighborhood Watch group was forming. He stated that there is a Facebook page called Stansbury Neighborhood Watch. If anyone has any concerns, please let them know through this page. They currently have 32 members.

Carol Hanzelka – 481 Country Club

Carol had a concern regarding a sprinkler near her home that is off the 11th hole at the Golf Course. She stated that it hasn't been working for several years. Gary assured her that he would be looking at this on Friday.

Tooele County Sheriff's Report

None at this time

Wiggins Audit Review

Scott Wadman from Wiggins and Company presented the completed Financial Report for 2017 and Supplemental Reports. He distributed these reports to each Board Member. He stated that the Supplemental Reports were presented to the State Auditor making sure the Agency is in compliance.

Management Report – This report states that the auditor has a clean opinion.

The balance sheet shows the general fund has an unassigned balance of \$655,476. He stated that if this balance gets too high, the Agency will receive a finding. He explained that the balance cannot get to 100% of the property tax, which at this time is \$997,819. The Agency stated that it has projects available to spend these funds on. He also stated that the difference between restricted funds and unrestricted funds had to do with impact fees. The Agency currently has \$1,705,942 in the impact fee fund and has seven years to spend it.

Scott reviewed the Statement of Revenues, expenditures and changes in balances for the year ending December 31, 2017. The General Fund at the end of the year had a \$655,476 balance and the Capital Projects fund had a balance of \$2,643.35. Property taxes were slightly higher in 2017.

The Budget and Actual Report was presented, and Scott stressed the importance of not spending more than the budgeted amount.

The supplemental report had one repeat finding regarding an internal control of having the same person reporting the funds on the general ledger as the person depositing. After a brief discussion, it was determined that the Agency's controls were probably in compliance, but they were not properly documented. It was determined that the procedures would be documented and adjusted to the satisfaction of the State Auditor's office.

Brenda stated that as Treasurer she would be meeting with Gary and Tracey on a regular basis to discuss budgets and policies.

Lake Use Policy Update

Cassandra has drafted a revision of the Lake Use Policy and sent it through e-mail. Due to the fact that not everyone had reviewed it, **Cassandra motioned to table this until the next meeting and Brenda seconded. The vote was as follows: Glenn – yes; Aaron – yes; Neil – yes; Brenda – yes; Mike – yes. The motion passed**

Relining Golf Course Pond #16

Gary reported that the survey is almost complete. He stated that he will put it out to bid as soon as this is completed.

Social Media

Brenda has drafted a policy regarding social media and would like to put this out for public comment before Board approval. It discusses boundaries on how items are posted on social media and to preserve records as well. **Brenda motioned to table this subject until the next**

meeting and Cassandra seconded. The vote was as follows: Glenn – yes; Aaron – yes; Cassandra – yes; Neil – yes; Mike – yes. The motion passed.

Recess

No recess at this time.

WORK SESSION:

General Manager's Report – Gary Jensen

- Four trees were taken out on holes 4 and 5 at the golf course. This was a scout project that was held on July 5th.
- Both weed harvesters are up and running.
- Purchased grapple forks on the bucket and are getting 4-5 loads of weeds a day.
- Stansbury Days fireworks are on board.
- Two Eagle Scout projects are being proposed to work on golf course trees.
- Lake aeration bids are being called for. Gary stated that Mike Hughes is working on the proposal and he should have it by Friday. Gary talked to two other vendors, Aeration Source and Lake Savers that are not from here and their costs exceeded \$100,000. Cassandra stated that she would like to see a guarantee on the equipment. Mike stated that he would be interested to see the schematics of a \$100,000 bid and the bid from Mike Hughes. There was some concern over the noise, and Gary stated he would check on this as well.
- Gary reported that the trees at Porterway Park would be removed by the developer at their cost.
- Gary stated that his crew would be removing weeds on Schooner this week.

Board Members' Reports & Requests –

Brenda – Will be working on a financial policy with Tracey. The grant for the underpass letter should be arriving soon. This grant is for \$150,000 and is a reimbursement grant and the Agency has two years to spend it. On East side of village developer hasn't finished the sidewalk and requested that Gary check with Planning and Zoning to determine how to get those sidewalks completed.

Cassandra Arnell – Nothing at this time.

Aaron Spilker – Nothing at this time.

Glenn Oscarson – Working to put some trails together. Will have more information at a later date.

Neil Smart – Kip Porter called and reported to Neil that the grant for the underpass needs to be spent by November of this year. He advised Gary to review the wording on the grant to make sure we spend the money on what it is supposed to be spent on. This project should be able to be put out for bid.

Mike Johnson – Mike commented that the soda machines at the pool are an eyesore and Gary stated they would be removed this week. He also stated that a couch is needed at the concession stand for the kids. A discussion was held regarding the vinyl fences by Village being in disrepair and it was determined that Boyer owns them. Gary will send Boyer a letter letting them know that they need repair.

Correspondence – none.

Financials & Bills – checks were signed and the bills paid.

Neil made the motion to have a recess period and then enter a Closed Meeting inviting Gary Jensen and Tracey Schmidtke to discuss possible land acquisition. Aaron seconded the motion and the vote was as follows:

Glenn – yes; Aaron – yes; Cassandra – yes; Brenda – yes; Mike – yes. The motion passed

Following the Closed Meeting, **Neil made the motion to reopen the Regular Meeting and also adjourn the Regular Meeting. Cassandra seconded the motion and the vote was as follows: Aaron – yes; Brenda – yes; Glenn – yes; Cassandra – yes; Neil – yes; Mike – yes.**

The motion passed and the Regular Meeting was adjourned.