



STANSBURY SERVICE AGENCY BOARD OF DIRECTORS MEETING

FEBRUARY 25, 2026

Agenda

Order of Business

- I. Call to Order
- II. Roll Call
- III. Presentation: Youth Recognition presentation made by Stacy Smart
- IV. Sheriff Update
- V. Public Comments
- VII. General Manager Updates:
 - A. Operations
 - B. Projects
 - C. Finances
- VIII. Discussion Items:
 - A. Discussion of the Impact Fees Facility plan and Impact Fees analysis
 - B. Discussion of the Porter Way Baseball Field Plan
 - C. Presentation on the results of the Oscarson Park RFQ
 - D. Finance Committee Update
 - E. Planning Committee Update
 - F. Policy Committee Update

Agenda

IX. Action Items:

2026.02.02 A

- Board Review and possible approval of February 11, 2026, Board Meeting Minutes

2026.02.03 A

- Board Review and possible approval of January Financial Statements, Purchases, and Journal Entries

2026.02.04 A

- Board Review and possible approval of Stansbury Service Agency – State and Local Cybersecurity Grant Program Memorandum of Understanding

2026.02.05 A

- Discuss bonding requirements and construction specifications for open space that will be deeded to the agency, and possible approval to sign the Ivory Homes Sagewood Phase 14 Plat

Board member reports and requests.

Motion to Adjourn

Presentation: Youth Recognition presentation made by Stacy Smart

Sheriff Update

Public Comment

GM Update

Operations

Pool Update

25 February 2026

Hired Pool Manager – Christian Zamora

- CPO, Water Safety Instructor, and Lifeguard Certified

Hired Asst Pool Manager – Autumn Riding

- CPO and Lifeguard Certified

Updating operating procedures

Work to be Done

- Rerouting of Backflush Effluent
- Replacement of the lower pool check valve
- Dye test of the pool for leakage locations
- Grinding of pool deck

Irrigation

25 February 2026

Working with Ensign to get current mapping of area around soundwall trail for that project plan set.

Tasked with developing and implementing plan for Millpond park and greenbelt from Millpond Park to Clubhouse

Operations

25 February 2025

Reseeding around ball fields

Reseeding/resodding around Clubhouse area

Pool Effluent Piping

Golf Course

25 February 2026

Irrigation Restoration

Reseeding

Maintenance Shop Residing

Projects

Capital Maintenance Projects

25 February 2026

2026 Capital Maintenance

Priority	Project/Equipment	Category	Dept.	Budget
8	Add Automatic Locks to Bathrooms	Project	Operations	\$10,000
9	Remodel Golf Course Bathrooms	Project	Golf Course	\$25,000
14	Rebuild Portion of Pro Shop Roof on Pro Shop	Project	Pro Shop	\$5,329
16	VFD for Gordon Well #1	Project	Golf Course	\$25,000
24	Main Entry to Clubhouse Rebuilt	Project	Clubhouse	\$20,000
9	North Side of Clubhouse Wall rebuilt/remediated/Sealed	Project	Clubhouse	\$45,000
18	Repair and Repaint GC Maintance Building	Project	Golf Course	\$35,000
19	Grind Pool Deck Level	Project	Pool	\$10,000
27	Clubhouse Roof Repair to Stop Leaks	Project	Clubhouse	\$25,000
28	Electrical Rewire of Clubhouse	Project	Clubhouse	\$25,000
20	Rework Downspout and Stucco on Clubhouse	Project	Clubhouse	\$25,000
				\$250,329

LEGEND

Project Definition

Safety

Facility Protection

Operational Improvement/

Customer Satisfaction

Capital Equipment

Department

Clubhouse

Operations

Pool

Golf Course

Pro Shop

Cemetery

Finances

TOTAL REVENUE – GENERAL FUND

1 January – 31 January 2026

REVENUE - JAN 2026										
	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 Revenue Report	(CUM ACT - CUM BUD)	(CUM VAR/ CUM BUD) %	(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 Governi	\$3,693,567	\$22,130	\$57,444	\$35,314	160%	\$3,636,123	\$3,671,437	\$3,728,881	\$35,314	1%
Golf Course	\$1,080,100	\$26,910	\$73,000	\$46,090	171%	\$1,007,100	\$1,010,100	\$1,083,100	\$3,000	0%
Parks and Rec	\$93,400	\$1,942	\$1,587	-\$355	-18%	\$91,813	\$92,458	\$94,045	\$645	1%
Pool	\$72,500	\$0	\$0	\$0	0%	\$72,500	\$72,500	\$72,500	\$0	0%
Library	\$4,080	\$0	\$0	\$0	0%	\$4,080	\$4,080	\$4,080	\$0	0%
Cemetery	\$22,000	\$2,000	\$0	-\$2,000	100%	\$22,000	\$22,000	\$22,000	\$0	0%
Total	\$4,965,647	\$52,982	\$132,031	\$79,049	149%	\$4,833,616	\$4,872,575	\$5,004,606	\$38,959	1%

Past



Future

TOTAL EXPENSES – GENERAL FUND

Thru January 31 2026

EXPENSES - THRU JAN 2026										
	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 Remaining 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) %	(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	\$748,050	\$46,722	\$33,196	\$13,526	29%	\$714,854	\$701,328	\$734,524	\$13,526	2%
Golf Course	\$1,684,120	\$83,538	\$73,270	\$10,268	12%	\$1,610,850	\$1,600,582	\$1,673,852	\$10,268	1%
Parks and Rec	\$1,772,780	\$62,908	\$63,721	(\$813)	-1%	\$1,709,059	\$1,709,871	\$1,773,592	(\$812)	0%
Pool	\$185,920	\$158	\$294	(\$136)	-86%	\$185,626	\$185,762	\$186,056	(\$136)	0%
Library	\$27,960	\$1,721	\$897	\$824	48%	\$27,063	\$26,239	\$27,136	\$824	3%
Cemetery	\$30,385	\$630	\$644	(\$14)	-2%	\$29,741	\$29,755	\$30,399	(\$14)	0%
Capital Repairs	\$250,329	\$1,900	\$250	\$1,650	87%	\$248,679	\$248,429	\$248,679	\$1,650	1%
Total	\$4,699,544	\$197,578	\$172,022	\$25,556	13%	\$4,525,872	\$4,501,966	\$4,674,238	\$25,306	1%

Past



Future

Discussion Items

Discussion of the Impact Fees Facility plan and Impact Fees analysis

Discussion of the Porter Way Baseball Field Plan

Presentation on the results of the Oscarson Park RFQ

Committees Update



Finance Committee Update

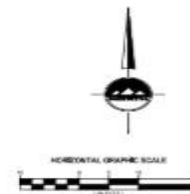
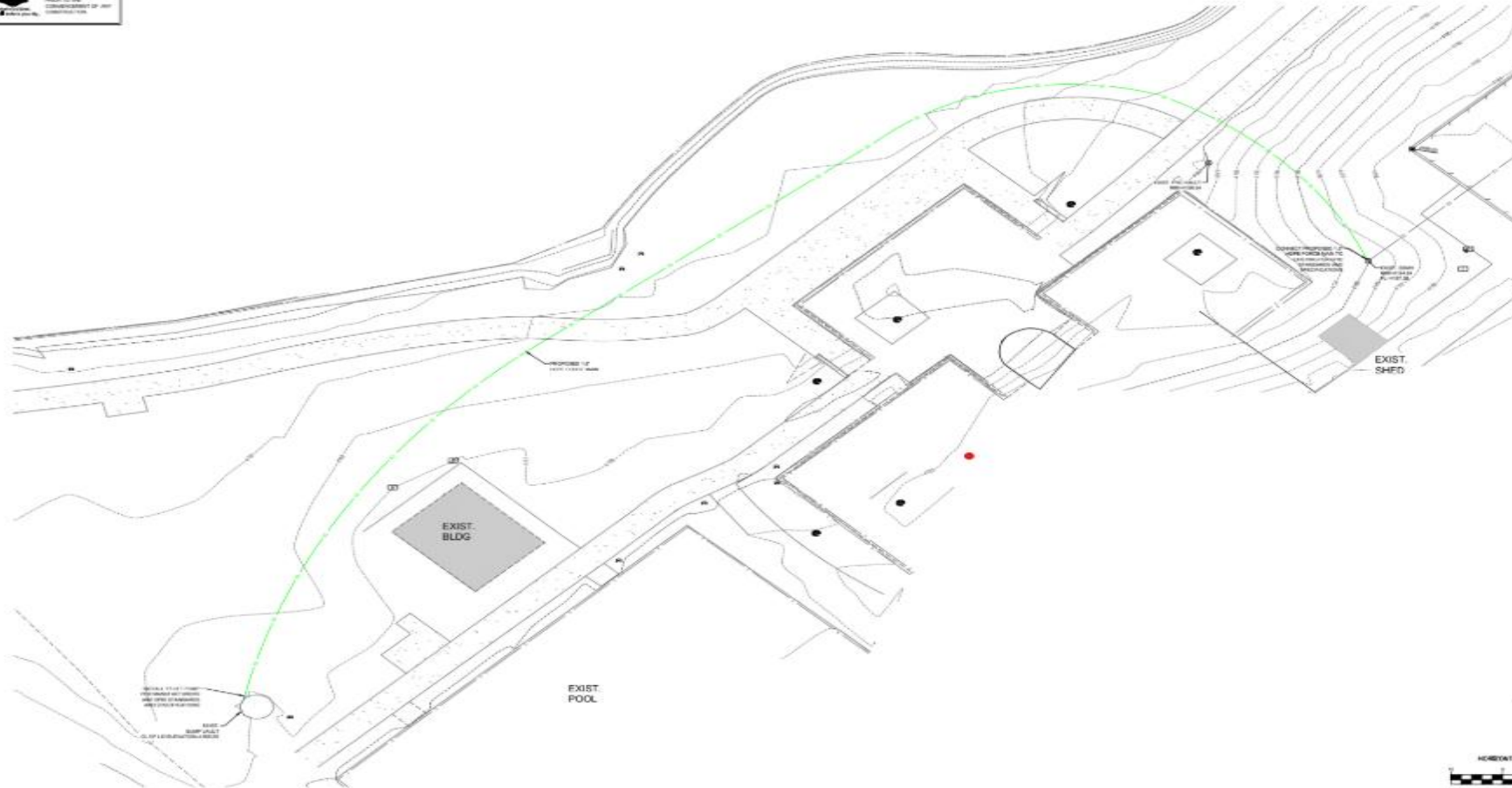
Planning Committee Update

Capital Projects

25 Februarv 2026

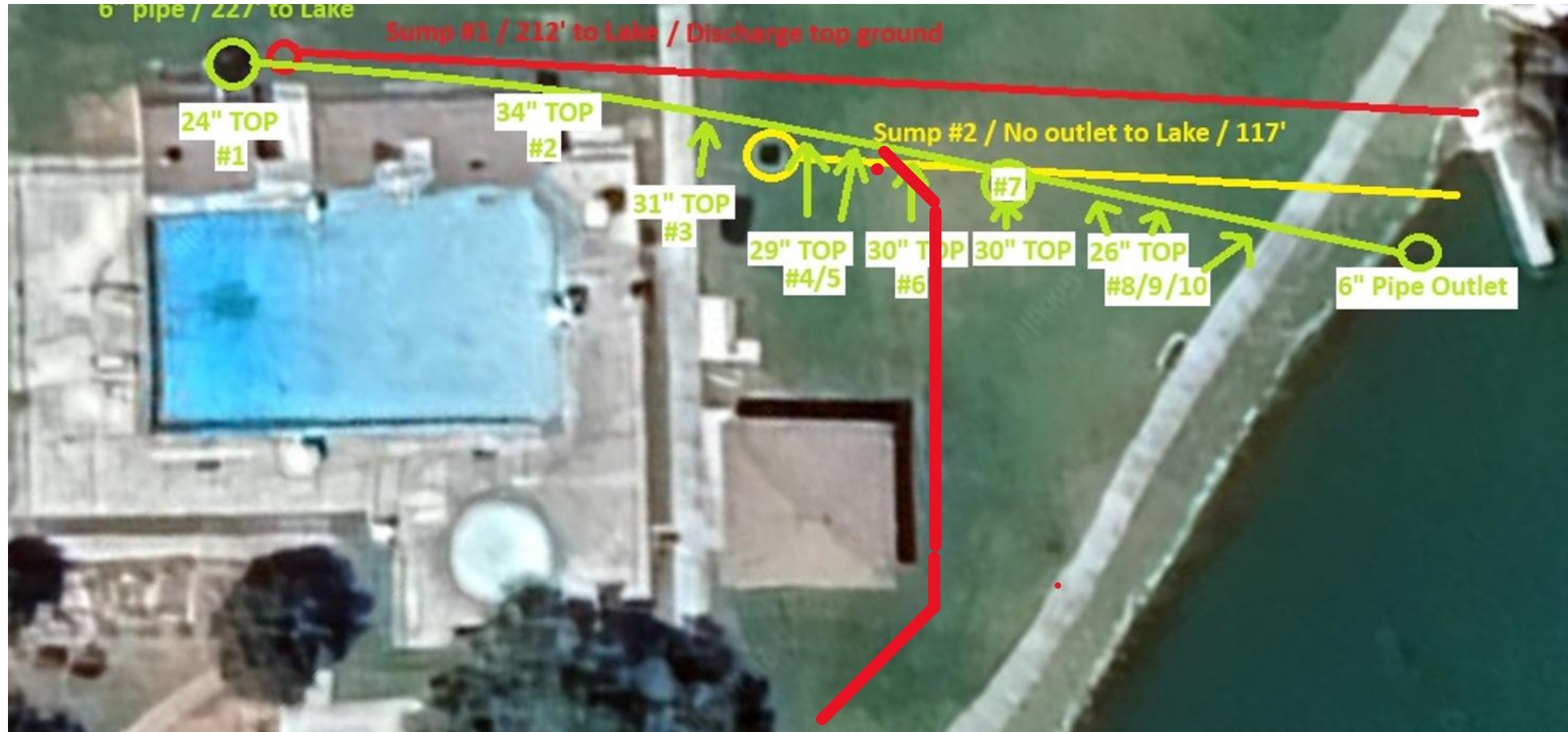
2026 Capital Projects List							
Priority	Project/Equipment	Category	Dept.	Budget	LEGEND		
1	Rerout Pool Backflush	Project	Pool	\$50,000			
2	Repair of Existing Millpond Bridge*	Project	Operations	\$456,000	Project Definition		
3	Add Fire Supression to Golf Cart Area	Project	Pro Shop	\$20,000	Safety		
5	Hydraulic Excavator	Equip	Operations	\$60,000	Facility Protection		
6	Replacement Filter Pump for Pool	Equip	Pool	\$7,000	Operational Improvement/		
12	West Bank Off Loading Area	Project	Operations	\$50,000	Customer Satisfaction		
13	Replace and Relocate A/C Unit on Pro Shop	Equipment	Pro Shop	\$25,000	Capital Equipment		
15	Mechanics Truck	Equip	Ops/GC	\$60,000			
16	Bunker Rake for Golf Course	Equip	Golf Course	\$30,000	Department		
17	Irrigation Cart	Equip	Golf Course	\$40,000	Clubhouse		
23	Extend Camera System throughout the park	Project	operations	\$15,000	Operations		
24	Porter Way Ball Field #1 Infield	Project	Operations	\$25,000	Pool		
	Total			\$838,000	Golf Course		
	*UORG Grant Supported				Pro Shop		
					Cemetery		

25 February 2026



Pool Backflush Effluent Pipe

25 February 2026



Impact Fee Projects

Oscarson Park – Contract for a Design to Build

Impact Fee Plan Update

Soundwall Trail – UDOT grant (80/20)

- Ensign about complete with updates to plan set and RFP

Oscarson Park SOQ Tabulations

10 Firms sent in SOQ's:

- Blu Line Designs
- Confluence
- FFKR Architects
- G. Brown Design
- Landmark Design
- LAI Design Group
- MGB+A Studio
- Norris Design
- Place Collaborative
- Think Architecture

Required Documents & Qualifications for Review:

- General Conditions 3, 4, & 5 Letter of Agreement (Signed)
 - Rejected if not submitted
 - Conditions contained therein refer to SSA's ownership of documents throughout project & design process, working with SSA on Cost & Budget throughout the project process, and SSA's indemnification / risk management while working with selected firm.
- Ethical Clause (Signed)
 - Rejected if not submitted
 - Conditions contained therein refer to the Firm ensuring they have not been involved with bribing SSA officers or gone against standard ethical policies to ensure fair treatment for all firms without influencing SSA officers in the selection process.
- Sustainability Response Letter
 - Not Required with Submission (but is worth 5 points if submitted)
 - The information contained therein is a firm's written response and explanation of its approach to environmental sustainability practices.
- Specific Project Experience of Firm (Worth a possible total score of 25 points)
- Capacity of Firm to Complete the Work (Worth a possible total score of 20 points)
- Specific Individual Experience (Worth a possible total score of 25 points)
- Narrative on Team's Qualifications & Experience (Worth a possible total score of 25 points)
- TOTAL MAXIMUM POINTS POSSIBLE ARE OUT OF 100, WITH 2 REQUIRED DOCUMENTS SUBMITTED

Oscarson Park SOQ Tabulations

- All 10 firms combined submitted approximately 130 pages to review
- Approximately 80 hours (+) were spent cumulatively reviewing and researching submissions
- Important issues agreed on among the reviewers:
 - How closely related to this project are the firm's submitted relevant past projects?
 - How recently were these projects done?
 - How long did it take to complete these projects?
 - Did the scope of work explained align with Oscarson's needs?
 - How many projects does the firm currently have?
 - How close are these projects to completion?
 - How large is the firm in comparison to the number of current projects?
 - Did the firm explain why they would still be able to complete the project in a timely manner?
 - Did the firm explain the designated team that would oversee this project?
 - How much experience does the specific team have?
 - What kind of projects has the team overseen and participated in the last few years?
 - How long has the team been with the firm and how long has the firm been in business?
 - Did the firm clearly explain a narrative of how they would approach the project?
 - How vague or specific was the narrative and did their approach align with our needs?
 - Did they include a list of Sub's that would over see other disciplines & how they would be integrated?
 - Were any of these subs (or firms) familiar with Utah/Stansbury/Tooele/Regional requirements?
 - Do the firms have positive experiences with previous vendors and would the vendors work with them again?

Oscarson Park SOQ Tabulations

-After conferring several times with Utah State Procurement Office, we CAN CREATE a short list of our top 3 choices for an interview, unless we feel confident in choosing A FIRM RIGHT AWAY.

- TOP 5 FIRMS:

- Blu Line Designs (John's Score: 96/100, Shawn's Score: 84/100, Jim's Score: 77/100)
- FFKR Architects (John's Score: 97/100, Shawn's Score: 81/100, Jim's Score: 76/100)
- G. Brown Design (John's Score: 93/100, Shawn's Score: 92/100, Jim's Score: 82/100)
- MGB+A Studio (John's Score: 89/100, Shawn's Score: 85/100, Jim's Score: 92/100)
- Place Collaborative (John's Score: 96/100, Shawn's Score: 89/100, Jim's Score: 72/100)

The Agency has not entered into an agreement with any of the firms, this is at our discretion to choose a top 3 to interview before proceeding with a contract (if we so choose).

Oscarson Park SOQ Tabulations

Blu Line: Based in Sandy, 7 employees

- Familiar with the project & with the Agency.
- Subs: CMT (materials testing, special inspections, geotechnical engineering, and land surveying), Resolut (mechanical, electrical, plumbing, and fire protection) & WCA (structural engineering)
- Project Experience is aligned with Agency needs (similar projects, master planning, architecture, contract documents).
- Narrative was lacking on particular project process approach compared to other firms
- 58% remaining on 16 projects

FFKR Architects: Based in Salt Lake, Largest firm on list, 182 employees, several awards for various outdoor facilities they have developed

- Project Experience is aligned with Agency needs (master planning, phased approach, strong experience in architecture, limited in engineering)
- Subs: Construction Control (Cost estimating), Heath Engineering (Electrical engineering) & Horrocks (Civil & Survey engineering)
- Modern software/tools (i.e., 3D Virtual Reality site walks)
- Community engagement processes are listed (both in person and digital)
- 35% remaining on 9 projects

G. Brown Design: Based in Salt Lake, 10 employees, several awards for various outdoor facilities they have developed

- Broad experience in projects ranging from small to large, complete master planning, well aligned with Agency.
- Subs: Cost Engineers (if needed for Cost estimating, if not in house), Envision Engineering (Electrical engineering), Stereomatic (Architectural engineering), Jones & Demille (Civil/survey & structural engineering)
- Narrative of what firm is capable of and project process is well defined, familiar with a wide variety of park amenity designs & installation.
- 34% remaining on 45 projects

Oscarson Park SOQ Tabulations

MGB+A Studio: Based in Salt Lake, 9 employees, several awards for various outdoor facilities they have developed

- Specific project experience is aligned with Agency's needs (familiar with master planning and early designs, mostly landscape architecture)
- Subs: WF&Co. (Public engagement), Ensign Engineering (Civil engineering) & Resolut (Mechanical & electrical engineering), Construction Control Corp (Cost estimation), Hoffman Architects (Architectural & fire engineering) & Morton & Associates (Structural engineering)
- Narrative is well explained in community engagement (firm specialized in landscape architecture, urban design, and eco friendly designs)
- 33% remaining on 13 projects

Place Collaborative: Based in Salt Lake, 7 employees, recognized with a 2022 High Achievement Award

- Project Experience is aligned with Agency needs (Phased approaches, strong experience in architecture, limited in engineering, many swimming facilities listed in project experience)
- Subs: Construction Control (Cost estimating), Heath Engineering (Electrical engineering) & Horrocks (Civil & Survey engineering)
- Modern software/tools (i.e., 3D Virtual Reality site walks)
- Community engagement processes are listed (both in person and digital),
- 35% remaining on 9 projects

Millpond Park Phase 1

- Project is 95% complete
- Final portion is the installation of the electrical
 - H-Frame with meter, 400amp panel, lighting control
 - Hooking up restroom power
 - Installing photocell for parking lot lights
 - Installation of food truck power pedestal
 - Running wire to J-Box for amphitheater power
 - RMP turning transformer live after meter is installed
- Need to fix concrete sections that have failed (Hughes is aware)
- Locating Irrigation sleeves (markers were moved, landscaping crew on site 2/26 to locate)
- Final punch list and walkthrough

FINAL COST AFTER NEGOTIATIONS: \$552,997.87

ORIGINAL BID FOR MILLPOND						
\$505,135.00						
CHANGE ORDER COSTS AT MILLPOND	55' Extra Asphalt Trail	Extra Conduit to Lights	Retention Pond	Streetside Curb & Gutter Replacement	Supervision Costs	TOTAL
	\$9,900.00	\$5,683.00	\$21,000	\$2,546.00	\$969.00	\$40,098.00
CREDITS	12" RCP vs. HP	600 vs. 400 amp Panel	TOTAL			
	\$584.62	\$1,161.51	\$1,746.13			
POTENTIAL CHANGE ORDERS	Food Truck Power	TOTAL				
	\$9,511.00	\$9,511.00				
TOTAL VALUE OF EVERYTHING						
\$47,862.87						
NEW PROJECT TOTAL						
\$552,997.87						

Policy Committee Update

Action Items

2026.02.02

Board Review and possible approval of February 11, 2026, Board Meeting Minutes

2026.02.03

Board Review and possible
approval of January Financial
Statements, Purchases, and
Journal Entries

2026.02.04

Board Review and possible approval of Stansbury Service Agency – State and Local Cybersecurity Grant Program Memorandum of Understanding

2026.02.05

Discuss bonding requirements and construction specifications for open space that will be deeded to the agency, and possible approval to sign the Ivory Homes Sagewood Phase 14 Plat

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, and requests for future board actions.

Board Member Reports and Discussion Items

Adjourn