
STANSBURY SERVICE AGENCY BOARD OF DIRECTORS MEETING MINUTES

Date: Wednesday, February 25, 2026

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

Time: 7:00 PM

Order of Business

I. Call to Order by Brett Palmer at 7:00 pm

II. Roll Call

A. Board Members

1. Brett Palmer – Present, via video conference
2. John Wright – Present
3. Kyle Shields – Absent
4. Brock Peterson – Present
5. Wayne Nielson – Present
6. Kasey Nobles – Present

B. Staff

1. James Hanzelka
2. Ingrid Swenson
3. Rebeca Snodgrass, M.Ed.
4. Shawn Chidester

C. Members of Community

III. Pledge of Allegiance led by Brock Petersen.

IV. Presentation: Youth Recognition presentation made by Stacy Smart

- A. Stacy Smart, representing North Valley Communities That Care, presented the February 2026 Youth Recognition Award to Boston Roberts, who was nominated by his principal and teacher at Rose Springs Elementary. Boston's parents, Don and Shelly Roberts, were in attendance. Boston was recognized for his daily service in raising the flag, his positive attitude, and his "heart of gold." His parents expressed pride in the young man he is becoming. The Board offered a round of applause, and photos were taken with the Board of Directors.

Note: Community members in attendance departed following the Youth Award presentation.

- B. **Sheriff Updates.** A deputy from the Tooele County Sheriff's Office presented January 2026's incident report for Stansbury Park. The following stats were included: 168 Traffic Stops, 35 Citations, 108 Warnings, 4 Accidents, 5 DUIs, 25 Misdemeanor Arrests, and 0 Felony Arrests.

1. Brock Petersen asked the deputy about increasing patrols around elementary schools during student pick-up times to support crossing-guards. The deputy stated he would relay the request to Lieutenant Wayment, who oversees the crossing-guard program.

2. John Wright asked if there were any issues with juveniles (under 18). The deputy provided a brief overview of what juvenile reports entailed, such as incidents at the high school or junior high.
3. A board member raised concerns regarding possible shots fired during the past week. The deputy stated the incident was determined to be a vehicle engine backfiring. The deputy concluded his presentation.

V. Public Comments – None

VI. General Manager Updates led by Jim Hanzelka:

A. Operations

1. **Staffing Update.** Updates to staff hiring include the selection of a highly qualified Pool Manager, Christian Zamora, who holds certifications in Certified Pool Operation (CPO), Water Safety Instruction, and Lifeguarding. Autumn Riding was hired as Assistant Pool Manager and is Lifeguard certified. Updated operating procedures are in place for the upcoming season.
2. **Operating Procedures Update.** Jim Hanzelka reported work to be completed, which includes rerouting the backflush effluent, conducting a dye test to identify potential pool leaks, replacing the lower pool check valve, and performing grinding work on the pool deck.
3. **Irrigation.** The agency is coordinating with Ensign to obtain the current mapping around the soundwall trail for inclusion in the project plan set. Shawn Chidester, Project Manager, reported that the mapping is approximately 95% complete. The agency is tasked with developing and implementing plans for Millpond Park and the greenbelt trail from Millpond Park to the Clubhouse.
4. **Operations.** Work includes reseeding around the ball fields, reseeding and re-sodding areas around the clubhouse, and installation of pool back flush piping.
5. **Golf Course.** Work includes irrigation restoration. The siding installation on the maintenance shop will commence shortly.

B. Projects

1. **2026 Capital Maintenance.** Capital maintenance projects for the 2026 budget were presented on PowerPoint, including projects in the following departments: Operations, Golf Course, Clubhouse, and Pool.
2. **Bathroom Locks & Remodel.** Preliminary discussions have been held regarding the installation of automatic locks and the remodeling of the golf course bathroom.
3. **Pro Shop Roof and HVAC.** Work on the Pro Shop roof and coordination with HVAC contractors is ongoing. A cost assessment for the BFD project has been completed, with work anticipated to begin in the spring.
4. **Clubhouse Exterior Projects.** Preliminary work was completed last year on the north side of the clubhouse and the main entry. A finalized plan has not yet been established, and staff continues to evaluate options.
5. **Maintenance Building.** Instead of repair and repainting, the current plan is to proceed with repair and siding.
6. **Pool Grinding Work.** Grinding of the pool deck is underway and is being completed in-house.

7. **Clubhouse Roof Leak.** The staff is assessing points of water intrusion on the clubhouse roof. Observations suggest the leaks may be originating near the HVAC area, and further inspection is planned.
8. **Electrical Work at the Clubhouse.** Rewiring efforts have begun, with particular focus on the front-entry lighting that had been failing during rainstorms. Initial findings indicate the issue may stem from exterior wiring rather than internal; repairs have been made.

C. Finances led by Jim Hanzelka

1. The finance report included two PowerPoint slides with a chart detailing Total Revenue and Total Expenses in the General Fund as of January 31, 2026:
 - a. **Total Revenue.** Revenue is significantly above projections, primarily coming from unexpected taxes in "General Government" and "Golf Course." The weather has been good, so revenue from the golf course is better than anticipated.
 - b. **Total Expenses.** Expenses are proceeding as expected, with a few deviations. The most notable deviation is \$13,000 ahead in "General Government," reflecting savings in expenditures and salaries.

VII. Discussion Items:

A. Discussion of the Impact Fees Facility plan and Impact Fees analysis.

1. **MOTION** – Kasey Nobles made a motion to table the discussion on the Impact Fees Facility plan and Impact Fees analysis. Seconded by John Wright.
Vote as Follows:
 Wayne Nielson – Aye; John Wright – Aye; Brett Palmer – Aye; Brock Petersen – Aye; Kasey Nobles – Aye. **Motion Passed: Unanimously. Motion Tabled.**

B. Discussion of the Porter Way Baseball Field Plan led by John Wright

1. John Wright presented a sketch of the Porter Way Baseball Field to illustrate current field conditions, noting the playing surface slopes approximately 3.5 to 4 feet from home plate to the outfield fence. John Wright expressed his opinion that Porter Way baseball field is playable but would benefit from leveling to improve safety and use. He added that teams currently lack adequate practice space, and improving the field would expand available opportunities. The Board discussed challenges, potential solutions, and associated costs.
2. **Discussion.** Board members reviewed additional views of the Porter Way Baseball Field using Google Maps. John Wright discussed the option of adding temporary fencing and noted he had spoken with Gordon Smith, Operations Manager, regarding feasibility. Kasey Nobles requested clarification on the slope's specific location and whether reverse-sloping could be considered. Brock Peterson asked whether identifying an alternate location might be preferable to modifying the existing field, given potential costs and complications. Board members concluded to continue discussions at a later meeting.

C. Presentation on the results of the Oscarson Park RFQ led by Shawn Chidester.

1. Shawn Chidester, Project Manager, reviewed the criteria used to select an engineering firm for the Oscarson Park project. The agency is seeking to enter into a contract with a firm to provide comprehensive services, including community outreach, programming, and preparation of design and construction documents. The extent of construction would depend on the available budget following completion of the design phase.
 2. Shawn Chidester presented the scoring rubric via PowerPoint and outlined the evaluation process. Ten firms submitted qualifications, totaling approximately 130 pages. More than 80 cumulative hours went into reviewing and researching submissions.
 3. The following five firms were identified as top candidates (listed alphabetically): Blue Line Designs, FFKR Architects, G. Brown Design, MGN+A Studio, and Place Collaborative. Rankings were not presented in score order.
 4. **Discussions and Questions.** Board Members discussed how to choose a firm to move forward. Brett Palmer, Board Chair, made recommendations on additional interviewing and selection criteria. Board Members followed up on a consensus for moving forward with the top 4 firms for the next phase of selection.
- D. **Finance Committee.** The Finance Committee met last week to review cost reports, discuss matters related to the baseball club, and address other items. Committee members recommended that, for future meetings, financial reports be distributed one to two days in advance rather than the day of the meeting. Receiving materials earlier would allow members additional time to review the information beforehand and help improve meeting efficiency and productivity.
- E. **Planning Committee.** The Capital Projects List for 2026 was presented to the board via PowerPoint, listing projects for the Golf Course, Clubhouse, ProShop, and Pool.
1. Jim Hanzelka demonstrated a visual diagram and design plans for the pool backflush system. The existing configuration includes a 4-inch pipe exiting from the mechanical room that connects to a 6-inch gravity-fed line running to the lake (identified as the green line in the diagram).
 2. The proposed modification would place the line under pressure generated by the backflush pump, rather than relying solely on gravity flow. Ensign's original design showed a separate green dotted line running from the sump to the lake; however, the sump currently has its own dedicated discharge line, separate from the pool line.
 3. Staff recommended removing much of the existing line and replacing it with a 4-inch pressurized line.
 4. Brett Palmer commented that there is no hydraulic reason to replace the existing 6-inch line with a 4-inch line, stating that doing so would only increase project costs. In his opinion, the preferred approach would be to connect directly to the existing 6-inch line.
- F. **Policy committee Update Led by John Wright.** A status update was provided on the Interlocal Agreement draft, which is now very close to final editing and nearing completion. The Interlocal Agreement remains the key component needed before several related policy items can move forward. John Wright reported on the status of the Board vacancy process. This item is also partially dependent on the completion of the Interlocal Agreement. Work on the bylaws continues. Several sections rely on the finalized Interlocal Agreement, making its completion a critical step in finalizing the bylaws.

VIII. Action Items

A. 2026.02.02 A

1. Board Review and possible approval of February 11, 2026, Board Meeting Minutes.
2. **MOTION** – John Wright made a motion to approve the February 11, 2026, Board Meeting Minutes. Seconded by Wayne Nielson.

Vote as Follows:

Wayne Nielson – Aye; John Wright – Aye; Brett Palmer– Aye; Brock Petersen – Aye; Kasey Nobles – Aye. **Motion Passed: Unanimously**

B. 2026.02.03 A

1. Board Review and possible approval of January Financial Statements, Purchases, and Journal Entries.
 - a. John Wright requested clarification regarding entries on page 2 for Ensign Engineering and Fence Me In. Jim Hanzelka explained that Ensign Engineering was looking into the property line by the Maverick gas station. "Fence Me In – Picket Fence" entry reflected costs associated with repairing damage to a fence on 842 Country Club caused by a tree on the Golf Course that fell on their fence.
 - b. Brock Petersen inquired about a –\$14,400 change in the Financial Statements. Ingrid Swenson clarified that this was a clerical error and has been corrected.
 - c. Kasey Nobles asked whether the Stansbury Service Agency funds library supplies. It was clarified that the library is primarily funded through grants, with only a small portion of Agency funding allocated to library support.
 - d. A question was raised regarding an entry listed under "Movie." Staff confirmed the expense was for a required license for an event at the clubhouse.
2. Brock Petersen made a motion to approve the January Financial Statements, Purchases, and Journal Entries. Seconded by Kasey Nobles.
3. Brett Palmer requested that Brock Peterson amend the motion to reflect the dollar amount.
4. **MOTION** – Brock Petersen made a motion to approve the January Financial Statements, Purchases, and Journal Entries in the amount of \$159,047.18. Seconded by Kasey Nobles.

Vote as Follows:

Wayne Nielson – Aye; John Wright – Aye; Brett Palmer– Aye; Brock Petersen – Aye; Kasey Nobles – Aye. **Motion Passed: Unanimously**

C. 2026.02.04 A

1. Board Review and possible approval of Stansbury Service Agency – State and Local Cybersecurity Grant Program Memorandum of Understanding.
 - a. Kasey Nobles provided a brief description of the State and Local Cybersecurity Grant Program Memorandum of Understanding and how it works to board members.
2. **MOTION** – Kasey Nobles made a motion to approve for the chairman to sign the State and Local Cybersecurity Grant Program Memorandum of Understanding. Seconded by Brock Petersen.

Vote as Follows:

Wayne Nielson – Aye; John Wright – Aye; Brett Palmer– Aye; Brock Petersen – Aye; Kasey Nobles – Aye. **Motion Passed: Unanimously**

IX. 2026.02.05 A

1. 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.
 - a. Brett Palmer provided board members with a brief overview of signing the Phase 15 Plat with Ivory Homes. On PowerPoint, a visual of the plot location was provided for reference via Google Maps. Jim Hanzelka noted that Ivory Homes has provided a \$165,000 improvement bond and added that the agency has worked with Ivory Homes for some time.
 - b. Brett Palmer noted that this request is standard practice in other jurisdictions that Ivory Homes works with and is not unique to this Agency. Further, the agency was not proactive with developers, resulting in developers proceeding under the processes they were accustomed to.

2. **MOTION** – Kasey Nobles made a motion to approve signing the Ivory Homes Sagewood Phase 14 Plat under the understanding that we have new specifications they're going to meet and they're aware of those. Seconded by John Wright.

Vote as Follows:

Wayne Nielson – Aye; John Wright – Aye; Brett Palmer – Aye; Brock Petersen – Aye; Kasey Nobles – Aye. **Motion Passed: Unanimously**

X. Board member reports and requests.

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.

- A. Wayne Nielson stated that golf access should be provided to the Sheriff's Office at no cost. Board members discussed potential issues and challenges associated with providing this service. Wayne Nielson also shared his support for improvements to the baseball fields.
- B. John Wright announced that scholarship pageant applications are now available online. For this year, paper applications will not be accepted; all applicants must submit electronically. John Wright also noted difficulty tracking HB 161 and asked if anyone else was tracking the bill; Jim Hanzelka responded that he was also keeping up with it.
- C. Brock Peterson reported that on February 3, 2026, Tooele County's Council meeting had discussed taxing of incorporated areas, including Stansbury Park. Brock Peterson encouraged board members to watch the council meeting recording online to discuss further.
- D. Kasey Nobles requested Board input regarding installation location and monthly cost options for a proposed fiber-optic service. The provider is offering reduced monthly rates if fiber is installed at either the Pro Shop or the Maintenance Shop. Board members discussed the options.
- E. Brett Palmer stated that the impact fee analysis should include service delivery considerations, referencing Brock Petersen's comments. Brett Palmer concluded his comments by expressing appreciation for everyone's input and assistance.

XI. Motion to Adjourn

MOTION – Kasey Nobles made a motion to adjourn the Stansbury Service Agency Board of Directors Meeting. Seconded by Brock Petersen.

Vote as Follows:

Wayne Nielson – Aye; John Wright – Aye; Brett Palmer– Aye; Brock Petersen – Aye; Kasey Nobles – Aye. **Motion Passed: Unanimously**

Meeting Adjourned at 9:52 pm.

The content of these minutes is neither intended nor presented as a verbatim transcript of the meeting. Rather, they serve as a concise summary of the key discussions and actions that took place.

Approved this 11th day of March 2026.



Brett Palmer, Stansbury Service Agency Board Chair