STANSBURY SERVICE AGENCY
Parks and Recreation

Stansbury Service Agency Board of Directors Board Meeting

Date: Wednesday, May 13, 2026
Location: 1 Country Club Drive, STE 1, Stansbury Park, UT 84074
Time: 6:30 PM

I. Call to Order
II. Roll Call
III. Pledge of Allegiance
IV. Public Comments
V. General Manager Updates:
  A. Operations
  B. Projects
  C. Finances
VI. Discussion Items:
  A. Discussion of Vacating and Amending Lot 27 of Captain's Island Subdivision #2, the Molina One Lot Subdivision Plat
VII. Action Items:
  A. 2026.05.01 A
    1. Board Review and possible approval of April 16, 2026, Work Planning Committee Meeting Minutes
  B. 2026.05.02 A
    1. Board Review and possible approval of April 22, 2026, Board Meeting Minutes
  C. 2026.05.03 A
    1. Approval of the Vacating and Amending Lot 27 of Captain's Island Subdivision #2, the Molina One Lot Subdivision Plat

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, and requests for future board actions.

Motion to Adjourn

STANSBURY SERVICE AGENCY WORK PLANNING COMMITTEE MEETING MINUTES

Date: Thursday, April 16, 2026
Location: 1 Country Club Drive, STE 1, Stansbury Park, UT 84074
Time: 5:00 PM

Order of Business

I. **Call to Order by Brett Palmer at 5:00 PM**

II. **Roll Call**

A. Board Members
   1. Brett Palmer – Present
   2. Kasey Nobles – Absent
   3. Wayne Nielson – Present
   4. John Wright – Present

B. Staff
   1. James Hanzelka – Present
   2. Shawn Chidester – Present
   3. Rebeca Snodgrass – Present

III. **Discussion Items:**

A. **Review of Soundwall Trail final plan set and RFP**

   1. **Soundwall Trail Actions.**
      a. The plan set and RFP are being updated from the provided punch list by Ensign, with comments to the plan set provided on 17 April and comments to the RFP sent this week. An updated plan for the additional 250 feet in Millpond Park is to be provided by Ensign, followed by submitting the updated 250-foot plan to the Stansbury Service Agency for UDOT approval, and issuing the RFP with a target date of 1 May.
      b. Committee members reviewed a map highlighting the most cost-effective approach for moving forward. Reviewed Sound Wall Trail alignment at the amphitheater junction, including two potential routing options near the parking lot. Ensign to provide cost estimates for both options to support the final selection.

B. **Review of Sagewood Phase 13 and 14 comments on proposed Parcel A plans**

   1. Jim Hanzelka provided an overview of Sagewood Village Phase 14 comments. Approximately 18 comments were compiled and returned based on team review, including input from Kyle (irrigation markups) and others. All internal redline comments and punch list items DELETED RED have now been completed and are ready to be sent back to Sagewood Ivory Development. Updated and more detailed plan sets have been requested from Sagewood Ivory, including the incorporation of Service Agency standard details and specifications.
   2. Once revisions are received, updated plans will be aligned with district agency specifications and drawings for contractor use. The intent is to forward the marked-up plans to Ivory this week so they can begin review and preparation work. Clarification was made that the final plan sets provided to contractors will include all required specifications and applicable drawings once finalized.

C. Update on Oscarson Park RFP

1. Several playgrounds are experiencing minor damage and routine maintenance needs. Additional wood chips will be added to meet specification levels after natural settling from last year's replenishment.
2. Park restroom status: one facility is fully operational; another (North Pond area) is expected to be operational soon. Restroom functionality depends on water activation and staffing for cleaning. Cleaning staff resumed weekend operations last Saturday. Golf course restroom cleaning is under review for inclusion in the current cleaning staff coverage. Security improvements are being considered for restroom windows (reinforcement to prevent repeated damage/vandalism).

D. Update on Millpond Bridge led by John Wright

1. John Wright provided the current status of Millpond Bridge, and it was discussed that the glulam beams would be purchased. The concept needs to be refined into a working plan for the RFP, and a couple of timelines were developed to meet the funding requirements for the grant.

IV. Adjourn

Capital Project Planning Committee meeting adjourned at 5:46 PM by Brett Palmer.

Adjourned 5:46 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 13th day of May 2026.

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Brett Palmer, Stansbury Service Agency Board Chair

DRAFT

STANSBURY SERVICE AGENCY BOARD OF DIRECTORS MEETING MINUTES

Date: Wednesday, April 22, 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
      2. John Wright – Present
      3. Kyle Shields – Present
      4. Brock Petersen – Present
      5. Wayne Nielson – Present
      6. Kasey Nobles – Present, video conference

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

III. Pledge of Allegiance led by Brock Petersen.

IV. **Sheriff Update.** Detective Richards from the Tooele County Sheriff's Office presented the March 2026 report. The department responded to 243 total details, including 169 traffic stops, 35 citations, 115 warnings, 9 accidents, 25 arrests, and 5 felony arrests.

   A. John Wright requested clarification on incidents, including juvenile problems, vandalism, and ungovernable juveniles. Deputy Richard noted they are recorded as distinct classifications based on the responding deputy's assessment.

   B. Jim Hanzelka requested additional information regarding motorcycles and electric bikes. Deputy Richard reported no significant local issues to date but noted recent state law changes that classify many of these vehicles as motorcycles, requiring licensing, registration, insurance, and helmet use. These updates are expected to improve enforcement and safety, with ongoing education efforts to keep riders off roadways.

V. **Public Comments** –

   A. Mary Wilson, a resident of Stansbury Park (185 Lakeview Dr.), and an SSA employee, but stated she was speaking as a community member.
      1. **Parking Management**. Requested the board revisit prior discussions on paid parking or improved parking lot monitoring, noting other communities have implemented successful systems.
      2. **Pest Control**. Raised concerns about excessive insects in common areas and suggested the agency consider contracting pest control services for shared spaces, including Ivy Solomon Park, the gazebo, Delgado Beach, and clubhouse areas.
      3. **Tennis Courts Maintenance**. Expressed concern over the poor condition and visibility of the tennis courts, ongoing litter issues, and non-functioning lights. Mary Wilson recommended prioritizing maintenance, repairs, and improved lighting for safety and appearance.

VI. General Manager Updates led by James Hanzelka:

A. Operations

1. **Staffing.** Hiring remains a key challenge due to higher wages in neighboring communities. Current staffing is below budgeted projections, though recruitment efforts are ongoing. An irrigation staff member left the agency, and we will put a contract in place to hire a contractor if needed.
2. **Pool**. Work completed at the pool includes replacing bottom valves, rewiring the pool lighting, and rebuilding the pump. One lighting fixture still needs replacement, and a transition to LED bulbs is under evaluation. A backflush line has been installed in the sewer manhole near the golf course parking lot, and system testing will occur once the pool is refilled. Additionally, an ADA ramp is being installed at the new gate, and initial lifeguard training has been completed.
3. **Other Operations Updates**.
   a. **Clubhouse**. Rewiring of clubhouse lamp posts has been completed.
   b. **Sagers.** Issues at Sagers Baseball fields have been reviewed, and an improvement plan has been developed. The status of Field 4 requires further attention, and SPYBA has requested increased field preparation along with associated cost considerations.
   c. **Golf Course**. Golf course bathrooms were transitioned to the facilities cleaning crew approximately one week ago
   d. **Cemetery Fence.** Jim Hanzekla discussed preparation to relocate the cemetery fence following last year's lot line adjustment, with a meeting scheduled with the county to coordinate the move.
   e. **Gardener.** Having the monoliths at the Stansbury Parkway entrances resurfaced. Adding rock to parking lot extensions around the walkways to the lake; Retention Basin across from Solomon Park. An additional issue was discussed regarding the retention basin across from Solomon Park. Maintenance has been performed there multiple times. Jim Hanzelka noted that the property may belong to SPID. Brett Palmer replied that it does.
4. **Vandalism**. Board members were provided with photos documenting vandalism at Woodland Park, Porter Way Park restroom facilities, and the observatory. Incidents include damage to restrooms, unrolled toilet paper, and graffiti.

B. Projects

1. **2026 Capital Projects.** Jim Hanzelka provided updates for Capital Projects for the 2026 Budget via PowerPoint. They include:
   a. Pool Improvements (Backflush Backflush ADA Ramp for New Gate) – Pool – Budget: $50,000
   b. Repair of Existing Millpond Bridge – Operations – Budget: $456,000
   c. Add Fire Suppression to Golf Cart Area – Pro Shop – Budget: $20,000
   d. Hydraulic Excavator – Operations – Budget: $60,000
   e. Replacement Filter Pump for Pool – Pool – Budget: $7,000
   f. West Bank Off Loading Area – Operations – Budget: $50,000
   g. A/C Unit for Pro Shop – Pro Shop – Budget: $25,000
   h. Mechanics Truck – Ops/GC – Budget: $60,000
   i. Bunker Rake for Golf Course – Golf Course – Budget: $30,000

   j. Irrigation Cart – Golf Course – Budget: $40,000
   k. Extend Camera System Throughout the Park – Operations – Budget: $15,000
   l. Porter Way Ball Field #1 Infield – Operations – Budget: $25,000
2. **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. They include:
   a. Add Automatic Locks to Bathrooms – Budget: $10,000
   b. Remodel Golf Course Bathrooms – Budget: $25,000
   c. Rebuild Portion of Pro Shop Roof on Pro Shop – Budget: $5,329
   d. VFD for Gordon Well #1 – Budget: $25,000
   e. Main Entry to Clubhouse Rebuilt – Budget: $20,000
   f. North Side of Clubhouse Wall Rebuilt/Remediated/Sealed – Budget: $45,000
   g. Repair and Repaint GC Maintenance Building – Budget: $35,000
   h. Grind Pool Deck Level – Budget: $10,000
   i. Rebuild Pool Filter Pump – Repair Project
   j. Pool Repairs (Valve Replacement/Lights) – Projected Cost: $5,000
   k. Clubhouse Roof Repair to Stop Leaks – Budget: $25,000
   l. Electrical Rewire of Clubhouse – Budget: $25,000
   m. Rework Downspout and Stucco on Clubhouse – Budget: $25,000
   n. Additional Trim for Flooring
3. **Potential Add-Ins.** Clean, video, and potentially slip the line from the Weir by hole 3 that runs along the road in front of the Stansbury Elementary School that flows to the pond by hole 12; removal of a cottonwood in the area may also be considered, and the weir itself requires repair. A cross-connection issue between irrigation and culinary water in the clubhouse drive area was noted. Additional work includes cleaning and video inspection of the line from the bathroom at Hole 17, with possible slip lining. Other planned projects include refurbishment of the Rose Park tennis courts and resurfacing of the clubhouse parking lot. Jim Hanzelka provided a visual for references of the location and photos of damage at Rose Park tennis courts.

C. Finances led by Jim Hanzelka

1. The finance report included PowerPoint slides with a chart detailing Total Revenue and Total Expenses in the General Fund as of April 22, 2026:
   a. Total Approved Annual Budget: $4,965,647
   b. Total Planned Revenue to Date: $274,066
   c. Total Actual Revenue to Date: $523,995
   d. Total Variation in Actual from Expected to Date: $249,929
   e. Total Percent Variance from Estimated to Date: 91%
2.
   a. **Total Revenue**. Most departments are meeting or near revenue targets, with the cemetery being the only area notably under. Parks and Recreation revenue timing is tied to seasonal payments and is expected to align over time.
   b. **Total Expenses.** Expenses are generally on track, with the pool appearing over budget due to training costs occurring earlier than planned. No major year-end financial concerns are anticipated.

VII. Discussion Items:

A. Discussion of the Community Partnership Project – Messaging for Parents Empowered

1. Stacy Smart presented design ideas and presented concepts for placing grant-funded visual messaging (e.g., wraps or stencils) at various park and pool locations, including the Stansbury Portway Pavilion, pool walls, and restroom doors (photos were provided on PowerPoint of potential locations. The goal is to use the $5,000 grant for prevention messaging, potentially focused on underage drinking.
2. Board discussed durability, maintenance, and vandalism risks. While artwork may deter graffiti, concerns remain about the time required for cleanup. Anti-graffiti coatings and removable wraps were considered.
3. The Board supported a phased approach, recommending a small-scale pilot (e.g., restroom doors) before expanding. Final design options may be reviewed and approved via email.

B. Planning Committee Update led by Jim Hanzelka:

1. **Sound Trail Actions.** The plan set and RFP are being updated from the provided punch red line list by Ensign, with comments to the plan set provided on 17 April and comments to the RFP sent this week. An updated plan for the additional 250 feet in Millpond Park is to be provided by Ensign, followed by submitting the updated 250-foot plan to the Stansbury Service Agency for UDOT approval, and issuing the RFP with a target date of 1 May. A visual was provided to board members to demonstrate the additional 250' section.
2. Discussion continued regarding the trail section where the sound wall trail will connect into the larger trail system. Staff explained that the original design proposed a single route descending the hillside; however, concerns were raised about the amount of cut and fill required to make the trail ADA-compliant at a grade of 5% or less.
3. As an alternative, Jim Hanzelka discussed moving the trail alignment higher up the hillside. Options under consideration include constructing a single-track trail at a compliant grade or building a second ADA-accessible ramp. Ensign was asked to evaluate both options and provide estimates for cut and fill requirements as well as asphalt costs to assist in determining the preferred design approach. A blueprint of the Trail Section Amphitheater was provided as a visual reference.
4. **Sagewood Village Phase 14 Comments**. Ivory needs to update the plan set, and comments were sent to Ivory on 17 April.
5. **Oscarson Park RFP.** Start of work meeting this week.
6. **Millpond Bridge.** John Wright provided the current status of Millpond Bridge, and it was decided to purchase the glulam beams. Board members were provided a photo of glulam beams for reference. The concept needs to be refined into a working plan for the RFP, and a couple of timelines were developed to meet the grant funding requirements.

C. Policy Committee Update led by John Wright

1. The Policy Committee was trying out AI to write policies, and it has advantages such as speed. Surveys were sent out approximately 1–2 weeks ago, requesting board feedback on policy and procedure items. Board members were encouraged to submit their responses.

2. The GM replacement policy, employee handbook, and safety manual are currently in the final stages of development. The goal is to finalize all items by the end of May. The board was encouraged to provide feedback as soon as possible to ensure inclusion in the final documents.

VIII. Action Items:

A. 2026.04.06 A

1. Board Review and possible approval of April 08, 2026, Board Meeting Minutes.
2. **MOTION** – Kyle Sheilds made a motion to approve the April 08, 2026, Board Meeting Minutes. Seconded by John Wright.
   Vote as Follows:
   Wayne Nielson – Aye; John Wright – Aye; Kyle Shields – Aye; Kasey Nobles – Aye; Brett Palmer – Abstain; Brock Petersen – Aye. **Motion Passed.**

B. 2026.04.07 A

1. Board Review and possible approval of March Financial Statements, Purchases, and Journal Entries.
   a. John Wright commented that he reviewed the check register with Ingrid Swenson, received clarification on expenditures, and expressed confidence in the report.
2. **MOTION** – Brock Petersen made a motion to approve March Financial Statements, Purchases, and Journal Entries, and purchases in the amount of $140,326.08. Seconded by Kyle Shields.
   Vote as Follows:
   Wayne Nielson – Aye; John Wright – Aye; Kyle Shields – Aye; Kasey Nobles – Aye; Brett Palmer – Aye; Brock Petersen – Aye. **Motion Passed Unanimously.**

C. 2026.04.08 A

1. Board Review and possible approval of moving the Board of Directors Meeting to 6:00 PM.
2. Brett Palmer asked board members for their input on potentially moving the Board of Directors meeting time from 6:00 PM to 7:00 PM. Feedback was mixed. Some members supported a earlier start time, noting it could help reduce staff work hours. Others opposed the change, citing challenges such as longer travel times from Salt Lake City and insufficient time to return home before coming back for a later meeting.
3. **MOTION** – John Wright made a motion to refrain from moving the Board of Directors Meeting to 6:00 PM. Motion not seconded. **Motion Died.**
   a. **Discussion.** Board members discussed and concluded to choose 6:30 PM as a compromise with plans to continue the discussion.
4. **MOTION** – Wayne Nielson made a motion to approve moving the Board of Directors Meeting to 6:30 PM. Seconded by Kyle Shields.
   Vote as Follows:
   Wayne Nielson – Aye; John Wright – Aye; Kyle Shields – Aye; Kasey Nobles – Aye; Brett Palmer – Aye; Brock Petersen – Aye. **Motion Passed Unanimously.**

B. 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 – No comments
B. John Wright requested approval to fund a volunteer's upgrade to the current Word/Excel software ($100 annually) to improve efficiency in policy development work. After a brief discussion, board members reached a consensus to support reimbursement, with Jim Hanzelka, GM, authorized to proceed within discretion.
C. Kyle Shields discussed irrigation support needs and requested assistance and training, including WeatherTRAK and field support, which staff agreed to provide. He also raised concerns about irrigation design and a potential cross-connection between the Millpond and culinary water system, emphasizing the need for proper evaluation and separation, and offered to review future irrigation designs.
D. Brett Palmer thanked board members for their contribution and requested that weeds around the golf course maintenance building be addressed. Jim Hanzelka confirmed that the weeds will be taken care of.
E. Brock Petersen – No Comments
F. Kasey Nobles – No comments

IX. Motion to Adjourn

Kyle Shields made a motion to adjourn the Stansbury Service Agency Board of Directors Meeting Seconded by John Wright.

<u>Vote as Follows:</u>

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

Meeting Adjourned at 8:41 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 13th day of May 2026.

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Brett Palmer, Stansbury Service Agency Board Chair