STANSBURY SERVICE AGENCY BOARD OF DIRECTORS MEETING MINUTES
Date: Wednesday, May 13, 2026
Location: 1 Country Club Drive, STE 1, Stansbury Park, UT 84074
Time: 6:30 PM

Order of Business

I. Call to Order by Wayne Nielson at 6:33 PM.

II. Roll Call

A. Board Members
1. Brett Palmer – Absent
2. John Wright – Present
3. Kyle Shields – Present
4. Brock Petersen – Present
5. Wayne Nielson – Present
6. Kasey Nobles – Absent

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

C. Members of Community

III. Pledge of Allegiance led by Brock Petersen

IV. Public Comments (listed on agenda here, but took place at the end of the meeting)

V. General Manager Updates:

A. Operations

1. Administrative

a. **Staffing Update.** Jim Hanzelka provided an update on hiring staff, reporting that most positions have been filled, with a few grounds crew positions still open. Some areas will be temporarily overstaffed due to overlap between departing and incoming students, resulting in higher staffing levels mid-summer.

b. **Upgrade of the Internet.** Verizon reduced node and phone service costs, allowing the organization to move four boxes to a higher-speed plan under a 36-month agreement with no transfer cost, reducing expenses by about 50%. Long-term plans include transitioning services to All West.

c. **Grants.** The organization received $30,000 for the Porter Way Baseball Field and $4,000 for the Library Summer Reading Program. Waiting to hear about the $200,000 UORG grant for the Millpond Trail project and $15,000 from Tooele County Tourism for the golf course. Additional UCAIR grant opportunities were discussed.

d. **Non-Monetary Board Compensation.** Employees may receive limited access to the pool and golf course based on availability and staff approval. Facility rental fees are waived, though costs such as lifeguards and cleaning still apply. One advance booking per year is allowed, excluding Fridays and Saturdays.

e. **Irrigation Updates**

1) **Golf Course Irrigation.** 16 controllers and 559 valves are in operation. All controllers are online. Staff is continuing to locate and replace sprinkler heads lost over the years.

2) **Parks and Recreation Irrigation.** 29 controllers and 500 valves are in operation. 20 controllers are currently online. There is a major power issue affecting the clubhouse area. Communication issues continue between the Sagers' area system and WeatherTrak.
3) **Battery Timers (Parks and Recreation).** 32 timers and 81 valves are in operation. All timers are online except for three systems that rely on water sources outside of district control.

2. **Pool Updates.**
   a. Backflush effluent piping has been installed and tested.
   b. Irrigation and landscaping restoration is underway at the clubhouse due to the installation of the pool backflush piping project. The valve at the bottom of the pool was replaced. Water loss appears to have been reduced by approximately two-thirds. The repair is expected to resolve many of the heater-related issues. Six of the eight pool lights are operational.
   c. Additional rewiring work is needed for the remaining two lights. Current lighting levels are believed to be sufficient for night use.
   d. An ADA ramp has been installed at the new access point. Work on the pool deck is ongoing. Pool staffing is in place, and training has been completed. Sunday pool closure was discussed.
3. **Vandalism.** Board members were provided with photos of vandalism on a PowerPoint slide. Pictures of Porter Way Park Bathroom and Woodland Park. Jim Hanzelka noted that the Porter Way bathroom was closed after a stall partition was torn from the wall, with replacement estimated at $2,500.
   a. Discussion included possibly replacing the partition with a more durable block wall, though spacing and code requirements may limit that option.
   b. At Woodland Park, protective pads installed under playground equipment are being removed and used as bike ramps, causing damage.
   c. Vandalism has been reported to law enforcement.
4. **Comments From Last Meeting:**
   a. **Gnat Problem.** Mary Wilson commented that gnats are making it difficult for residents to enjoy the park. The agency contacted the mosquito abatement district, which agreed to try a new treatment method. Treatments were applied at Sagers, Porter Way, Village, Sandhill, and the clubhouse gazebo area. The agency will follow up on the 12th to request an additional treatment on May 8, and more will be requested as needed.
   b. **Parking Control**. Mary Wilson also requested that discussions regarding parking control be revisited. Concerns remain that restricting parking in one area may simply move the problem elsewhere. Additional parking is needed in the clubhouse area and throughout the park.
   c. **Basketball Courts.** Discussion was also held regarding the basketball courts. Repair costs are expected to be significant, and the board will need to determine future plans and use for that area.

B. Projects

1. **Capital Maintenance**
   Completed Project:
   a. Pool — Rebuild of Pool Pump
   b. Pool — Widen the walkway to the new pool entrance
   c. Pool — Repair of Pool Deck, Lights, and Valve
   d. Operations — Trim for Clubhouse floors
   e. Golf Course — Repair and Repaint GC Maintenance Building
   f. Operations — Concrete Around Signboard at Lake
   g. Operations — Concrete next to the Storage Shed

Upcoming Project:

h. Operations — Add Automatic Locks to Bathrooms
i. Golf Course — Remodel Golf Course Bathrooms
j. Pro Shop — Rebuild Portion of Pro Shop Roof on Pro Shop
k. Golf Course — VFD for Gordon Well #1
l. Clubhouse — Main Entry to Clubhouse Rebuilt
m. Clubhouse — North Side of Clubhouse Wall rebuilt/remediated/Sealed
n. Clubhouse — Clubhouse Roof Repair to Stop Leaks
o. Clubhouse — Electrical Rewire of Clubhouse
p. Clubhouse — Rework Downspout and Stucco on Clubhouse

2. **Capital Projects – 2026 Budgeted Project**
   a. Reroute Backflush From Pool — Pool — $50,000
   b. Repair of Existing Millpond Bridge — Operations — $456,000
   c. Add Fire Suppression to Golf Cart Area — Pro Shop — $20,000
   d. Hydraulic Excavator — Operations — $60,000
   e. Replacement Filter Pump for Pool — Pool — $7,000
   f. West Bank Off Loading Area — Operations — $50,000
   g. Replace and Relocate A/C Unit on Pro Shop — Pro Shop — $25,000
   h. Mechanics Truck — Ops/GC — $60,000
   i. Bunker Rake for Golf Course — Golf Course — $40,000
   j. Irrigation Cart — Golf Course — $30,000
   k. Extend Camera System throughout the park — Operations — $15,000
   l. Porter Way Ball Field #1 Infield — Operations — $25,000

3. **Capital Maintenance**
   a. Moved the rebuild of the pool pump to Maintenance from Capital Project.
   b. ADA Ramp at pool is a continuation of the gate move effort.
   c. Had two different contractors look at the main entrance and south side of the clubhouse.
   d. Pro Shop HVAC/Roof repair. The HVAC installer will do all the sub-roof installation. Significant Electrical Issues. Less cost to do the actual roofing.
   e. Pads poured for the map area by the parking lot and the Library Book Return box by the Library door side entrance.

4. **Impact Fee Projects – 2026 Budgeted Project**

Priority	Title	Dept	Dept	Budget	Expensed	Committed	Variance
1	Soundwall Trail	Project	Parks	$769,224	$10,291	$2,800	$756,133
2	Oscarson Park	Project	Parks	$303,872	$2,763	$96,850	$204,259
3	Millpond Park	Project	Parks	$300,000	$27,102		$272,898
4	Administration	Admin	Admin	$46,000	$25,375		$20,625
				$1,419,096	**$85,531**	**$99,650**	**$1,253,915**

5. **Potential Additions to Capital Projects for 2026**

a. Move Fence at Cemetery - $5,912
b. Convert Rose Park Tennis Courts to Multi-Use Court - $59,000

   c. Drain Line Cleaning/Video from behind hole #3 - $3,500
   d. Sewer lateral from bathroom Line Cleaning/Video of line by Hole 17 - $3,500
   e. One task in the Planning Committee charter is to develop Capital Project requirements for the next 1,3,5 years. Jim Hanzelka suggested that the plans also look at the 10-year projections and that a subset of the planning committee begin to look at those plans.

C. Finances

A. **Cash Summary.** Finances as of April 30, 2026
   a. Operational funds totaling: $ 34,701.59
   b. PTIF (Impact fees) totaling: $886,316.58
   c. General Ledger Cash Total: $5,238,087.69

B. **Financial Summary**. Jim Hanzelka reviewed the Financial Summary and utilized a chart to illustrate the relationship between General Funds, PTIF, Capital Projects, and Reserves, noting that Impact Fees (PTIF) are maintained separately.

C. **Golf Course Revenue.** Golf course revenue increased significantly across most categories, except pavilion rentals, due to low winter demand.

VI. Discussion Items:

1. **Discussion of Vacating and Amending Lot 27 of Captain's Island Subdivision #2, the Molina One Lot Subdivision Plat.** Jim Hanzelka discussed that the Molinas purchased an additional portion of greenbelt property from the board in 2014, resulting in two separate legal parcels and separate tax notices. The request before the board was to vacate the existing property line and combine the parcels into one contiguous lot through an adjusted plat. Jim Hanzelka provided board members visual reference of Molina.

VII. Action Items:

A. **2026.05.01**
   1. Board Review and possible approval of April 16, 2026, Work Planning Committee Meeting Minutes.
   2. **MOTION** – John Wright made a motion to approve the of April 16, 2026, Work Planning Committee Meeting Minutes. Seconded by Wayne Nielson.
      Vote as Follows:
      Wayne Nielson – Aye; John Wright – Aye; Kyle Shields – Abstain; Brock Petersen – Abstain.
      Motion Does Not Carry.

B. **2026.05.02 A**
   1. Board Review and possible approval of April 22, 2026, Board Meeting Minutes.
   2. **MOTION** –Kyle Shields made a motion to approve the April 22, 2026, Board Meeting Minutes. Seconded by Brock Petersen.
      Vote as Follows:
      Wayne Nielson – Aye; John Wright – Aye; Kyle Shields – Aye; Brock Petersen – Aye. **Motion Passed.**

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.

2. **Motion** – John Wright made a motion to approve vacating and amending the lot 27 of Captain's Island Subdivision #2, the Molina One Lot Subdivision Plat. Seconded by Kyle Shields.
   Vote as Follows:
   Wayne Nielson – Nay; John Wright – Aye; Kyle Shields – Aye; Brock Petersen – Nay. **Motion Failed to pass.**
3. **Motion** – Kyle Shields made a motion to table the approval of the Vacating and Amending Lot 27 of Captain's Island Subdivision #2, the Molina One Lot Subdivision Plat. Seconded by John Wright.
   Vote as Follows:
   Wayne Nielson – Aye; John Wright – Aye; Kyle Shields – Aye; Brock Petersen – Aye. **Motion Tabled.**

II. **Public Comments.**

A. A Stansbury resident expressed strong concerns about safety around the lake, parks, and access roads, arguing the agency keeps building amenities without adequately protecting or maintaining them. emphasized that community safety and preservation should take priority over constructing additional amenities and warned that without stronger action, serious accidents or legal liability could result.

B. Board members responded with acknowledgment that vandalism and enforcement remain unresolved challenges requiring further discussion and creative solutions.

III. **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. Brock Petersen expressed his opinion, stating the agency should prioritize maintaining existing parks and infrastructure before funding new projects, noting that maintenance is already suffering and new amenities increase long-term costs.

B. Kyle Shields raised concerns that trees and landscaping were not receiving enough water, particularly with hot weather approaching and a low winter snowpack. Staff said temporary solutions, including battery-powered controller operation, could help restore irrigation while systems are repaired.

C. John Wright requested the royalty to speak for 15 minutes at the May 27 meeting about their experiences. John Wright stated that Ivory Homes is updating the Sagewood grading plans to meet the requirements. Additionally, it was noted that no arrests have been made in connection with vandalism.

VIII. Motion to Adjourn

John Wright made a motion to adjourn the Stansbury Service Agency Board of Directors Meeting Seconded by Kyle Shields.
Vote as Follows:
Wayne Nielson – Aye; John Wright – Aye; Kyle Shields – Aye; Brock Petersen – Aye. **Motion Passed.**

Meeting Adjourned at 8:46 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 27th day of May 2026.

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Brett Palmer, Stansbury Service Agency Board Chair