STANSBURY
SERVICE AGENCY
Parks and Recreation

STANSBURY SERVICE AGENCY BOARD OF DIRECTORS AGENDA

Date: Wednesday, August 5, 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. North Tooele Fire District Update
V. Public Comments
VI. Review of Public Comments
VII. General Manager Updates:
   A. Operations
   B. Projects
   C. Finances
VIII. Discussion Items:
   A. Discuss Potential transfer of Water Rights Credits to Ivory Homes to improve Trail Section.
   B. Discuss Conflict of Interest, Legal Representation and Committee Volunteers.
   C. Discuss Bid submitted for the Soundwall Trail Project.
   D. Discuss Prioritization of the projected Impact Fees funding.
   E. Discuss Millpond Bridge Repair.
   F. Discuss hiring a new General Manager replacement
IX. Action Items:
   A. 2026.08.01 A
      1. Board Review and possible approval of July 15, 2026, Board Meeting Minutes.
   B. 2026.08.02 A
      1. Board Review and possible approval of July 15, 2026, Planning Committee Work Meeting Minutes.
   C. 2026.08.03 A
      1. Board Review and possible approval of transfer of Water Rights Credits to Ivory Homes to Improve Trail Section.
   D. 2026.08.04 A
      1. Possible Approval of hiring a new General Manager replacement

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

1 Country Club Dr., Suite #1, Stansbury Park, UT 84074
Main Phone: 435-882-6188, Email: serviceagency@stansburypark.gov

Combined Meetings of the Stansbury Recreation, Stansbury Greenbelt Service Areas Board of Trustees, and the Stansbury Service Agency Board of Directors Minutes

Date: Wednesday, July 15, 2026
Location: 1 Country Club Drive, STE 1, Stansbury Park, UT 84074
Time: 6:30 PM

Stansbury Service Agency Board of Directors Meeting

I. Call to Order by Brett Palmer at 6:30 pm

II. Roll Call

A. Board Members

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

B. Staff

1. James Hanzelka – Present
2. Kellianne Rosemann – Present
3. Daisy LeBleu – Present
4. Shawn Chidester – Present

III. Pledge of Allegiance led by Brock Petersen

IV. Sheriff Update

A. A Tooele County Sheriff's Office Deputy reported 326 service details in Stansbury during June, including 132 traffic stops, six DUI arrests, 20 misdemeanor arrests, and eight felony arrests. The Deputy discussed the ongoing homicide investigation, increased e-bike enforcement, changes to golf-cart laws, parking complaints, and how sex-offense reports are categorized. The Sheriff's Office also confirmed that, with Agency authorization, deputies may issue immediate trespass notices for recurring problems around the lake.

V. Public Comments:

Steve Lemp, 22 Lakeview, described late-night fishing, noise, sidewalk parking, mistreatment of fish, and worn ground near the golf-course water outlet. He requested signage addressing late-night fishing and greater awareness of lawful roadside parking. James Hanzelka explained that the lake itself remains open under DWR rules, while the Agency controls shoreline access points and can install signs.

A. Rose Moore, The Reserve, raised concerns regarding Agency-owned property adjacent to the Junior High School and The Reserve. She described weeds and fire danger, motorized vehicle use, noise, poor trail conditions, and potential liability. She requested cost-effective measures, including signs restricting motorized vehicles and possible arrangements allowing adjacent homeowners to maintain portions of the property. The Board acknowledged the Agency's agreement to provide a trail and agreed the matter should be revisited.

B. Rich Nelson, The Reserve, supported the concerns regarding the same property and requested a point of contact. James Hanzelka was identified as the contact and reported that staff had inspected the area and would evaluate possible improvements. The Board also noted that The Reserve subdivision has not been annexed into the service area and does not currently contribute property-tax revenue to the Agency.

VI. Review of Public Comments

A. Jim Hanzelka discussed trash and dog-waste station options for the causeway following Greg Howard's prior concerns about discarded fishhooks. The Board favored the heavier, lidded model, and staff will evaluate purchase and placement near popular fishing areas.

VII. Presentation of 2026-2027 Royalty Queen Project by Abigail Arnell

A. Abigail Arnell, Miss Stansbury, and attendants Riley Romney and Rebecca Bartholomew presented a proposed bat-box project intended to reduce mosquitoes and other biting insects, provide habitat, promote environmental education, and create youth service opportunities. The presenters noted that a single bat may consume more than 1,000 insects in an hour. The proposed phases included public education and fundraising, a community build event, approved installation in parks and greenbelts, monitoring, and annual maintenance. The presenters discussed sponsorships, school and youth-group participation, a teen pool-party fundraiser, and a community build day. Board members asked about insect consumption, project timing, bat return seasons, safety, and potential installation locations. No formal action was taken.

VIII. Presentation of 2026 Stansbury Days by Kellianne Rosemann

A. Kellianne Rosemann presented the preliminary Stansbury Days schedule for August 13-15, 2026. Stansbury Royalty would judge Youth Entrepreneur Fair participants on presentation, effort, and interaction; the winner would receive a Saturday vendor booth, and gift cards were planned for first through third place. Thursday activities were planned to include the Youth Entrepreneur Fair, food trucks, a tentative pickleball tournament, and the art show. Friday activities were planned to include a movie night at the golf course, food trucks, the art show, and the kid's triathlon. Saturday activities were planned to include the pancake breakfast, golf tournament, parade, art show and Stansbury history display, cardboard boat races, laser tag, face painting, bounce houses, vendor fair, car show, live music, evening dance, fireworks, and free swimming. A cornhole tournament and chainsaw carving remained dependent on volunteer and participant availability.

B. The road closure was planned from 7:00 am to 4:30 pm, with advance neighborhood flyers, social-media notices, four electronic message signs, parking maps, and QR-code directions. Clubhouse parking would be reserved primarily for vendors, volunteers, golf-tournament participants, and accessible parking. The Board discussed the parade route, parking and barricade staffing, fire-lane access, possible UHP assistance, employee overtime, restroom access, and visible buoys or other measures to keep boats outside the fireworks safety area. Additional volunteers were requested for the pancake breakfast, road closures, parade, vendor check-in, setup, takedown, and a possible cornhole tournament. Staff would continue coordinating with the fire department, Sheriff's Office, County, and volunteers as plans were finalized.

Stansbury Recreation Service Areas Board of Trustees Meeting

I. Call to Order by John H. Wright at 7:36 pm

II. Roll Call

Board Members

1. John H. Wright – Present
2. Kyle Shields – Present
3. Wayne Nielson – Present

III. Public Comments – No Public Comments

IV. Action Items

A. 2026.07.01

1. Board Review and possible approval of June 17, 2026, Board Meeting Minutes

Motion by Wayne Nielson to approve the June 17, 2026, Stansbury Recreation Service Area Board Meeting Minutes. Seconded by Kyle Shields.

<u>Vote as Follows:</u>

Wayne Nielson – Aye; John H. Wright – Aye; Kyle Shields – Aye. Motion Passed: Unanimously

Stansbury Greenbelt Service Areas Board of Trustees Meeting

I. Call to Order by Brett Palmer at 7:38 pm

II. Roll Call

A. Board Members

1. Brett Palmer – Present
2. Kasey Nobles – Present
3. Brock Petersen – Present

III. Public Comments – No Public Comments

IV. Action Items

A. 2026.07.01

1. Board Review and possible approval of June 17, 2026, Board Meeting Minutes

Motion by Kasey Nobles to approve the June 17, 2026, Stansbury Greenbelt Service Area Board Meeting Minutes. Seconded by Brock Petersen.
Vote as Follows:
Kasey Nobles – Aye; Brett Palmer – Aye; Brock Petersen – Aye. Motion Passed: Unanimously

Stansbury Service Agency Board of Directors Meeting

IX. General Manager Updates:

A. Operations

1. **Parks, Irrigation, and Staffing:** James Hanzelka reported that irrigation wiring at the boat ramp and clubhouse drive had been replaced, although staff continued troubleshooting controller and wiring issues and were hand watering where necessary. Additional irrigation work continued at Mill Pond Park, and staff was retraining the new boat operator on more efficient debris removal in the lake fingers. Kasey Nobles raised safety concerns about a trench that had remained open for several weeks; staff confirmed it had been backfilled and agreed to avoid similar situations. The entrance waterfalls remained inoperable, and a contractor was scheduled to test the variable-frequency drive and pumps. Aquatech agreed to remove some labor charges from the pool-filter repair invoice. One employee had been hired, and an offer for an irrigation position remained pending.
2. **Clubhouse Trail and Park Protection:** James Hanzelka reported that staff was obtaining cost estimates for landscape rock near the clubhouse trail to discourage e-bike traffic and allow the damaged turf to be restored once irrigation issues were resolved. Board members discussed the cost of landscape boulders, possible conflicts with irrigation lines, and alternative barriers such as posts or chains. Staff agreed to evaluate multiple options for blocking access to the informal trail and directing traffic onto the existing sidewalk before selecting a final approach.
3. **Golf Course Water and Irrigation:** James Hanzelka reported an electrical issue involving the wet-well pump system and a separate problem with moss and vegetation blocking the pond intake, causing the golf-course irrigation system to shut down and affect watering near the boat ramp. A vendor was scheduled to inspect the pump issue, while staff continued manually clearing the intake and evaluated restarting the sulfur burner or using another treatment that would control both moss and weeds without damaging irrigated turf. Wiring work was also planned for the nonfunctioning sprinklers on hole 11. Staff had ordered approximately 16 "No Fishing Beyond This Point" signs to restrict fishing near golf-course water hazards and reduce conflicts between golfers and fishermen.
4. **The Reserve Property:** James Hanzelka reviewed encroachments on Agency property near The Reserve, including fencing, gardens, a chicken run, discarded debris, and other obstructions along the trail corridor. The Board discussed identifying the affected properties and sending notice letters to establish the Agency's rights and require residents to remain within their property boundaries.

Members also discussed using a dozer, grader, or similar equipment to clear debris, smooth the rough trail, and make the area easier to access and maintain.

5. **Paid Parking and Law-Enforcement Coordination:** James Hanzelka reported that the County had referred the legality of paid parking on County roads to the County Attorney for review and that a road-safety survey would also be required. Any revenue collected from parking on County roads would likely go to the County. An off-street parking lot remained the preferred approach, although no specific option had been selected. Sheriff Wimmer advised that deputies were not planning to aggressively enforce general bans on e-bikes, e-motorcycles, and golf carts but would respond to unsafe operation. He indicated that enforcement could be increased if the Agency and County agreed on a supporting ordinance. Staff and Board members also discussed posting a low-speed or walking-speed limit in Agency parks, which the Sheriff's Office indicated could be enforced with appropriate signage.
6. **Recreation, Wildlife, Grants, and Signage:** James Hanzelka reported that County Recreation was updating the Stansbury trails map to distinguish trails from sidewalks and other routes and was developing a coordinated county recreation plan that could support future infrastructure projects and grant applications. DWR trapping found numerous large black crappies, undersized bluegill, some catfish, and no bass, with the absence of small bass identified as the primary concern. DWR planned to compare the results with prior stocking information. A Utah Outdoor Recreation representative inspected completed grant-funded improvements, responded positively to the work, and provided recommendations for strengthening future applications. The Agency did not receive the Oscarson Park planning grant. Staff was also preparing updated signage for key fishing-access areas, including information about park hours or dusk closures. Colin Winchester was working with the County to determine the number of homes and the area that could be included in a potential annexation.
7. **Website Security Incident:** James Hanzelka reported that the Agency's website had received a malicious attack through Forminator, the system used for online forms and reservations. The attack generated approximately seven million requests and caused unwanted video and image content to appear on the website. Staff took the website offline, contacted the required cybersecurity personnel, and began evaluating whether another form system would be needed. The disruption affected the online collection of vendors and volunteer information for Stansbury Days.

B. Projects

1. **Capital and Maintenance Projects:** James Hanzelka reported that capital-maintenance projects were progressing well and could have funds remaining. He plans to bring the Board a list of potential additional projects for consideration at the next meeting. Larger capital projects were progressing more slowly because of their size. The Mill Pond Bridge project was briefly referenced, and golf course fire-

suppression work was under contract but had not yet been completed. The Agency had received a hydro-vac unit, an irrigation cart, a pro-shop air-conditioning unit, and a replacement truck. Insurance reimbursed approximately $15,000 toward the truck, leaving an estimated $2,000 difference.

2. **Impact-Fee Projects and Mill Pond Park:** James Hanzelka reviewed projects for the Soundwall Trail, Oscarson Park, and Mill Pond Park and reported that impact-fee revenue was below projections because residential construction had slowed and was occurring unevenly. Mill Pond Park had incurred $878,923 in costs, offset by $40,000 in grants, for a net Agency cost of $838,923. Planned work included a $50,000 Soundwall Trail Connector and $450,000 in ADA trail and landscaping improvements, supported by $240,000 in additional grants. The total projected cost was $1,378,923, with $280,000 in grants and a net Agency cost of $1,098,923. Remaining estimates would be refined after final design, engineering, and bid results were available.

C. Finances

1. **June Financial Report:** James Hanzelka reported total cash of $5,043,130.41 as of June 30, 2026, including $4,519,443 in available operational funds and approximately $883,688 in impact-fee funds. General fund and golf-course revenues were ahead of projections, driven in part by strong golf-course performance and early tax revenue. Pool revenue remained below projections following the delayed opening and loss of the first week of swimming lessons. Most operating expenses were within or below budget, partly because of staffing gaps. Capital-project spending remained below projections, while impact-fee revenue was lower because residential construction had slowed.

X. Discussion Items:

A. Discussion of Potential Annexation of the 24-Acre Property Adjacent to The Reserve Development

1. The Board discussed annexing the Agency-owned 24-acre property near The Reserve and potentially including other properties within the Agency's designated boundaries that had not been annexed into the taxing entity. James Hanzelka explained that Colin Winchester was working with the County to determine the number of affected properties and whether they could be included in a single annexation process. Members agreed that completing the annexations together would be the most cost-effective approach but supported annexing the Agency-owned property separately if the broader effort could not proceed. The Board noted that annexation would allow the property to contribute to the Agency's tax base if it were later developed or sold. No formal action was taken.

B. Discussion of Stansbury Service Agency Compliance with Government Compliance and Control (GCC) – Kasey Nobles

1. Kasey Nobles explained that Agency records should be accessed through GCC-compliant accounts and managed devices. He proposed replacing the Agency's

current Dropbox system with Microsoft SharePoint throughout the County, upgrading the six Board accounts, and purchasing six Agency-owned laptops. County IT would assist with setup, migration, and ongoing support. Board members discussed costs, device specifications, access to email and Microsoft applications, ownership and return of equipment, and the security and liability risks of using personal devices. Dropbox was expected to be canceled before its August renewal.

C. Discussion of Golf Carts on Public Streets
   1. James Hanzelka explained that Utah law prohibits golf carts on public streets unless their use is specifically authorized by the municipality, which in Stansbury Park would be Tooele County. He reported that the County did not currently have an ordinance governing golf carts or similar devices. The Board generally supported developing a proposed ordinance allowing golf carts with appropriate licensing, supervision, limitations, and safety requirements. Members requested examples from other Utah communities to assist with drafting the proposal. No formal action was taken.

XI. Action Items:

A. 2026.07.01 A
   1. Board Review and possible approval of June 17, 2026, Board Meeting Minutes

Motion by Kasey Nobles to approve the June 17, 2026, Stansbury Service Agency Board Meeting Minutes. Seconded by Kyle Shields.

Vote as Follows:

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

B. 2026.07.02 A
   1. Board Review and possible approval of June Financial Statements, Purchases, and Journal Entries

Motion by Kyle Shields to approve the June Financial Statements, Purchases, and Journal Entries in the amount of $266,148.66. Seconded by Brock Petersen.

Vote as Follows:

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

C. 2026.07.03 A
   1. Board Review and possible approval of purchasing Agency-owned laptops for GCC compliance

Motion by Brock Petersen to approve the purchase of Agency-owned laptops for GCC compliance. Seconded by Kasey Nobles.

Vote as Follows:

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

D. 2026.07.04 A
   1. Board Review and possible approval of May 27, 2026, Board Meeting Minutes

Motion by John H. Wright to approve the May 27, 2026, Stansbury Service Agency Board Meeting Minutes. Seconded by Kyle Shields.

Vote as Follows:

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

XII. Board Member Reports and Requests

Open comment session for individual Board Members to present final thoughts on subjects covered in the meeting, updates on individual projects not covered by the General Manager, and requests for future Board action.

- **Kasey Nobles:** Kasey Nobles asked about the meeting-room microphones, and staff confirmed they had been ordered but were not yet available. He also reported that his employer has a program to donate retired fleet-maintained vehicles to municipalities and that he was exploring whether the Agency could receive high-mileage 2018 vehicles with utility beds at no cost to help replace its aging fleet.
- **Brock Petersen:** Brock Petersen requested that trees damaged during the West Village sewer project be reviewed and properly pruned to prevent disease or further damage. Staff reported that nearly every tree along West Village has been affected and that two or three might need to be removed because of severe trunk and bark damage. The Board also discussed improving traffic control during the next phase of the sewer project and coordinating construction around Stansbury Days activities.
- **Wayne V. Nielson:** Wayne V. Nielson complimented the pool's appearance and staff performance, noting that the children in swimming lessons appeared to be having fun and that the pool looked safe and professionally operated.
- **John H. Wright:** John H. Wright asked about Board feedback on Oscarson Park and whether the volunteer ballpark improvements would need to be scheduled on a Saturday. He also requested updates on the Gordon Well variable-frequency drive, fire protection in the pro-shop cart-storage area, and the county's changed position on the cost of the cemetery fence move. He also complimented staff on obtaining an adjustment to Aquatech's invoice. James Hanzelka reported that the VFD installation was awaiting a coordinated Rocky Mountain Power shutdown, fire-protection components were being prepared, and the cemetery fence posts had been installed. The Agency expected to reuse the existing fence fabric where possible.
- **Kyle Shields:** Kyle Shields joked about the pool temperature, then asked about the status of irrigation repairs and raised concerns about several trees along Village Boulevard that had not received water, valve boxes that staff had been unable to locate, and an irrigation timer that might not be functioning. Staff agreed to investigate.
- **Brett Palmer:** Brett Palmer expressed concern about dry areas along the frontage road, golf course, and other park areas and urged staff to address the irrigation problems promptly to avoid losing grass and trees.

XIII. Closed Session

The Board identified James Hanzelka, Shawn Chidester, and Neil Smart as additional attendees for the closed session.

Motion by Kasey Nobles made a motion to enter into a closed session pursuant to Utah Code § 52-4-205(1)(e) for a strategy session regarding the proposed sale of real property, because public discussion would disclose the appraisal or estimated value of the property under consideration and/or prevent the Agency from completing the transaction on the best possible terms. Seconded by John Wright. The Board entered the closed session at 9:13pm.

Vote as Follows:

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

Motion to End Closed Session and Return to Open Meeting

Kasey Nobles made a motion to end the closed session and return to the open meeting. Seconded by John Wright The open meeting resumed at 9:59pm.

Vote as Follows:

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

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 H. Wright – Aye; Kyle Shields – Aye; Brett Palmer – Aye; Kasey Nobles – Aye; Brock Petersen – Aye. Motion Passed: Unanimously

Meeting Adjourned at 10:01PM.

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 5th day of August, 2026.

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Brett Palmer, Stansbury Service Agency Board Chair

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Brett Palmer, Stansbury Greenbelt Service Area Board Chair

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John H. Wright, Stansbury Recreation Service Area Board Chair

STANSBURY
SERVICE AGENCY
Parks and Recreation

Stansbury Service Agency Planning Committee Work Meeting Minutes

Date: Wednesday, July 15, 2026
Location: 1 Country Club Drive, STE 1, Stansbury Park, UT 84074
Time: 6:00 PM

I. Call to Order by James Hanzelka at 6:05 PM

II. Roll Call
  i) Wayne Nielsen - Present
  ii) John Wright - Present
  iii) Kasey Nobles - Present
  iv) Brock Petersen - Present
  v) Brett Palmer - Present
  vi) Kyle Shields - Present

  B. Staff
  i) Shawn Chidester - Present
  ii) James Hanzelka - Present
  iii) Kellianne Rosemann - Present

III. Discussion Items:

  A. Blu Line Presentation of Updated Oscarson Park Design
    1. Phase 1. It will take care of sidewalk concrete, irrigation, trees, and grass – this will cost $ 1.1 million and will landscape the top half of the park. Phase 4 will take care of the retention pond. Still in a planning stage of how to move forward.
  B. Update on Soundwall Trail
    1. 4 contractors came to the prebid.
  C. Update on Millpond Bridge
    1. Power under the bridge belongs to Rocky Mountain, Lumen (not an active line and will be abandoning the line)
  D. Update on Millpond Park Phase II
    1. Irrigation plan is with Blu line. Once that is done a estimate for Phase 2 will be put together.

Motion to Adjourn

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 5th day of August, 2026.

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Brett Palmer, Stansbury Service Agency Board Chair

Discuss hiring a General Manager replacement

1. **Purpose:** Document the SSA's approach to recruiting and hiring the replacement for a General Manager

2. **Applicability:** The SSA General Manager Position

3. **Requirements:**
    1. Select the most qualified individual
    2. Rigorous Vetting Process
    3. Best interest of SSA for long-term success
    4. Competitive compensation
    5. BOD majority vote (supermajority 5 of 6)
    6. Meets minimum job qualifications
    7. Quantifiable Assessment Process
    8. Board members on a hiring committee must be limited so as not to create a quorum in a private meeting
    9. Board members can apply, but are excluded from the process.

4. Roles/Responsibility:

1. Board Chair – Establish Strategy and Facilitates Process; Establish Schedule; Collect and consolidate feedback, establish a hiring committee and define charter.
2. Board Members – Define and modify hiring requirements, vote, interview candidates, provide feedback
3. 3rd Party subject matter experts – Assist as requested by chair
4. Policy committee chair – Monitor compliance with approved policy
5. Clerk – Facilitate communication, prepare announcement, post announcement, schedule
6. HR – Verifies announcement meets process, monitors compliance with procedures
7. Current GM (if leaving voluntarily) – Participate in interviews, provide feedback
8. Selection Committee Lead – Select committee members, Direct activities of the committee, Ensures timelines are met, and Ensures requirements are met

5. Steps:

1. Chair identifies need and informs board
2. Chair establishes tentative hiring schedule
3. Chair assigns Committee Lead to hiring committee – board concurrence (not the chair)
4. Committee Lead develops and presents proposed strategy, staffing, costs, and detailed schedule
5. Board votes to approve strategy, staffing, cost, and schedule proposal or directs board liaison to modify the plan and return to the Board
6. Hiring Committee drafts posting
7. Chair facilitates discussion and approval of posting (or directs Hiring Committee to modify the posting and return to Board)
8. Clerk
    a. Posts job listing,
    b. Collects applications
    c. Compiles a Candidate Summary indicating whether each candidate meets minimum requirements
    d. Distributes Candidate Summary and application packages that do meet minimum standards to Hiring Committee Members
9. Hiring Committee performs quantified assessment and updates the Candidate Summary
10. Committee Lead presents the Candidate Summary, top candidates, and recommendations to board (closed meeting ok)
11. Board discussion and Board directs Hiring Committee to interview certain candidates (closed meeting ok)
12. Clerk schedules interviews with candidates
13. Hiring Committee performs initial interviews and updates Candidate Summary

14. Hiring Committee presents updated Candidate Summary and recommendations to board, including salary recommendation (closed meeting ok)
15. Chair – facilitate BOD discussions (closed meeting is ok)
16. Board action item (open meeting recommended), may include:
    - a. Vote to extend offer (go to step 17)
    - b. Vote to assign action items to hiring committee
        - a. Hiring committee completes actions as directed by the board
        - b. Go back to step 14
    - c. Vote to hold additional interviews
        - a. Clerk coordinates additional interviews as directed by the board (closed meetings ok)
        - b. Go back to step 15
17. Clerk extends offer to and negotiates offer with top candidate with guidance from the Board
18. If offeree is a current board member, acceptance of the offer is also an effective resignation from the Board.
19. Board ratifies final employment package
20. Committee Lead updates Candidate Summary
21. Clerk initiates onboarding process

6. Exceptions: BOD may vote for a temporary GM to act until formal process is completed. Go to step 15.