Stansbury Service Agency Board of Directors Meeting

SEPTEMBER 9, 2026

Agenda

Stansbury Service Agency Board of Directors Meeting

I. Call to Order

II. Roll Call

III. Pledge of Allegiance

IV. Sheriff Update

V. Public Comments

VI. Review of Public Comments

VII. General Manager Updates:
- A. Operations
- B. Projects
- C. Finances

VIII. Discussion Items:
- Discussion of the Soundwall Trail.

Agenda

Stansbury Service Agency Board of Directors Meeting

Action Items:

2026.09.01 A

- Board Review and possible approval of August 19, 2026, Board Meeting Minutes.

2026.09.02 A

- Board Review and possible approval of legal services for Jayme Blakesley from Hayes Godbrey Bell, PC.

2026.09.03 A

- Board Review and possible approval of making additional water right credits available to Developers.

2026.09.04 A

- Board Review and possible approval of Job Posting for General Manager.

2026.09.05 A

- Board Review and possible approval of appointing a Board Committee Lead and two other board members to serve on the hiring committee and to provide recommendations to the Service Agency Board of Directors for the General Manager Position.

2026.09.06

- Board Review and possible approval of the Porter Way Baseball Field Plan

Agenda

Stansbury Service Agency Board of Directors Meeting

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

Public Comments

Review of Public Comments from the last meeting

No Comments To Review

GM Update

Administration

Administration

9 September 2026

- Still dealing with some cybersecurity issues
  - PDF hack at county level
  - State security system didn’t pick up that one computer was not monitored
- Events
  - 19th September – Drone Show
  - Halloween Events
    - Adults Halloween Party – Oct 24th
    - Kids Halloween Activity (sponsored by Library) – Oct 23rd
  - 14th November – Turkey Trot (Royalty)
  - 12th December – Christmas Market
- Microphone Upgrade
  - Vista Clear Misordered equipment
  - Apologized, gave us a discount, but delayed delivery of equipment.

Operations

Operations

9 September

- Significant crew losses in both the mowing and facilities crews on the Parks side
  - We were able to hire one full-time, experienced Level 3 irrigation tech.
  - Offered another experienced full-time Level 2 irrigation tech
  - Plan for next year is to promote one of our full-time seasonals to a Level 2 full-time and keep one of our current seasonals full-time. Hire two additional seasonals.
- Biggest issue right now is the clippings collecting on the shore of the lake.
  - Proposing purchase of a small craft to work the shallows
  - Hire a seasonal to operate it.
- Golf course greens are down to one seasonal, plus 3 part-time older mowers
  - Broad Fork Aquatics has done a treatment on the irrigation pond and 2 treatments of other ponds

Operations

9 September

Budgeted for September	Actual
Parks	
2 Seasonal Irrigation techs	3 Seasonal Irrigation Techs
6 Seasonal Groundskeepers	1.5 Groundskeeper
2 Seasonal Facility Workers	none
2 Seasonal Park Workers	1 Seasonal Park Worker
Golf Greens	
3 Seasonal Groundskeepers	1 Seasonal Groundskeepers
5 Seasonal Part-Time Mowers	3 Part-Time Mowers

Weed Gator
9 September 2026

Water Gator – Base $42K

Water Bug – Base $17K

Projects

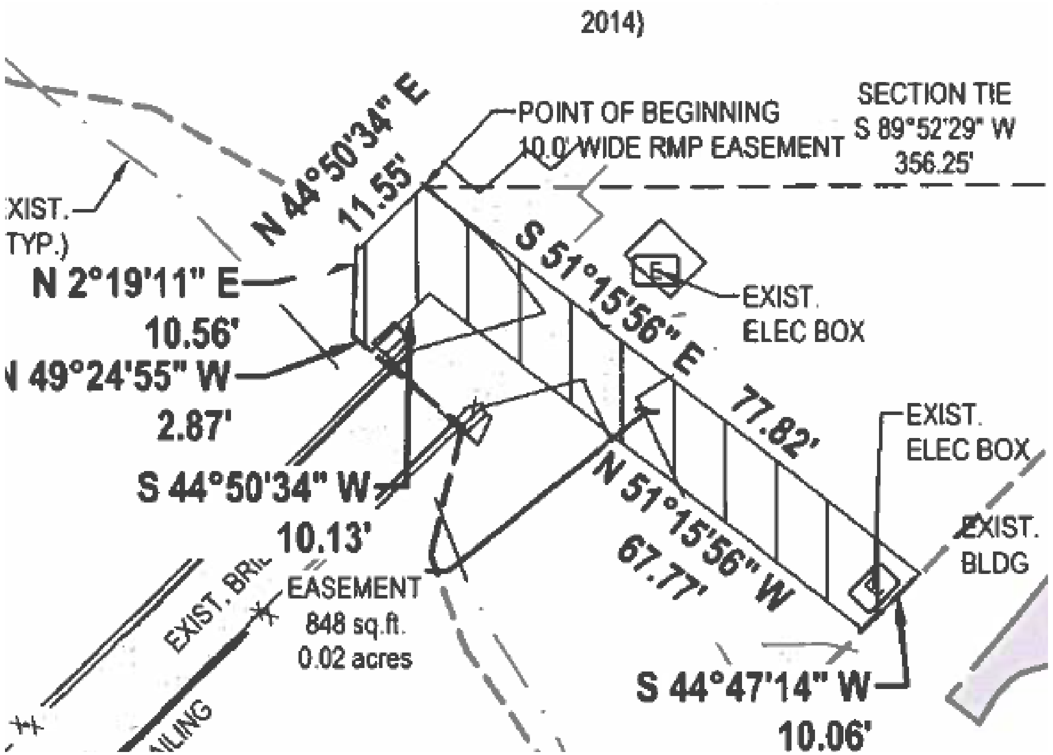
Millpond Bridge

9 September 2026

- Contract to complete plan set and obtain engineer’s estimate awarded to Reaveley.
- Rocky Mountain Power is reorienting the subsurface drilling to relocate the power.
- SPID has agreed to allow BMEI to find a connection point and we will adjust the easement when they finish.

RMP Easement with SPID

9 September 2026



Millpond Park

9 September 2026

- Waiting on an electrical update to plan for a complete bid package
- Anticipate bidding this fall, depending on cost projections

Oscarson Park

9 September 2026

- Bluline looking at a phased lower cost plan
  - Key issue is the grading plan
  - Looking at alternate plans with lower cost (seeding versus sod)
  - Parking?

Capital Maintenance Projects Summary

9 September 2026

	2026 Capital Maintenance									
Priority	**Project/Equipment**	**Category**	**Dept.**	**Budget**	**Executed**	**Committed**	**Proposed**	**Variance**		
8	Add Automatic Locks to Bathrooms*	Project	Operations	$10,000				$10,000	☐	
9	Remodel Golf Course Bathroom (hole 17)	Project	Golf Course	$25,000	$16,500			$8,500	☑	
14	Rebuild Portion of Pro Shop Roof on Pro Shop	Project	Pro Shop	$5,329	$1,750			$3,579	☑	
16	VFD for Gordon Well #1*	Project	Golf Course	$25,000				$25,000	☑	
24	Main Entry to Clubhouse Rebuilt	Project	Clubhouse	$20,000				$20,000	☐	
9	North Side of Clubhouse Wall rebuilt/remediated/Sealed	Project	Clubhouse	$45,000	$12,378			$32,622	☑	
18	Repair and Repaint GC Maintance Building	Project	Golf Course	$35,000	$5,318			$29,682	☑	
19	Repair of Pool Deck, Lights and Valve	Project	Pool	$10,000	$2,298			$7,702	☑	
27	Clubhouse Roof Repair to Stop Leaks	Project	Clubhouse	$25,000	$785		$29,945	$24,215	☐	C
28	Electrical Rewire of Clubhouse	Project	Clubhouse	$25,000	$5,121	$5,700		$14,180	☑	
20	Rework Downspout and Stucco on Clubhouse	Project	Clubhouse	$25,000				$25,000	☐	
6	Rebuild of Pool Pump	Repair	Pool		$1,044			-$1,044	☑	
10	Widen Walkway to new pool entrance*	Project	Pool		$3,400			-$3,400	☑	
	Concrete Around Signboard at Lake	Project	Operations		$3,200			-$3,200	☑	
	Concrete next to the Storage Shed	Project	Operations		$2,100			-$2,100	☑	
	Trim for Clubhouse floors	Project	Operations		$250			-$250	☑	
	Repair of Front Fountains	Project	Operations		$400	$11,441		-$11,841		
33	Repair of Utility Area by Clubhouse	Project	Operations				$39,530			
				$250,329	**$54,544**	**$17,141**		**$178,644**		
							$69,475	**$109,169**		
	* Moved to Capital Projects									

LEGEND
Project Definition
Safety
Facility Protection
Operational Improvement/Customer Satisfaction
Capital Equipment

Department
Clubhouse
Operations
Pool
Golf Course
Pro Shop
Cemetery

Capital Projects Summary

9 September 2026

CAPITAL PROJECTS									
Priority	Title	Type	Dept.	Budget		Executed	Committed	Projected	Variance
1	Reroute Backflush From Pool	Project	Pool	$50,000	☐	$29,185		$3,500	$17,315
2	Repair of Existing Millpond Bridge*	Project	Operations	$456,000	☐	$6,664	$20,580		$428,756
3	Add Fire Supression to Golf Cart Area	Project	Pro Shop	$20,000	☐	$419.00	$31,254		($11,254)
5	Hydraulic Excavator	Equip	Operations	$60,000	☑	$69,661			($9,661)
6	Replacement Filter Pump for Pool	Equip	Pool	$7,000	☑	$0			$7,000
12	West Bank Off Loading Area	Project	Operations	$50,000	☐				$50,000
13	Replace and Relocate A/C Unit on Pro Sho	Equipmen	Pro Shop	$25,000	☑	$18,767			$6,233
15	Mechanics Truck	Equip	Ops/GC	$60,000	☐				$60,000
16	VFD for Gordon Well #1**	Project	Golf Course	$0	☑	$22,950			-$22,950
17	Bunker Rake for Golf Course	Equip	Golf Course	$40,000	☑	$21,372			$18,628
18	Irrigation Cart	Equip	Golf Course	$30,000	☑	$17,500			$12,500
23	Extend Camera System throughout the park	Project	operations	$15,000	☐	$247			$14,753
24	Porter Way Ball Field #1 Infield	Project	Operations	$25,000	☐				$25,000
	Replacement for Damaged Truck	Equip	Operations		☑	$2,141			
	Move of Cemetary Fence	Project	Cemetary		☑	$5,912			
	Large Area Seeder	Equipmen	Golf Course	$0	☑	$23,927			
				$838,000		**$194,819**	**$51,834**	**$3,500**	**$591,347**

LEGEND
Project Definition
Safety
Facility Protection
Operational Improvement/Customer Satisfaction
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Department
Clubhouse
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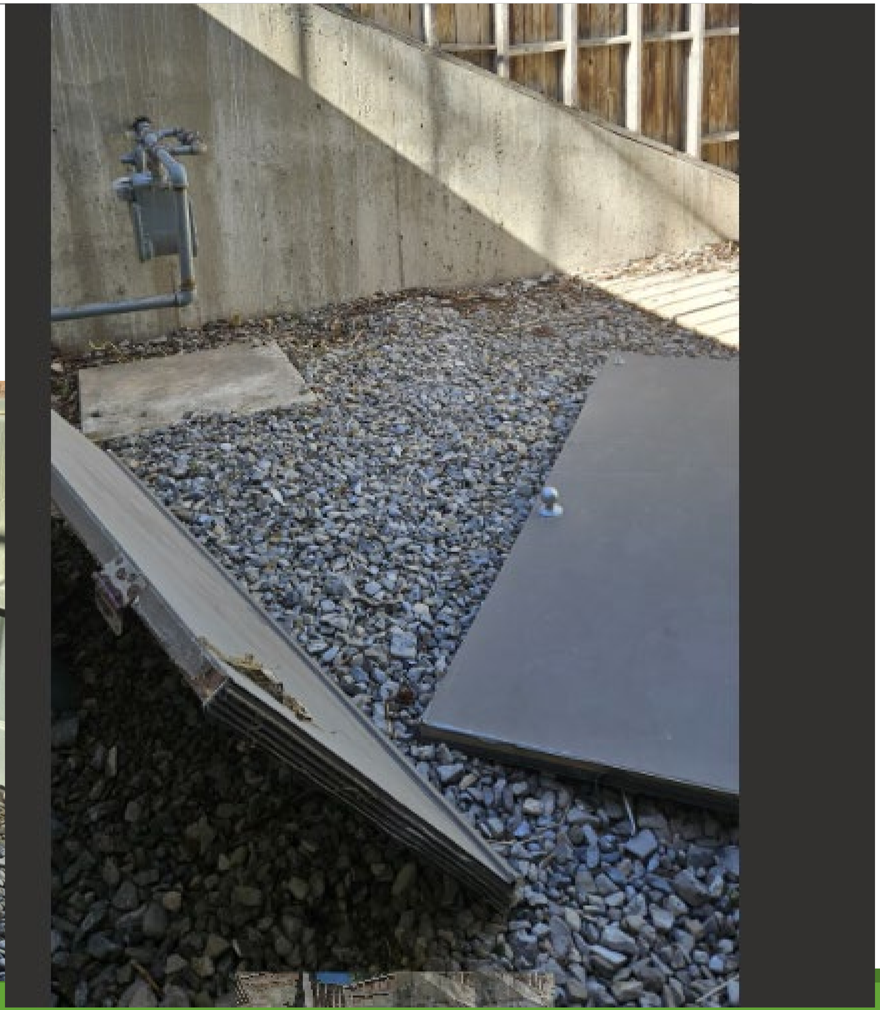
Pro Shop
Cemetery

Clubhouse Roof Leakage Issue

9 September 2026

Clubhouse Utility Structure

9 September 2026



Finances

Cash Summary
As of 31 August 2026

Stansbury Service Agency
Cash Summary
All Bank Accounts as of 08/31/2026

Description	Amount
Zions Checking - General 0370	$103,189.09
Zions Visa Cards	($14,141.47)
CFCU Checking - 2948398	$1,592.86
PTIF 3124 General Account	$3,683,266.63
PTIF 1159 Impact Fees	$754,415.25
UNDEPOSITED PAYMENTS	$21,544.94
General Ledger Cash Total:	**$4,549,867.30**

Discussion Items

Soundwall Trail

9 September 2026

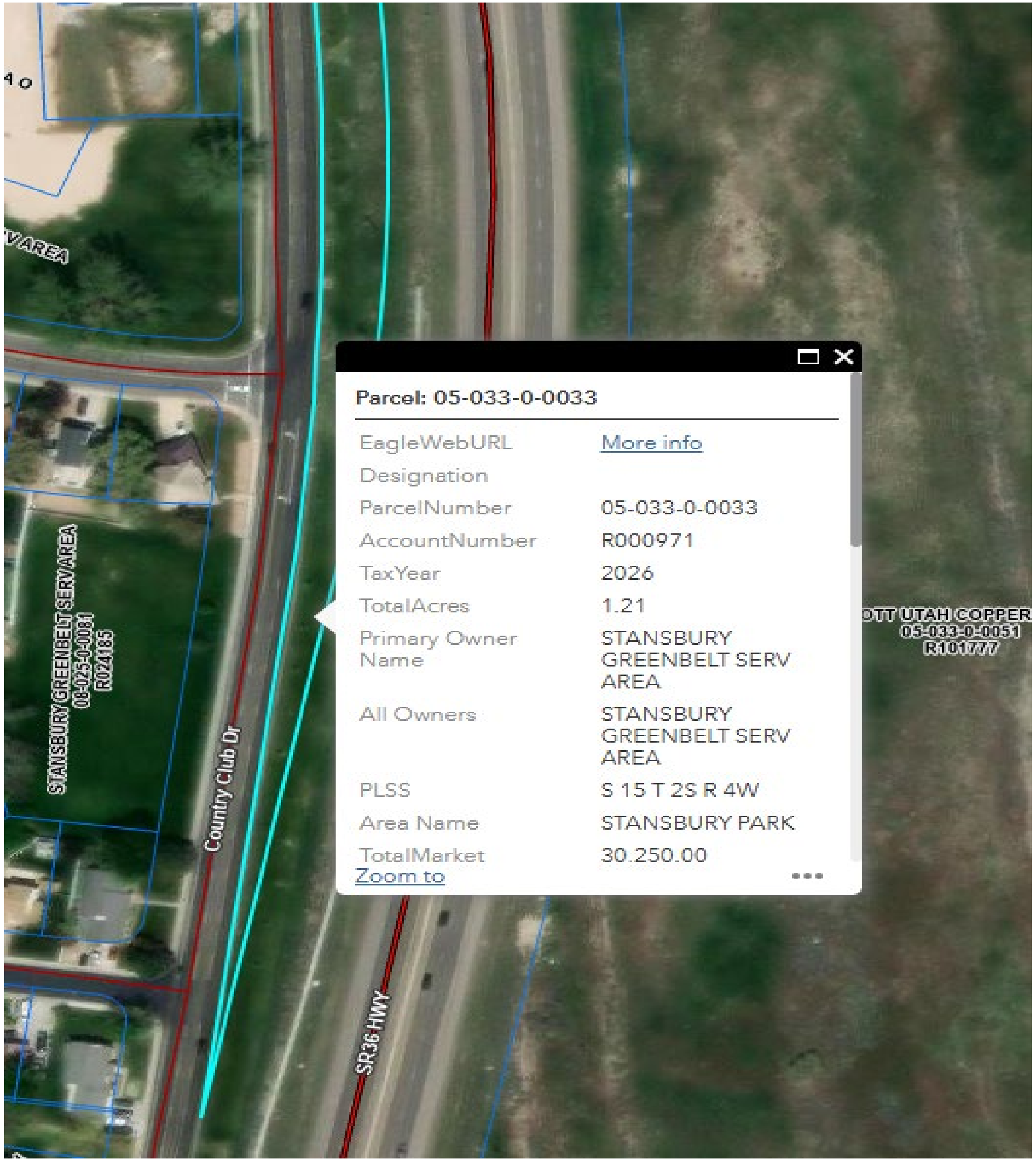
- Original Funding Projections:
  - Total $761,480 ; Agency $152,296; UDOT $609,184
- Agency Sunk Cost (Planning): $49,073
- Responsive Bid: $1,240,640 plus $49,073 or $1,289,713, if no funding changes agency cost would be $680,529
- Removing additional Irrigation (just grass restoration) and trail to parking lot drops cost to:
  - $945,281: if TIP FID approved, the additional cost split would be: Agency $189,506; UDOT $ 756,225
- If we decide v UDOT will not reimburse.

Soundwall Trail – Other Considerations

9 September 2026

- The trail is on the UDOT trails list so the county has asked them why they are not funding it.
- Utility of the trail ending where it does has always been a question.
- County/State working on a trial study.
- If we don’t proceed we will lose the 20/80 split.
- Decision is do we attempt to push this forward, or tell UDOT we are out of the project and see if they will reimburse us anyway.

Frontage Road



Action Items

2026.09.01

Board Review and possible approval of August 19, 2026, Board Meeting Minutes.

2026.09.02

Board Review and possible approval of legal services for Jayme Blakesley from Hayes Godbrey Bell, PC.

2026.09.03

Board Review and possible approval of making additional water right credits available to Developers.

2026.09.04

Board Review and possible approval of Job Posting for General Manager.

2026.09.05

Board Review and possible approval of appointing a Board Committee Lead and two other board members to serve on the hiring committee and to provide recommendations to the Service Agency Board of Directors for the General Manager Position.

2026.09.06

Board Review and possible approval of the Porter Way Baseball Field Plan.

Porter Way Park Grading Plan

9 September 2026

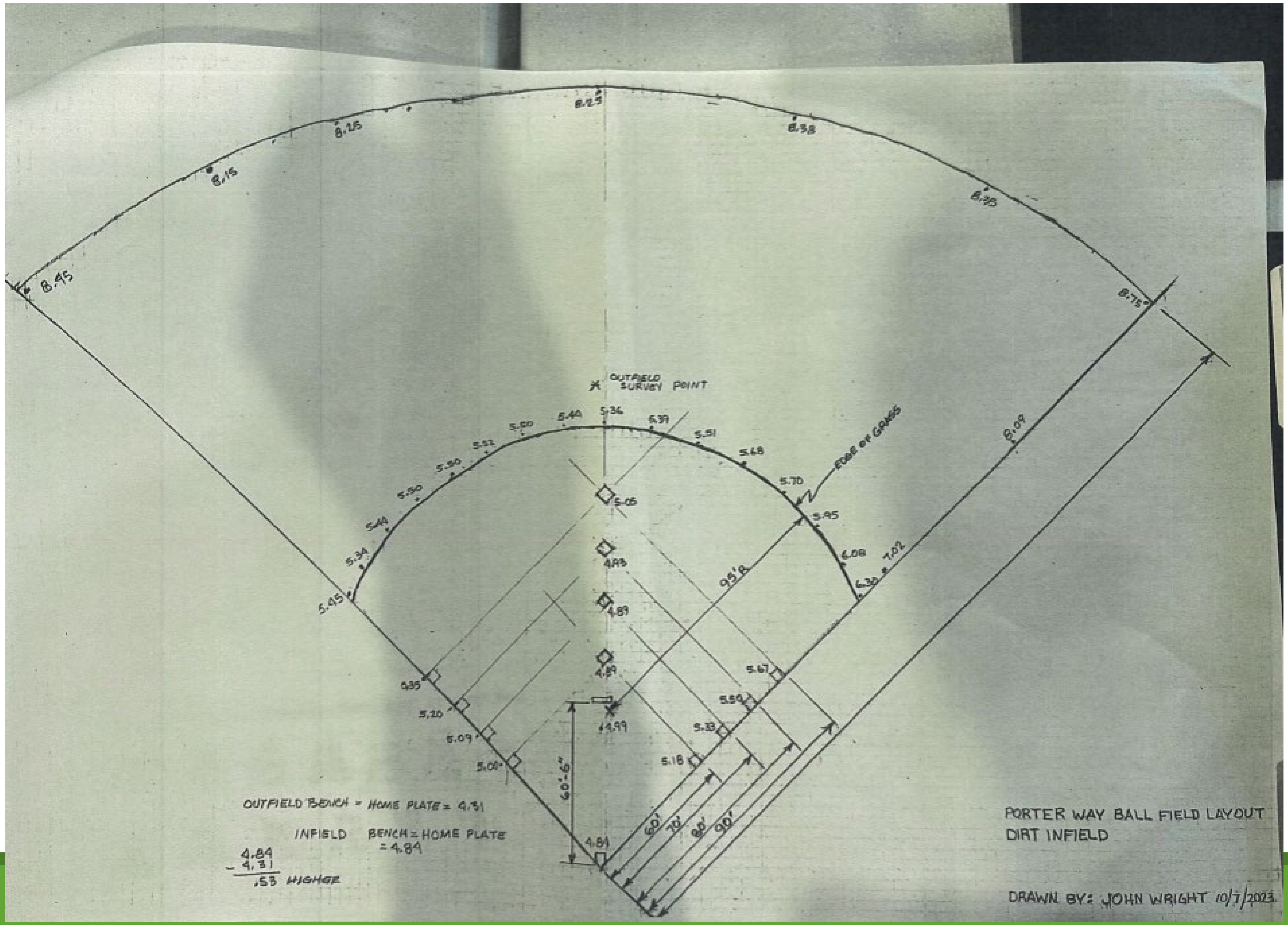
Issue: Not built correctly. 4' drop-off from home plate to outfield

Funding: $30K County Grant, $25K in-house programmed funds.

Plan is to grade down by the backstop 10-12 inches (maximum level allowable at that point), level the infield, and feather the outfield to make a more playable surface.

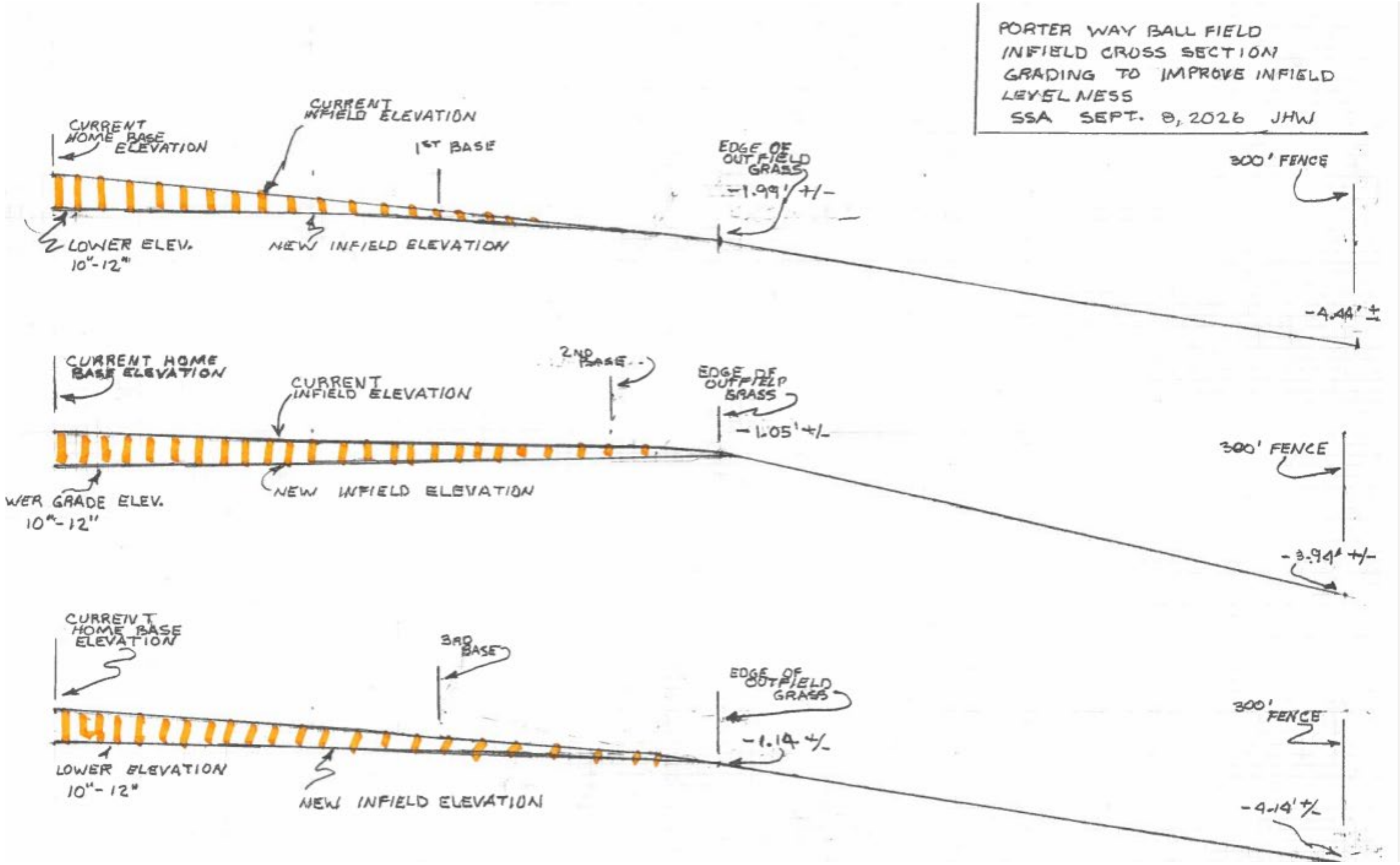
Reuse as much infield dirt as possible and add additional dirt

Porter Way Park Grading Plan
9 September 2026



Porter Way Park Grading Plan

9 September 2026



Board Member Reports and Discussion Items

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
Parks and Recreation

STANSBURY SERVICE AGENCY BOARD OF DIRECTORS AGENDA

Date: Wednesday, September 9, 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. ~~Sheriff Update~~ WILL NOT BE THERE
V. Public Comments
VI. Review of Public Comments
VII. General Manager Updates:
  A. Operations
  B. Projects
  C. Finances
VIII. Discussion Items
  A. Discussion of the Soundwall Trail
IX. Action Items:
  A. 2026.09.01 A
    1. Board Review and possible approval of the August 19, 2026, Board Meeting Minutes.
  B. 2026.09.02 A
    1. Board Review and possible approval of legal services for Jayme Blakesley from Hayes Godbrey Bell, PC.
  C. 2026.09.03 A
    1. Board Review and possible approval of making additional water right credits available to Developers.
  D. 2026.09.04 A
    1. Board Review and possible approval of Job Posting for General Manager.
  E. 2026.09.05 A
    1. Board Review and possible approval of appointing a Board Committee Lead and two other board members to serve on the hiring committee and to provide recommendations to the Service Agency Board of Directors for the General Manager Position.
  F. 2026.09.06
    1. Board Review and possible approval of the Porter Way Baseball Field Plan

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

STANSBURY
SERVICE AGENCY
Parks and Recreation

Stansbury Service Agency Board of Directors Minutes
Date: Wednesday, August 19, 2026
Location: 1 Country Club Drive, STE 1, Stansbury Park, UT 84074
Time: 6:30 PM

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 V. Nielson – Present
6. Kasey Nobles – Present

B. Staff
1. James Hanzelka – Present
2. Ingrid Swenson – Present
3. Daisy LeBleu – Present
4. Shawn Chidester – Present

III. Pledge of Allegiance led by Kasey Nobles

IV. Sheriff Update

A. The Sheriff's Office was not present; no report was given.

V. Public Comments

A. No Public Comments

VI. Review of Public Comments

A. From 08-05: Murray Kendall, 405 Country Club, previously raised concerns about sightseeing near Village Boulevard and the Stansbury Parkway entrance to SR-36. He identified vegetation that could obstruct drivers' views and asked the Agency to trim or remove it as needed.
Response:
STAFF RESEARCH OR FOLLOW-UP: Operations is monitoring the vegetation and will trim it as necessary.

B. From 08-05: Murray Kendall also asked that a recreational court be reconsidered, noting limited street-hockey use of the former tennis court and historical demand for tennis. He indicated that both tennis and pickleball could be considered.
Response:
STAFF RESEARCH OR FOLLOW-UP: Staff reported there are currently no plans to refurbish, upgrade, replace, or repurpose the former tennis courts.

VII. General Manager Updates:

A. Operations

1. Administration and Records: James Hanzelka reported that all but one Dropbox account had been deactivated after Agency files were moved to SharePoint. One account was retained temporarily to address any transfer issues. Staff also began reorganizing SharePoint, including creating a standalone Boards and Committees section.
2. Stansbury Days: Staff reported that the revised traffic pattern and scheduled vendor and car-show access worked well, and the golf course used the new parking area to reduce congestion. The parade had approximately 35 entries; discussion identified a need for additional staging-area help and possibly restrooms at future events. Blocking the causeway immediately before the parade and reopening it afterward reduced through traffic. Staff also discussed the late afternoon lull after the vendor fair and car show, when several food trucks left or ran out of food, and considered ways to maintain food service later in the evening.
3. Stansbury Days Fireworks: James Hanzelka reported that the fireworks show began approximately 40 minutes early because of a communication failure involving the vendor and fire marshal coordination. The vendor accepted responsibility, agreed to forgo the remaining $4,100 payment, offered a future drone show at no cost, and suggested a future water-based fireworks show using a barge. The Board discussed evaluating those options for a future Stansbury Days event.
4. Greenbelt Irrigation Responsibilities and Cost Tracking: Staff clarified maintenance responsibility for greenbelts around the golf course so that the crew mowing an area is also responsible for its irrigation. Staff created a separate cost code to track greenbelt labor and repair costs. The Board discussed staffing implications and the value of quantifying acreage and maintenance costs by area.
5. Irrigation Repairs: Staff reviewed irrigation conditions in several golf course-adjacent greenbelts. Some areas use standard residential-style rotors while others remain tied to golf-course heads. Approximately 17 heads had been replaced during the prior two weeks, with additional coverage adjustments and partial rotors still needed. Staff also described repair of an Agency irrigation line in the Rabbit Ditch area that crossed a homeowner's yard and noted that older routing may require future correction.
6. Lake and Grounds Maintenance: The lake mower had been redirected from cutting open-water vegetation to collecting clippings accumulated in coves. Staff continued re-sodding around the clubhouse and were removing the wooden plank used to access the concrete structure in the pond east of the golf course, tee box No. 4, because it was not intended for general public use; temporary access can be provided when staff needs to reach the water-control structure.
7. Clubhouse Area Fencing: Staff presented permanent fencing and barrier options intended to keep vehicles off turf and change traffic patterns around the clubhouse parking area. Options included rail fencing, chain-and-bollard systems, and boulders. Board members discussed the length and placement needed to prevent vehicles

from simply driving around the barrier and expressed interest in the chain-and-bollard concept if it can be securely installed.

8. Water Shares: James Hanzelka reported continued inquiries about purchasing Agency water shares, including for property that is not currently within the Service Agency boundary. Board discussion reflected agreement that property should be annexed into the Agency's taxing area before the Board considers selling water shares for that property. The Board discussed quantifying available shares and establishing a clearer process for future requests.
9. Irrigation Pond Treatment: Staff reported that the remaining sulfur inventory had been used in the irrigation pond. Broad Fork was expected to perform the next treatment, after which staff planned to compare conditions and evaluate effectiveness.

B. Projects

1. Capital Maintenance: Staff reported continued progress on maintenance projects. A roof leak had been repaired, but decking beneath rooftop HVAC equipment still required more substantial work. Staff evaluated electrical damage at the front fountain; one pump and one VFD require replacement, and staff is pursuing reimbursement for the damage. The Gordon Well VFD and flow controller had been replaced, and staff planned to seek any available WattSmart rebate. The golf course restroom remodel was also reported complete.
2. Porter Way Ball Field: The $30,000 grant for the ball-field project expires in November, making completion of the work a near-term priority.
3. Millpond Bridge: BMEI encountered difficulty locating the end of the conduit beneath the pond and is expected to redrill the electrical crossing. Reaveley Engineers provided a scope to complete the engineering plan set, and staff was also evaluating other engineering input and seeking a reliable construction cost estimate. James Hanzelka said construction is unlikely to be completed in 2026 and will probably move to spring 2027, although plans and contractor procurement may advance this year.
4. Pro Shop Fire Suppression: Staff needed to coordinate with the Stansbury Park Improvement District for system checks before the remaining work proceeds.
5. Soundwall Trail: Staff petitioned UDOT for funding and schedule review during its September review period. Tooele County also asked UDOT to evaluate whether the trail should be funded through UDOT's trail program because the project appears on UDOT's trail list.
6. Millpond Park and Oscarson Park: Staff was finalizing the Millpond Park plan set for Board review and submission. Blu Line provided a down-scoped Oscarson Park concept that requires Board review before the next design direction is selected.

C. Finances

1. Revenue: James Hanzelka reported that overall General Fund revenue remained ahead of projections. General-government revenue was approximately $192,000 above the current projection and was expected to finish roughly $125,000 above

projection after year-end reclassifications. Golf-course revenue also continued to outperform the original projection.

2. Pool and Recreation Revenue: Pool revenue remained below the original target but closer to expectations than staff had anticipated after Deseret Peak reopened. Swim lessons performed well, while nonresident daily admissions were down and punch-card use increased later in the season. Staff planned to review concessions pricing for next year. The football league is not using Agency fields this fall, resulting in some lost recreation-field revenue.
3. Expenses: Staff reported that departments were generally tracking below expense budgets. Pool expenses were expected to finish closer to budget, while golf-course expenses remained lower in part because some positions had not been filled. James Hanzelka said current golf course projections showed higher revenue and lower expenses than originally projected.

VIII. Discussion Items:

A. Discussion of the GM job description, Qualifications, and hiring process.
   1. The Board reviewed the proposed General Manager job description, qualifications, and hiring process. John H. Wright explained that the materials summarized work previously completed through the policy committee and were intended to help identify the best-qualified candidate. The Board discussed having applications submitted to the Clerk, screening applicants for the basic qualifications, and moving qualified applicants through the interview process. Wright emphasized the importance of selecting a well-qualified General Manager because of the Agency's size and complexity and concerns arising from prior management problems.
   2. Brock Petersen raised concerns about how the General Manager's role and responsibilities were defined. He said the General Manager should function as the Agency's chief executive, with greater focus on matters such as land issues, contracts, budgets, and overall management, while day-to-day operational responsibilities should be handled through staff. John H. Wright said the General Manager would need to handle a range of responsibilities and that the Board could evaluate candidates for those abilities during the interview process.
   3. The Board discussed moving the recruitment forward without requiring the proposed hiring process to be followed rigidly in every respect. Kasey Nobles supported using the process as a guideline while allowing the Board to make adjustments where needed. Wayne Nielson asked what minimum action was necessary to allow the position to be posted, and Kyle Shields supported using the process as a guideline and moving ahead with the posting. Brett Palmer asked Board members to submit any additional comments or proposed changes so the job could be posted promptly. James Hanzelka presented a tentative recruitment schedule, and the Board discussed keeping the process moving while allowing sufficient transition time with the current General Manager. Formal approval is recorded under Action Item 2026.08.08 A.

B. Discussion of Vacating and Amending Lot 27 of Golf Course Island Subdivision #3 Plat.

1. The Board reviewed the request to combine Joseph Wilson's parcels and amend Golf Course Island Subdivision #3. Discussion included the quitclaim deed, the prior property transfer, and whether the Agency had legal standing to refuse to sign the plat. James Hanzelka explained that the Agency would need a basis for rejecting the plat and that, if it could identify an affected Agency interest, it could have objected. Board members questioned whether the Agency was required to sign the plat and discussed the County's role in the plat-adjustment process.
2. Board members discussed concerns about documentation supporting the prior conveyance, the role of the quitclaim deed, possible conflicts of interest in earlier property actions, and whether prior decisions should be revisited. Other members favored resolving the current plat matter while improving documentation and procedures for future property transactions. Brock Petersen also suggested considering whether certain Agency-owned greenbelt parcels could be offered to adjacent property owners. Formal action is recorded under Action Item 2026.08.07 A.

C. Discussion of the Sagewood Trail.

1. The Board revisited the Sagewood Gardens trail after tabling the prior water-right-credit proposal. The recorded plat calls for a pervious road-based trail, while the Agency has requested asphalt before accepting the trail. Staff reported that Ivory Homes preferred paving the full existing and future trail rather than only a portion and that the grading still required correction. Board members discussed whether the Agency should accept the property without asphalt, whether it has authority to improve property it does not yet own, and whether to consider another paving contractor.
   Members generally favored requiring a paved trail before Agency acceptance and continuing negotiations with Ivory Homes on the full paving scope, trail width, and allocation of cost. The Board also discussed the value of any water-right credit, including the prior $30,000-per-acre-foot value versus the more recent $40,000 value, and requested an updated accounting of remaining Agency water rights before committing additional shares. The matter will be returned on a future agenda. No formal action was taken.

IX. Action Items:

A. 2026.08.05 A

1. Board Review and possible approval of August 5, 2026, Board Meeting Minutes. Motion by Kyle Shields to approve the August 5, 2026, Board Meeting Minutes. Seconded by Kasey Nobles.
   Vote as Follows:
   Wayne Nielson – Aye; John H. Wright – Abstain; Kyle Shields – Aye; Brett Palmer – Aye; Kasey Nobles – Aye; Brock Petersen – Aye. Motion Passed

B. 2026.08.06 A

1. Board Review and possible approval of July Financial Statements, Purchases, and Journal Entries.

Motion by Brock Petersen to approve the July Financial Statements, Purchases in the amount of $194,793.30, and Journal Entries. Seconded by John H. Wright.
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. 2026.08.07 A
    1. Possible Approval of Vacating and Amending Lot 27 of Golf Course Island Subdivision #3 Plat.
       Motion by John H. Wright to approve vacating and amending Lot 27 of Golf Course Island Subdivision #3 Plat. 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. 2026.08.08 A
    1. Possible Approval of the GM job description, Qualifications, and hiring process.
       Motion by John Wright to approve the GM job description, qualifications, and hiring process as discussed. 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

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 General Manager, and requests for future Board actions.

- Kyle Shields: asked staff if they want notification if organized league football begins using Agency fields. He reported continued strong library use, including 1700 through all of August in 2025, while 2026 bumps to 1,866 summer-reading patrons through only August 18. There were 347 in-person attendees for events such as summer reading events and crafts, up from 229 in 2025. He also stated that the Agency should consider needed equipment for staff when savings are available. He also recognized Stansbury Days volunteers, including Shara Shields and Stacy Smart, for stepping up during the event.
- John H. Wright: praised Stansbury Days, staff, and volunteers and said the parade was among the best the community has held. He reflected on the growth of the event and the community over time and specifically recognized Kellianne Rosemann and her staff for their work. He stated he was proud to have all the area royalty on a float. He also noted improved working relationships with SPID, Rocky Mountain Power, Lumen, and other utility partners, saying those relationships are helping the Agency resolve project issues more effectively.
- Wayne V. Nielson: recognized Kellianne, Jim, Agency staff, and volunteers who worked on Stansbury Days and thanked them for the quality of the event. He stated everyone worked hard and did a very nice job.

- Kasey Nobles: echoed the recognition of staff and also complimented Gordon and Mac for improvements in turf and irrigation conditions. He reported that he was continuing to work through his employer's purchasing requirements for a possible donation of surplus vehicles to the Agency and hoped to have more information within the next month.
- Brock Petersen: said Stansbury Days was a successful way to end the summer and noted that he had encouraged new neighbors to participate in the community event. He stated every event will have bumps and bruises, but everyone looks forward to it, and he reiterated his thanks.
- Brett Palmer: Echoed other board members' sentiments and said he had been unable to attend Stansbury Days but recognized the effort and work required to produce the event, thanked Board members for their contributions, and expressed appreciation for support provided during the event.

Motion to Adjourn
Motion by Kyle Shields to adjourn the Stansbury Service Agency Board of Directors Meeting.
Seconded by John Wright.
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 8:59 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 9th day of September, 2026.

____

Brett Palmer, Stansbury Service Agency Board Chair

HAYES
GODFREY
BELL

Hayes Godfrey Bell, P.C.
(Mazuran and Hayes 1992-2016)

2118 East 3900 South, Ste 300
Holladay UT 84124
(801) 272-8998

September 1, 2026

Brett Palmer, Board Chair
Stansbury Service Agency
1 Country Club Dr. Ste 1
Stansbury Park, UT 84074

Re: Engagement letter and fee arrangement

Dear Mr. Palmer,

Thank you for retaining Hayes Godfrey Bell, P.C. to provide legal services and assistance to Stansbury Service Agency. The purpose of this letter is to formalize our relationship.

Hayes Godfrey Bell, P.C. agrees to provide legal advice and consultation to Stansbury Service Agency for a personnel matter and other legal matters as assigned by you.

This engagement letter sets forth our agreement as to payment of our fees. My current fees are $240 per hour for general legal services, and $275 per hour for litigation services, plus any expenses that may be incurred. Other attorneys in the firm may work on your matter. Their time will be billed at the same rate or a lower rate. Our rates are inclusive of all support staff and general office costs. The firm's billing rates are adjusted periodically to reflect inflation and other increases in our cost of doing business. We will advise you beforehand in the event our rates increase.

Hayes Godfrey Bell, P.C. will issue monthly billing statements for services performed from the first through the last day of the billing month. Our statements are due and payable within thirty (30) days from the date of billing. Any outstanding balance not paid within sixty (60) days after the original billing date will accrue interest at the rate of fifteen percent (15%) per annum on the unpaid balance from the original billing date until paid in full. You agree to pay all costs and expenses incurred in handling your legal matters, including but not limited to court filing fees, service of process fees, document reproduction, telephone costs, travel expenses, and postage. These costs will be set forth in the monthly billing statements.

If any of the information in this letter is not consistent with your understanding of our agreement, please contact me before signing the letter. Otherwise, please sign and return this letter. We will begin work on your behalf as soon as it is returned.

Thank you for asking us to assist Stansbury Service Agency. If you have questions, please contact me at your convenience.

Sincerely,

Hayes Godfrey Bell, P.C.

Jayme L. Blakesley

As the Board Chair for Stansbury Service Agency, the undersigned agrees to the terms and conditions set forth above.

Dated: ______________ Signed: ______________________________
Brett Palmer, Board Chair

____
Approving Official (if required)

STANSBURY
SERVICE AGENCY
Parks and Recreation

GENERAL MANAGER

OPENING DATE: September 10, 2026
CLOSING DATE: October 10, 2026

EMPLOYMENT OPPORTUNITY

The Stansbury Service Agency ("Agency") is seeking to hire a General Manager (GM). This is a full-time position. Acts as the Chief Executive Officer (CEO) of the organization supervising day-to-day operations, projects and other requirements as directed by Stansbury Service Agency the Board of Directors ("The Board").

JOB RESPONSIBILITIES

The following responsibilities are representative of the work performed in this position and are not all-inclusive. Applicants must be able to perform the essential functions of the position, with or without reasonable accommodation.

- Directly supervises administrative and operational staff, including the managers responsible for the golf course, swimming pool, athletic fields, parks, lake, cemetery, and library.
- The GM is responsible for execution of board directed projects, including looking for and accessing grants to help fund the projects.
- The GM has sole authority over the hiring, supervision, discipline, and termination of Agency staff, subject to Board-adopted personnel rules.
- Responsible for managing, maintaining, and improving the agency recreation facilities, parks and other assets,
- Administers Agency's six million operational and capital development budget, implementing with the Budget Officer, sufficient controls to prevent misuse of public funds.
- Negotiates for board approval contracts, leases, easements and other land transactions, and represents the Agency in dealings with businesses, developers and other property owners and administers approved contracts.
- At the direction of the board, may represent the Agency at meetings with State and local government organizations.
- Responsible to develop draft budget for the following year for review by the Finance Committee before it is presented to the board for approval.
- Prepares and presents regular financial and operational reports to the Board
- Responsible for oversight of the records management, human resources, and safety programs.
- The GM, not individual Trustees, is the Agency's first line of inquiry into operational or financial concerns.

REQUIRED QUALIFICATIONS

Candidates must demonstrate the following:

- Bachelor's degree in business administration, public administration, construction/engineering management, real estate, or a related field. An additional 10 years of progressively responsible experience managing a multi-divisional organization may be substituted for the degree requirement.

- Demonstrated experience in financial oversight, budgeting, and internal controls at a scale sufficient to responsibly manage and protect public assets.
- Proven supervisory experience managing multiple departments and subordinate managers.
- Valid driver's license and legal authorization to work in the United States.
- Available to attend evening Board meetings and respond to emergencies; regular presence required at all Agency parks, amenities, and facilities, with reasonable accommodation available.

PREFERRED SKILLS & KNOWLEDGE

- Master's degree, such as an MBA, MPA, or equivalent relevant degree.
- Previous experience as a city/town manager, special district general manager, public-agency executive, or comparable chief executive.
- Working knowledge of the Utah Open and Public Meetings Act (OPMA), Government Records Access and Management Act (GRAMA), and Utah Procurement Code.
- Professional certification in a relevant management, engineering, construction, or related field.
- Ability to establish and maintain effective relationships with businesses, government agencies, community organizations, and the public.
- Familiarity with the operation and maintenance of golf courses, aquatics facilities, parks, and recreational infrastructure, and in-depth knowledge of irrigation systems.
- Excellent public presentation and written communication skills, including the ability to prepare policies, Board reports, grant applications, and other professional documents.
- Knowledge of land-use planning, zoning regulations, and community development principles.
- Direct experience negotiating and administering contracts and projects involving commercial entities or federal, state, county, municipal, utility, transportation, or special-district organizations.
- Experience negotiating and administering land transactions, easements, leases, and development agreements involving multiple stakeholders.

SALARY & BENEFITS

$90,000 – $135,000 ANNUALLY
Starting salary will be determined based on qualifications, education, experience, leadership background, and demonstrated competencies. Benefits include Health insurance, Retirement benefits. Full-time employment benefits in accordance with Agency policies and applicable benefit plans

ABOUT STANSBURY SERVICE AGENCY

The Stansbury Service Agency maintains 400+ acres of parks and facilities in Stansbury Park, UT, and was established for the purpose of providing recreation services and owning, operating, and maintaining the golf course, clubhouse, swimming pool, sailing lake, and playgrounds, along with all related equipment, facilities, and grounds.

HOW TO APPLY

To apply, please submit your resume, cover letter, and references to employment@stansburypark.gov. You may also mail your application or apply in person at the Stansbury Service Agency's office at 1 Country Club Dr., Ste 1, Stansbury Park, UT 84074.

Porter Way Ball Park Proposed Reconstruction - Fall 2026

1. Drag and remove existing weeds in the infeld area laid out for the 90' infield Estimated time by SSA personnel, 2 men, deep drag, 4-wheeler, loader , dump truck - 6 - 8 hours	$ 1,000	
2. Regrade/ remove existing soil to depth of 1' in the vicinity of home plate, sloping infield to edge of outfield grass as marked, stockpile existing red dirt, remove "gray dirt". Spread stockpiled red dirt, spread new red blended infield dirt. Spread red topping material approx. 1/2" thick over finished infield soil. Adobe Brothers Constructon	15,290	
3. Provide 100 cy. of blended red baseball infield dirt. Includes blending, hauling from the pit to job site. Staker / Parsons - 100 cy yards, approx 130 ton	11,310	
		$ 27,600

4. Field Equipment. (All items A-G includes shipping)

A. Base anchors - 5 sets (60', 70', 90' +2 mound positionings) $37 / set X 5	185
B. Concrete for base anchor pads 4 bags @ $10/bag	40
C. Dig Out base anchor tool 2 ea. @ $20/ea.	40
D. Hex head base plugs w/indicators 1 bucket of 30	308
E. Step down pitching rubber 1 each	125

	698	28,298
F. 8" high portable pitching mound - fiberglass		
(70 foot bases)		
Beacon Athletics	6,200	
G. 10" high portable pitching mound - fiberglass		
(90' bases)		
Beacon Athletics	7,330	
	13,530	41,828
5. Storage Equipment		
A. 20' long Conex container	3,740	
B. Knnack storage box model 36		
Storage of bases amd small equipment	700	
	4440	46,268
6. Field Prep / weed control		
A. Soil sterliant		
6 bag @ $125 / bag	$ 750	
B. Field nail drag		
Anthem Sports (incld shipping)	600	
	1,350	47,618
7. Temp. home run fence at 200' for softball play		
Beacon Athjletics	3,000	50,618
Anthem Sports		
8. SSA labor / material/sprinkler adjustments		
Aeration of disturbed grass, reseed grass area,		
miscellanious tasks	2,000	52,618
9.Site survey and layout - inhouse donation	-	
Total estimated cost		$ 52,618

Project budget

SSA allocated funds	$ 25,000	
Tooele County Recreation Grant	30,000	
Total budget amount	$ 55,000	55,000
Estimated remaining contigency		$ 2,382

Recommend that we not do the temporary softball fence until we verify the need for any added red dirt.