STANSBURY
SERVICE AGENCY
Parks and Recreation

Stansbury Service Agency Board of Directors Minutes

Date: Wednesday, August 5, 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 – Absent
3. Kyle Shields – Present
4. Brock Petersen – Present
5. Wayne 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 Brett Palmer

IV. **North Tooele County Fire District (NTCFD) Report**

A. Jason Brown, Interim Fire Chief for the North Tooele County Fire District, introduced himself and provided the monthly operational update. He reported 63 calls in July, compared with 68 calls in June.

B. July Call Breakdown: 44 medical calls, 3 hazardous situations, 11 non-emergency calls, and 5 public-service calls. Chief Brown noted that no fires were reported during the month.

C. Chief Brown reported that the Fire Chief recruitment posting was expected to close on August 12, after which the District would begin its interview and selection process. The Board also asked him to review the swale near Millpond for wildfire-mitigation needs. Chief Brown noted that removal of Russian olive trees had already improved mitigation and agreed to inspect the area.

V. Public Comments

A. Murray Kendall, 405 Country Club, raised concerns about sight distance near Village Boulevard and the Stansbury Parkway entrance to SR-36. He noted a large bush and three trees that could obstruct drivers' views and asked the Agency to consider trimming or removing vegetation as needed. He also asked that recreational court use at Brent Rose Park be reconsidered, noting limited street-hockey use of the former tennis court and historical demand for tennis. When Wayne Nielson asked whether he favored tennis or pickleball, Mr. Kendall indicated that both could be considered.

VI. Review of Public Comments

A. Steve Lemp, 22 Lakeview, previously raised concerns about late-night fishing and noise, sidewalk parking, mistreatment of fish, and worn ground near the golf-course water outlet. He requested signage and clearer information regarding lawful roadside parking.

Response:

STAFF Response: James Hanzelka reported that staff were developing sign wording addressing park rules and late-night fishing and planned to place signs at several fishing-access locations to encourage compliance.

NEXT STEPS: Staff will finalize the wording, place the signs, and monitor whether the added signage reduces late-night problems.

B. Rose Moore and Rich Nelson, The Reserve, previously raised concerns about Agency-owned property adjacent to the Junior High School and The Reserve, including weeds and fire danger, motorized vehicle use, noise, poor trail conditions, and potential liability. They requested signs restricting motorized vehicles, consideration of cost-effective maintenance arrangements with adjacent homeowners, a point of contact, and follow-up regarding possible improvements.

Response:

STAFF Response: James Hanzelka reported that staff would continue addressing encroachments near The Reserve and would evaluate using the grader or dozer to make a pass around the trail and improve the grade when equipment and scheduling allow. Staff also noted that conservation-area restrictions limit the work that can be performed.

NEXT STEPS: Continue the encroachment process and evaluate trail grading and maintenance options that are consistent with the conservation requirements.

VII. General Manager Updates:

A. Operations

1. Administration and Technology: James Hanzelka reported that Agency files had been moved from Dropbox to SharePoint. Staff identified gaps in the transfer and planned to retain one Dropbox subscription, at approximately $300 for the year, long enough to verify the migration; other Dropbox access was scheduled to end August 25. All West implementation and server/camera integration remained in progress. The office was scheduled to close from noon to 6:00 pm on August 6 during a utility power shutdown.
2. Staffing and Grounds: Seasonal staffing was beginning to decline as employees returned to school, and the Agency was recruiting replacements. Staff had received

positive feedback about the groundskeepers and was training the mechanic to collect lake samples for the Water Watch program.

3. Clubhouse Parking, Lake Access, and Vegetation: The Board reviewed boulders and a two-rail fence as options for protecting the clubhouse parking and turf areas, with possible installation coordinated with fall reseeding. Staff also discussed heavy lakeweed growth during the heat, including finer material passing through the mower conveyor and substantial manual removal from problem coves. New park rules and golf-ball warning signs were also reviewed for fishing-access areas and the clubhouse vicinity.
4. Golf-Course Water Treatment and Safety: The sulfur burner had been restarted to use the remaining sulfur. Staff planned a Broad Fork treatment estimated at $3,900, with a proposed 2027 sustainment program of $25,500, or $4,250 per month, compared with an estimated sulfur-treatment cost of $3,700 per month. The Gordon Well VFD installation was scheduled for the following week. The Board also discussed removing a plank east of number 4 tee box used to access a pond valve and fishing area because of safety and liability concerns.
5. Golf-Course Irrigation: Staff reviewed irrigation and pond-treatment issues and explained that valves located in sprinkler heads make isolation and shutoff more difficult. Areas of concern included holes 11 and 17, tee box 4, and greenbelts adjacent to holes 13 and 14. Staff was evaluating repairs and possible system modifications, including older isolation valves.

B. Projects
   1. Capital Maintenance: James Hanzelka reported that capital-maintenance work was progressing. The August 5 schedule showed a $250,329 budget, $41,381 executed, $42,491 committed, and a proposed $39,530 repair of the utility area by the clubhouse, leaving $126,927 after the proposed work. Staff also reported that the entrance off of SR 36 onto Stansbury Parkway front-fountain electrical lines had been shorted and replaced, but testing identified an unusable pump and a failed VFD. Other potential 2026 work included clubhouse fencing and reseeding, cleaning and sleeving the drain line from hole 3, work on weirs, and cleaning the line from the pond near hole 17.
   2. Capital Projects: The capital-project schedule showed a $838,000 budget, with $144,916 executed, $54,254 committed, and $23,942 projected, leaving a listed variance of $638,830. Major items included the Millpond Bridge repair, golf-cart-area fire suppression, the hydraulic excavator, pro-shop air conditioning, the irrigation cart, camera-system improvements, and Porter Way Ball Field work. Staff emphasized that the Porter Way grant schedule required timely completion.

C. Finances
   1. Cash Summary: The General Ledger cash total was $4,823,956.09 as of July 31, 2026. The presentation included $3,909,403.90 in the PTIF 3124 General Account and $846,209.53 in the PTIF 1159 Impact Fees account, along with checking, card, Stripe, Venmo, and undeposited payment balances.
   2. Pool Revenue: Pool revenue totaled $52,234 as of July 31, 2026, equal to 72% of the $72,500 budget and 66% of the comparable 2025 amount. Swim-lesson revenue was $18,405, or 102% of budget. James Hanzelka noted that nonresident revenue had declined and projected that total pool revenue could finish at approximately 80% to 85% of budget.

VIII. Discussion Items:

A. Discuss Potential transfer of Water Rights Credits to Ivory Homes to improve Trail Section.
   1. The Board reviewed the Sagewood trail proposal. The existing plans call for a pervious road-base trail, while the Agency has advocated for asphalt. The presentation showed an Eckles Paving price of $147,820 for additional road-base and three inches of commercial-grade asphalt. Under the proposed 50/50 arrangement, the Agency's share would be $73,910 and would be satisfied with water-right credits. Ivory Homes was identified as needing 2.605 acre-feet of water; at $40,000 per acre-foot, the credits would be valued at $104,200, compared with $78,150 at the prior $30,000-per-acre-foot value.
   2. Board discussion focused on the current value of the water rights, grading and drainage deficiencies, weeds between the trail and vinyl fencing, snow-removal responsibility, the homeowners association's responsibility for other trail segments, and the need for additional pricing. Members favored obtaining additional bids and clarifying the agreement and the Agency's legal position before deciding whether to transfer the water-right credits. Formal action appears under Action Item 2026.08.03 A.

B. Discuss Conflict of Interest, Legal Representation and Committee Volunteers.
   1. Brock Petersen requested independent legal counsel to review concerns outlined in a memo to the Board, including property conveyances, The Reserve and annexation questions, potential conflicts of interest, and committee-volunteer issues. He expressed concern about relying on legal counsel suggested by developers or counsel with longstanding local relationships and asked for a fresh, independent review. Board members generally supported obtaining independent counsel. Mark Anderson and the Association of Special Districts were discussed as a possible starting point; if that option was unavailable, staff was asked to obtain other recommendations. James Hanzelka and Ingrid Swenson were directed to gather

names, qualifications, and hourly rates for consideration at the next meeting. No formal action was taken.

C. Discuss Bid submitted for the Soundwall Trail Project.
   1. Shawn Chidester presented the results of the sealed bidding process for the SR-36 Soundwall Trail Project. The bid opening included Strong Excavation, Strong Solutions, and Acme Construction, and Shawn Chidester explained that the engineer's estimate was considerably lower than the bids received. He reviewed a summary of the bid tabulation, noting that the full bid form contained 74 individual line items. Base-design totals were $1,212,552.35 from Strong Excavation, $905,862.10 from Strong Solutions, and $1,165,640.45 from Acme Construction. For the alternate design with the additional 250-foot connection to Millpond, totals were $1,221,118.90, $926,798.70, and $1,200,640.45, respectively. Strong Excavation omitted required bid-form information, Strong Solutions did not submit the required master schedule, and Acme Construction was the only bidder determined to be fully responsive.
   2. Shawn Chidester reported that he had consulted the state procurement office regarding the bid deficiencies and available options because the only fully responsive bid was substantially above the project's available funding. The Board discussed whether the missing master schedule could potentially be treated as a waivable formality, subject to legal review; whether the project should be reduced, redesigned, or rebid; whether construction might extend into 2027; and whether additional funding could be obtained from UDOT or Tooele County. Staff was asked to distribute the detailed bid tabulation to Board members and continue evaluating procurement, funding, and project-scope options. No formal action was taken.

D. Discuss Prioritization of the projected Impact Fees funding.
   1. The presentation showed $760,987 in current impact-fee funds and an estimated $190,000 in additional impact fees and interest by the end of 2026, for $950,987 available before grants. Listed commitments totaled $897,709: $91,750 for Oscarson Park, $555,956 for the Soundwall Trail, and $250,000 for Millpond planning. Approximately $1.5 million in additional impact-fee funding was projected through completion of currently anticipated development.
   2. The Board discussed the limited cash available for additional work and questioned whether the Soundwall Trail should proceed at the current cost. Brock Petersen emphasized completing Millpond before starting another major project; Kasey Nobles emphasized finishing existing projects before starting new ones; and Kyle Shields emphasized completing a usable project. Discussion generally focused on Millpond and Oscarson Park as priority candidates, with staff asked to refine costs and designs before the Board revisits priorities. No formal action was taken.

E. Discuss Millpond Bridge Repair.
   1. James Hanzelka reported significant progress on utility coordination for the Millpond Bridge. Rocky Mountain Power began drilling under the bridge on August 5 to relocate power lines from off the bridge to underground and to replace two junction boxes. Lumen agreed to disconnect its service from the bridge at no charge. With the utilities being addressed, staff planned to finalize the repair approach and prepare the work for bid. The grant requires the bridge repair to be complete by August 2027. The Board also discussed the prior concept of purchasing the glulam beams directly and using a contractor for demolition and replacement work. No formal action was taken.

F. Discuss hiring a new General Manager replacement
   1. James Hanzelka reported that he plans to retire in January 2027 and presented a previously developed recruitment and hiring framework. The draft framework emphasized competitive compensation, minimum qualifications, a structured assessment and interview process, a proposed five-of-six Board supermajority for selection, and limiting Board participation on a hiring committee so the committee would not constitute a quorum. The 2026 budget includes a General Manager salary of $120,000 plus benefits. James Hanzelka emphasized that the prior framework had never been formally adopted and was presented as a starting point.
   2. Board members favored using the framework as guidance rather than making the process unnecessarily complicated and emphasized establishing a firm schedule that allows overlap with the current General Manager for training. An October hiring target was discussed but not established as a deadline. Staff was asked to update the existing job description and prepare a tentative schedule for a draft review at the August 19 meeting. Wayne Nielson volunteered to serve on the hiring committee but did not want to chair it. Formal action appears under Action Item 2026.08.04 A.

IX. Action Items:

A. 2026.08.01 A
   1. Board Review and possible approval of July 15, 2026, Board Meeting Minutes.
      Motion by Kasey Nobles to approve the July 15, 2026, Board Meeting Minutes.
      Seconded by Kyle Shields.
      Vote as Follows:
      Wayne Nielson – Aye; John H. Wright – Absent; Kyle Shields – Aye; Brett Palmer – Aye; Kasey Nobles – Aye; Brock Petersen – Aye. Motion Passed Unanimously

B. 2026.08.02 A
    1. Board Review and possible approval of July 15, 2026, Planning Committee Work Meeting Minutes.
       Motion by Kyle Shields to approve the July 15, 2026, Planning Committee Work Meeting Minutes as presented.
       Seconded by Brock Petersen.
       Vote as Follows:
       Wayne Nielson – Aye; John H. Wright – Absent; Kyle Shields – Aye; Brett Palmer – Aye; Kasey Nobles – Aye; Brock Petersen – Aye. Motion Passed Unanimously
C. 2026.08.03 A
    1. Board Review and possible approval of transfer of Water Rights Credits to Ivory Homes to Improve Trail Section.
       Motion by Kasey Nobles to table possible approval of the transfer of Water Rights Credits to Ivory Homes to Improve Trail Section pending additional bids and clarification of the Agency's legal position with new legal representation.
       Seconded by Brock Petersen.
       Vote as Follows:
       Wayne Nielson – Aye; John H. Wright – Absent; Kyle Shields – Aye; Brett Palmer – Aye; Kasey Nobles – Aye; Brock Petersen – Aye. Motion Passed Unanimously
D. 2026.08.04 A
    1. Possible Approval of hiring a new General Manager replacement
       Motion by Kyle Shields to approve the hiring of a new General Manager replacement. Seconded by *Wayne Nielson*.
       Vote as Follows:
       Wayne Nielson – Aye; John H. Wright – Absent; 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.

- **Kasey Nobles:** reported that the new router/All West service had been finalized and was producing strong speeds. He also asked management to define clear responsibility between the golf-course and parks crews for greenbelt and irrigation areas so maintenance problems do not fall between teams and managers can be held accountable for specific areas.
- **Brock Petersen:** said improved cost codes would help quantify labor and repair costs by area, support staffing decisions, and improve accountability. He reiterated his

prior request for more detailed cost coding so the Agency can track costs as clearly as it tracks revenue.

- **Wayne Nielson:** requested additional information and education regarding the Agency's water rights and available storage.
- **Kyle Shields:** thanked Board members and staff for their input and noted that he had additional issues to consider regarding how Stansbury should move forward.
- **Brett Palmer:** echoed concerns about dead turf and irrigation gaps and asked whether additional staffing, contractors, or volunteer support might be needed. James Hanzelka said he would meet with the managers to clarify responsibilities and evaluate staffing and other options. The Board also discussed irrigation training and whether golfers could assist with monitoring or hand-watering problem areas.

Motion to Adjourn

Motion by Kyle Shields to adjourn the meeting.
Seconded by Kasey Nobles.
Vote as Follows:
Wayne Nielson – Aye; John H. Wright – Absent; Kyle Shields – Aye; Brett Palmer – Aye; Kasey Nobles – Aye; Brock Petersen – Aye. Motion Passed Unanimously
Meeting adjourned at 9:09 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 *Date* day of *Month*, 2026.

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Brett Palmer, Stansbury Service Agency Board Chair