

Stansbury Service Agency Agenda

Date: Wednesday, June 11th, 2025

Location: 1 Country Club Drive, STE 1, Stansbury Park, UT 84074

Time: 7:00 PM

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Review of Public Comments from the last meeting
5. Public Comments
6. General Manager Updates
 - A. Operations
 - B. Programs
 - C. Finances
7. Discussion Items
 - A. Discussion of 2025 Certified Tax Rate
8. Action Items
 - A. 2025.06.01 A
 - a. Board Review and Possible Approval of 05.14.2025 Board Meeting Minutes
 - B. 2025.06.02 A
 - a. Board Review and Possible Approval of 05.28.2025 Board Meeting Minutes
 - C. 2025.06.03 A
 - a. Board Review and Possible Approval of Board Compensation Policy
9. 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.
10. Motion to Adjourn



Stansbury Service Agency Board of Directors Meeting

JUNE 11, 2025

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Public Comment

Review of Public Comment

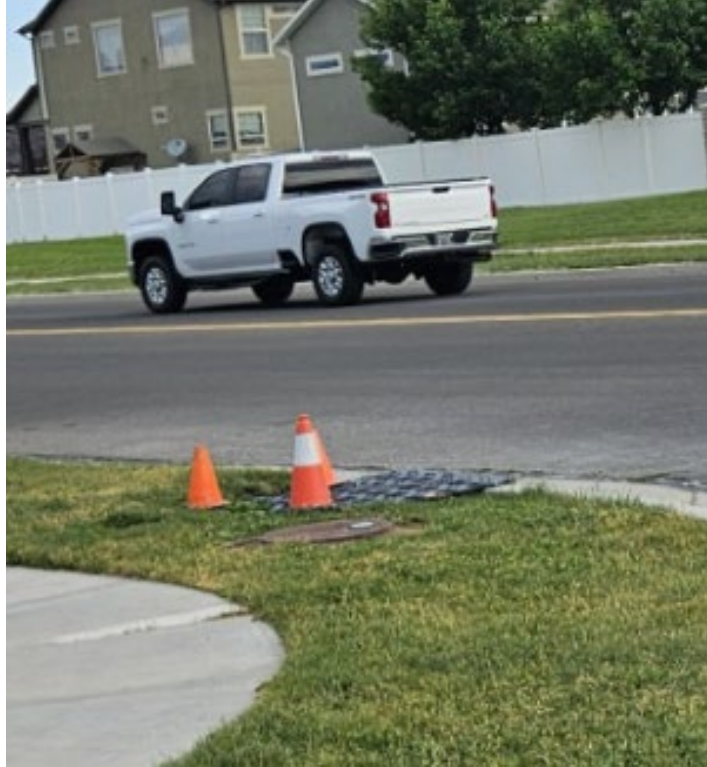
NO PUBLIC COMMENTS TO REVIEW

GM Updates

Operations

Irrigation

- Both new hires have completed backflow certification.
 - Will allow us to certify in-house and not pay an outside contractor.
- Second group of WeatherTRAK controllers on-line
 - Team spent Monday working with Brady Pitcher (Sprinkler Supply) to get them up.
 - Discovered some issues with some modems.
- Most Parks on-line
 - Issue at Garrett Park (hand watering)
- Greenbelts current projects
 - 59 Lakeview
 - Village Boulevard
 - Line break by Dawn's View intersection
 - Frontage Road
 - Village Parkway
 - Clubhouse area



Break by Dawn's View Road Intersection

Operations Swimming Pool

- Pool suffered 3 failures
 - Chlorine Pump
 - Leakage
 - Boilers
- Leakage addressed by pumping.
- Aquatech spent Friday and most of Monday working on the issues.
 - The initial assessment of the boilers revealed a part failure.
 - When the part didn't correct the problem, the suspected cause was a scaling issue.
- Corrective Action
 - The pool was not filled over the weekend and was allowed to find its own level.



Operations Swimming Pool

- On Monday Aquatech staff pulled boilers out and began descaling



When the boilers were restarted, it was determined there was insufficient flow, which was largely responsible for the issue. The circled part is a 2001 flow controller, which should have been replaced at the time of the installation.

Operations

Swimming Pool

- Aquatech also worked on the leakage issue.
 - Originally, it was thought to be an issue with a filter line, but based on the water level, they believed it was the light fixtures.
 - While taping them, they could feel what seemed to be a flow around the old connecting pipe to the baby pool, so they sealed that also.
- Pool was operational for the Tuesday morning classes.
- Most comments on Tuesday were that the pool was much warmer than it had been for a couple of years.
- Corrective Actions
 - Better Contractor/Vendor Support
 - Shift Responsibility for Maintenance to Facilities Management
 - Operations Manuals
 - Capture procedures from startup to shut down



Operations

No Good Deed Goes Unpunished Version



“Wanted to say thank you to Mary, and whoever worked on it, and tell you that they are pleased and it looks wonderful” - Lee Garbett

Solomon Park

Programs

- Millpond Park design was approved by the County on June 5
 - Approval for the whole park.
 - Some comments to be resolved prior to final stamp by county, but we can proceed with RFP
- Clubhouse Dock (Shoreline Improvement)
 - Rebid for dock construction was initiated on June 2nd and ends on June 17th.
 - Initial cost estimate to build the original design with galvanized support structure from Russell Welding was \$350 K
 - They are looking at redesigning to fit into the budget.

SCHEDULE RISK

- Maintenance Building Roof
 - Projected to start July 15
- Clubhouse and Pro Shop Windows
 - 1 August
- Replace Master Breaker
 - 1 September

Programs

- All abilities playground installation at Woodland Park
 - Initial walk-through with contractor done on Tuesday, June 10th.
 - Layout for footprint for installation.
 - In-house sprinkler move and site prep
 - Install by 31 July 2023
- Repairs to Parkview, Sagers, Gateway, and Ponderosa
 - Parts shipped from GA next week or so, expected 2 week delivery
 - Projected completion 30 July
- Soundwall Trail – Working to finalize concept with UDOT
 - Hoping for Synergy with SR 36 expansion

Programs

Clubhouse Improvements	Orig Budget	Actuals	Contract	Planned	Final Cost	Variance
Install Fire Alarm in Clubhouse	\$6,000	\$5,156			\$5,156	\$844
Replace Maste Breaker at Clubhouse	\$15,000		\$14,994		\$14,994	\$6
Overhead Windows Replaced/wooden framing seals replaced	\$10,000		\$23,717	\$0	\$23,717	-\$13,717
Repair Header Over Clubhouse Windows	\$20,000		\$0	\$0	\$0	\$20,000
Install Security Cameras	\$3,000	\$1,759		\$1,200	\$2,959	\$41
Fix Entry Way Doors in Main Lobby and off pool.	\$10,000	\$13,196			\$13,196	-\$3,196
Entry Way Concrete Leaking into storage area below, Needs to be Replaced and Rebuilt*	\$10,000			\$0	\$0	\$10,000
North Side of Clubhouse Wall rebuilt/remediated/Sealed	\$45,000			\$0	\$0	\$45,000
AED (Non - Outlay)	\$0	\$1,325			\$1,325	-\$1,325
Total	\$119,000	\$21,436	\$38,711	\$1,200	\$61,347	\$57,653
Park Improvements						
Add Wood Chips to Play Areas (Move to Maaaintenance)	\$40,000	\$17,200		\$0	\$17,200	\$22,800
Replace Railing Around Gazebo	\$15,256		\$16,739	\$0	\$16,739	-\$1,483
Repair Railings in and around the pool/basketball area	\$4,356		\$3,304	\$0	\$3,304	\$1,052
Replacing Maintenance Roof	\$25,000		\$25,286	\$0	\$25,286	-\$286
Install All Abilities Playground in Woodland Park	\$0		\$130,246	\$0	\$130,246	-\$130,246
Repair Playground Equipment at 4 Parks	\$0		\$40,000	\$0	\$40,000	-\$40,000
Total	\$84,612	\$60,072	\$215,575	\$0	\$232,775	-\$148,163
Total Parks and Rec Immprovements	\$203,612	\$81,508	\$254,286	\$1,200	\$294,122	-\$148,163
Parks Equipment						
Used Truck	\$0	\$12,000			\$12,000	-\$12,000
Truck	\$50,000	\$48,245			\$48,245	\$1,755
3 Utility vehicles	\$45,000		\$35,879		\$35,879	\$9,121
Terrazzo grinder (uneven sidewalk grinder)	\$7,000			\$7,000	\$7,000	\$0
Lake Boat Mower	\$153,000			\$0	\$0	\$153,000
Total Parks Equipment	\$255,000	\$60,245	\$35,879	\$7,000	\$103,124	\$151,876
Total Parks and Rec	\$458,612	\$141,753	\$290,165	\$8,200	\$440,118	\$18,494
LEGEND						
Equipment						
Safety						
Critical Repairs (Asset Protection)						
Operational Improvements						

Programs

	Orig. Budget	Actuals	Contract	Planned	Final Cost	Variation	
Golf Greens							
Golf Course Irrigation System Restoration*	\$35,000			\$35,000	\$35,000	\$0	
Total	\$35,000	\$0	\$0	\$35,000	\$35,000	\$0	
Pro Shop							
Fire Suppression Alarm system not working in Pro Shop	\$4,700	\$5,421			\$5,421	-\$721	
Pro Shop Doors (In lieu of Fire Station Access Box)	\$0	\$4,138			\$4,138	-\$4,138	
AED (Non-outlay)	\$2,350	\$1,325			\$1,325	\$1,025	
Replace Windows in Pro Shop	\$0	\$0	\$24,079		\$24,079	-\$24,079	
Total	\$7,050	\$10,884	\$24,079	\$0	\$34,963	-\$27,913	
Total Improvements Golf Course	\$42,050	\$10,884	\$24,079	\$35,000	\$69,963	-\$27,913	
Golf Greens							\$0
3 Utility Vehicles	\$45,000		\$23,919	\$16,340	\$40,259	\$4,741	
Verticut Reels (Specialty Blades for Golf Greens)	\$9,000	\$11,150			\$11,150	-\$2,150	
Total	\$54,000	\$11,150	\$23,919	\$16,340	\$51,409	\$2,591	
Proshop							
Ice Machine	\$7,000			\$7,000	\$7,000	\$0	
Total	\$7,000	\$0	\$0	\$7,000	\$7,000	\$0	
Total Golf Course Equipment	\$61,000	\$11,150	\$23,919	\$23,340	\$58,409	\$2,591	
Total Golf Course	\$103,050	\$22,034	\$47,998	\$58,340	\$128,372	-\$25,322	
Pool							
Diving Boards	\$0	\$0	\$0	\$15,000	\$15,000	-\$15,000	
	\$0	\$0	\$0	\$15,000	\$15,000	-\$15,000	
LEGEND							
Equipment							
Safety							
Critical Repairs (Asset Protection)							
Operational Improvements							

Programs

	Summary	Budgeted	Spent	On Contract	Future Spending	Current Budget		
	Parks and Rec	\$458,612	\$141,753	\$290,165	\$8,200	\$440,118		
	Golf Course	\$103,050	\$22,034	\$47,998	\$58,340	\$128,372		
	Pool	\$0	\$0	\$0	\$15,000	\$15,000		
		\$561,662	\$163,787	\$338,163	\$81,540	\$583,490	\$573,882	

Programs

Potential New 2026
Projects

- Rebuild of median on Stansbury Parkway with trees and water wise landscape – Grant Potential
- Rebuild of cart path and adjacent area on hole #1
- Replace HVAC on Pro Shop
- Rebuild of Utilities Area At Clubhouse
- Rewire lower level of clubhouse
- Additional Cameras at pool, pro shop, lakefront

Finances

Stansbury Service Agency of Tooele County
Cash Summary
All Bank Accounts as of 05/31/2025

Description	Amount
Zions Checking - General 0370	\$47,086.38
Zions Visa Cards	(\$12,070.17)
CFCU Checking - 2948398	\$1,592.41
PTIF 3124 General Account	\$3,166,875.95
PTIF 1159 Impact Fees	\$1,420,296.63
UNDEPOSITED PAYMENTS	\$37,317.62
General Ledger Cash Total:	<u>\$4,661,098.82</u>

Discussion Items

Discussion of 2025 Certified Tax Rate

	2025 Auditor's Certified Rate Projected Revenue 0.001408 NO INCREASED BUDGET	2025 Estimated Revenue at rate 0.0014	2025 Budgeted Revenue	2024 Actual Revenue	2024 Budgeted Revenue
Greenbelt Service Area	\$1,529,794		\$1,484,309	\$1,425,301.50	\$1,484,309
Recreation Service Area	\$1,529,794		\$1,634,309	\$1,425,301.50	\$1,484,309
Total	\$3,059,588	\$3,042,204	\$3,118,618	\$2,850,603	\$2,968,618
Diff		-\$76,414		-\$118,015	

Action Items

2025.06.01

**Board Review and Possible Approval of
05.14.2025 Board Meeting Minutes**

2025.06.02

**Board Review and Possible Approval of
05.28.2025 Board Meeting Minutes**

2025.06.03

Board Review and Possible Approval of Board Compensation Policy

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, concerns from residents, and requests for future board actions.

Adjourn

Stansbury Service Agency Minutes

Date: Wednesday, May 14th, 2025

Location: 1 Country Club Drive, STE 1, Stansbury Park, UT 84074

Time: 7:00 PM

Order of Business

1. Call to Order by Brett Palmer at 7:00 PM
2. Roll Call
 - a. Board Members
 - i. Cassandra Arnell – present
 - ii. John Wright – present
 - iii. Kyle Shields – present
 - iv. John Duval – present
 - v. Ammon Jacobsmeyer – present
 - vi. Brett Palmer – present
 - b. Staff
 - i. James Hanzelka – present
 - ii. Ingrid Swenson – present
 - iii. Shawn Chidester – present
3. Pledge of Allegiance led by Kyle Shields
4. Presentation of Independent Auditor's 2024 Report by Jon Haderlie
 - a. Audit report first letter (page 1). The first two paragraphs outline the auditor's opinion, which is an unmodified or unqualified opinion, or a clean opinion. There was no need to modify or audit the report for anything the auditor couldn't resolve or couldn't test the balances for. The second paragraph outlines the standards the auditor must follow. The third section is about the Service Agency management and the Board. The financial statements are the Service Agency's responsibility, and the Service Agency takes responsibility for them. If conditions or events arise during the year that create concerns must disclose that to the auditor along with the financial analysis of how that concern will be overcome. The next section is the Auditor's Responsibilities. The relationship between the Service Agency and the auditor has to be based on skeptical professionalism to scrutinize everything. No matter what previous conversations have occurred between management and the auditor, the team is looking solely at the financial statements, the numbers, and testing the numbers through different means. Then, the team looks at the risk of material misstatements and identifies any significant risks. Next, the team looks at internal controls, including if the Service Agency has controls, and if they are functioning. If controls have been implemented but not followed through with, then it doesn't matter if the Service Agency has them. The auditor looks at the appropriateness of the Service Agency's accounting principles to make sure that GASB (Governmental Accounting Standards Board) principles are being followed and that the Service Agency understands and knows how to do the books. The last point the auditor looks for is conditions or events that they think may potentially affect the Service Agency's continuation.
 - b. Required supplementary information (page 32). There are two sections of required supplementary information with the financial statements: the statement of net position and the statement of activities. Those sections are considered unaudited because they are not part of the basic financial statements,



but GASB requires that these statements always accompany the financial statements to provide better readability and understandability. If more dialogue is preferred over the numbers, the management's discussion analysis has a lot more information and comparative data between this year and last year, whereas the financial statements just present data as of December 31, 2024.

- c. Internal control over financial reporting and on compliance and other matters (page 39). This letter outlines that the auditor performed the audit in accordance with government auditing standards because the Service Agency is a government entity. There are certain differences between a traditional business or nonprofit and government. Government entities require additional assessments as part of the testing. One addition is internal controls. The auditor did not test them enough to give an opinion on the financial statements, but the auditor did test them enough to make sure that nothing is happening to cause misstatements in the financial statements. That's where the auditor typically sees a material weakness or a significant deficiency, usually due to a control factor that's not working or functioning properly that's causing errors in the financial statements or in the financial reporting system. If that occurs, the auditor requires that the Service Agency correct that. If it's not corrected before the auditor finds it in the audit, then that's where findings will typically rise to the level of a material weakness or a significant deficiency. None of these were found.
- d. Compliance and report on internal control over compliance as required by the state audit guide (page 40). The state auditor's office issues a compliance guide every year on areas that they either deem important or critical as far as Utah state code. The auditor tests the Service Agency's compliance with that guide. This year, the auditor was required to test budget integrity, the government fees that the Service Agency charges, fund balance- making sure that the general fund has the minimum balance and that the maximum is not exceeded, and that the other funds maintain a positive fund balance, and fraud risk assessment. The auditor gives an unmodified or unqualified opinion on the Service Agency's compliance that's specific to these areas.
- e. Communication with those charged with governance (insert). This is information the auditor is required to communicate with the Service Agency at the close of an audit. It is not a part of the financial statements. The first section relates to the auditor's responsibility in relation to the financial statement audit, as well as the plan, scope, and timing of the audit. This information is all in the engagement letter, which is why an engagement letter is signed. The explanation for the Compliance with Ethical Requirements Regarding Independence section. We are required to be independent of the Service Agency. This requirement is not just for the audit team who come to work on this, but the entire office, as well as the firm. This independent requirement exists for Larson and Company to be the auditors. That responsibility lies with the partner of the auditing firm to make sure they are compliant. The explanation for the Significant Risks section. All the audits are risk-based, particularly depending on the size of the entity. There are specific risks that the auditor identifies going into the audit. This has nothing to do with anything the auditor discovered as part of performing the audit. This has to do with items the auditor automatically identifies: a. because the Service Agency is a government entity, b. because the Service Agency deals with public funds, and c. because of significant issues that come up regularly with entities similar to the Service Agency. The first risk is improper revenue recognition. The auditor must recognize improper revenue recognition as a risk and test for it, no matter what type of entity the Service Agency is. The second risk is Cash Disbursements. The Service Agency is a public entity. Cash needs to be spent in appropriate ways. Sometimes restricted money is collected, such as Impact Fees, and those funds having to be spent a certain way becomes a significant risk. The third risk is Management's Bias. In the financial notes and the information that the Service Agency presents to the auditor, bias can be created in the way things are worded. One example would be that there might not



be a favorable outcome, but the wording makes it seem favorable, which is building bias into the financial statements. The Service Agency's disclosures must be neutral and clear to paint a true picture.

- f. John Duvall asked if these three risk points represent a common systemic problem of findings across entities. Jon Haderlie replied that these are not findings, but areas that typically rise to levels of significant risk. He gave cash as the example of easy misappropriation that the auditor can test for. John Duval determined that these are not categories unique to the Service Agency, and that this isn't the comprehensive list but the top three risk items. The auditor plans for and performs specific tests for these risks to make sure that they aren't occurring in the Service Agency.
- g. Ammon Jacobsmeyer asked for clarification on the fact that the auditor did not find any corrected material. Jon Haderlie said that was correct. He also said that, based on the tests they performed, specific to these areas, they did not find any uncorrected misstatements in the financial statements being caused by these risks.
- h. There's always estimates in the financial statements as allowance for doubtful accounts, depreciation, or anything to do with the URS, because dealing with actuaries is never 100% accurate when forecasting for future events. What we are required to do as auditors is look at what estimates are in the financial statements to make sure they're consistent and reasonable. We find out your methodology for how you came up with your numbers to understand and be able to agree with the basis of your estimates. We also ask how you come up with the depreciation, like asking if you do a standard 10%, so we can make sure that your asset lives are in accordance with GAAP and that you're using straight line depreciation. We check that the estimates are consistent over time to reduce large fluctuations of financial data that may result from changes in the estimates.
- i. There weren't any difficulties in the audit. The books are improving every year. The auditor has consistent conversations with Ingrid (Swenson) about the software, which proves that the right questions are being asked rather than leaving issues too long. There weren't any disagreements with management. There weren't any uncorrected misstatements. The audit report was unmodified. A letter was requested for management representation that signifies that the Service Agency is forthcoming and honest with all the information the auditor is required to have. The auditor is required by their standards to have the letter as proof that nothing is being hidden that could potentially change the auditor's opinion. If there's a disagreement, or a need to address a certain situation in the financial statements or in the financial records, the Service Agency has the right to consult with a third-party audit firm. The current auditor must be informed that the Service Agency is talking to that third party, so they may present their understanding of the code. Once an agreement has been reached, then the audit can move forward.
- j. There were no state compliance findings, and the Service Agency was not out of compliance with anything. The auditor is waiting for Ingrid to reupload the fraud risk assessment. There were no issues there, no internal control findings for this year, so the auditor deemed this another good year. Better controls are being implemented, and Jim (Hanzelka) and Ingrid (Swenson) are making sure they're following the new accounting principles.
- k. Ammon Jacobsmeyer sought clarification that this was a positive result. Jon Haderlie agreed that it was a positive result, and a clean one.

5. GM Updates

a. Update on operations

- i. Sprinklers. (The green section on the slide shows the online locations. The pink section on the slide shows the locations running on their own.) There are 19 locations on the Weather Track System, including two new systems that were in place but were restarted on the online system



this year. Everything is online except for the two at Sagers, because it has a line break. Once that is fixed, all of them will be online and functional. There are 14 locations with Weather Track Systems in place that are running on their own like a normal residential system would run. We want to get those added to the online system, because it facilitates operations more quickly. Weather Track can run as a stand-alone system, but if everything is brought online, we could access or shut down the system remotely. It's more operator friendly if we don't have to come in to shut it down. We can also set schedules and such more easily. Kyle Shields adds that the biggest benefit is maintenance. The maintenance crew can use a phone to turn the system on, see what needs to be fixed, fix it, and turn it off. John Wright requested clarification that the estimate to bring these 14 locations online would be about \$4,600. Jim Hanzelka confirmed that this was correct. We are in the process of deciding which locations should be brought online. The only one that isn't in the current plans is Woodland Greenbelt, because it is running on a completely different system. For it to be brought online, it would have to be rebuilt. The others will only take a flip of a switch at the provider.

- ii. Irrigation. Some of the irrigation issues are off Dawn's View Road. We have discovered many of these where the junction was kludged together, which is why it failed. The replaced system has clean joints. There is still an issue under the road somewhere that we're trying to figure out how to fix. For the most part, we fixed that part of the break. The other major line break is at Sagers Park. Once again, we're running into a lot of systems that we have to fix that were pieced together poorly. The only way to solve this is to go in and replace all the lines with current, updated good lines, but that's cost prohibitive. That means that when we do start-ups, and throughout the year, there are going to be hiccups as we must go in and replace anything that's bad. The other issue that crops up this time of year is sprinkler heads that are damaged over the course of the winter from people riding bikes, hitting them with golf clubs, or whatever else. The example is from Porter Way Park, where the sprinkler adjustments were made this year.
- iii. John Duval says that a while back, maybe last year, we talked about heads breaking and then we also talked about a heavy-duty type of head that is used in certain applications like on the golf course. He asked if this is the most cost-optimized approach. Then he stated that these are inexpensive heads being pulled out, but the ones he's referring to are more expensive. He asked if we are still optimizing spending by replacing the heads this way that get damaged every year. Jim Hanzelka replied that the short answer is yes. The problem with the bigger heads is they have a different application. The current ones cover zones. A smaller version doesn't exist. Kyle Shields adds that a little more expensive head could be used. If problems are occurring because of people turning them and they are 6504's, this will strip the gear. There is an 80-0-5 that goes around in circles, so it can't be stripped. He suggests using the second model if it will reduce replacements but adds that they're expensive. He also says that employees or staff members should be checking the date code on the parts to find out if the heads are still under the 5-year warranty. If that date code is within the five years, it can be exchanged. Jim Hanzelka confirms that is the reason the parts are saved.



- iv. Vandalism and damage. (Jim Hanzelka shows photos of damage happening to parks, bathrooms, and the golf course.) The damage to the golf course happened overnight, the night before the meeting at the 12th green on the golf course. Stansbury was relatively vandalism-free last year, but there is already a lot of vandalism and damage happening this year. We contact the police to give them a report when these things occur. The value we supplied as a replacement for that repair is \$5,000. They're looking for the individual(s), but without public help or information, we're not likely to catch anyone. The only way to stop this is to shut off access points to the course, which is expensive. Kyle Shields asked about security cameras. Jim Hanzelka said that the problem with that is unless we have a police force that's responsive enough to receive an alert and respond immediately, it's difficult to prosecute. An example was given of a case that happened two years ago, where the person was caught from a tip, there was video, but the parents swore he was at home. The county attorney elected not to pursue the charge. John Wright asked if the damage was caused by a 4x4 based on the tracks. Jim Hanzelka guesses that it is a side-by-side vehicle. Ammon Jacobsmeyer requested a post about the vandalism and damage.
- v. The bathrooms at the parks are experiencing a lot of damage. We have replaced 3 or 4 of the outer, louvered doors, which are quite expensive. There's only a single source of replacement for those doors. There have been many counts of vandalism, with people kicking in doors, jamming things in toilets and sinks, littering all over the floors, and covering surfaces with graffiti. One of the new announcement boards that were just put up a month ago to tell people who has the park reserved was vandalized at Parkview. John Wright asked if most of this has happened in the last thirty days. Ammon Jacobsmeyer asked which parks are seeing the damage. Jim Hanzelka answered that the damage has been in the last month and that Village and Parkview have been damaged extensively. He offered to provide the Board with a list. The Board discussed the nature of the damage, concluding that these are just senseless acts. Trash bags were wrapped around the can, then they took another filled trash bag and stuck it in. A screw was broken so they could pull the sign down. The bottom line is that this takes staff away from doing their regular jobs to repair all this and keep it up-to-date. This began the minute Village Park opened. The day after it opened was a Friday. After school, we received a call from a neighbor telling us that there were kids on the bathroom building roof. We went down there to find that they'd knocked soap dispensers off and damaged the inside of the bathrooms.
- vi. This seems to be a continual thing, but we don't know how we're going to control it unless we try to use cameras or come up with another type of control. Even fake cameras or posted signs about monitoring are an option. The damage has been much more significant this year than last year. This has become a huge expense. The other problem is that the way we staffed this year did not account for them filling holes or divots or fixing the damage and vandalism. The facilities crew is primarily taking on this responsibility. We may need to look at a staffing adjustment next year. John Duval said vandalism is a variable activity. Since it is undeterminable, and Jim Hanzelka said that this was not expected or accounted for by the Agency, John Duval wanted to know if the cost is being isolated so the Board will be able to do an assessment. Jim Hanzelka



said that it was not done for this meeting but could be done. The Board members agreed that this would be valuable so that it could be addressed for next year's budgeting. The suggestion was made that vandalism could be a supplemental category.

- vii. John Wright suggested creating and posting reward signs immediately around Stansbury, as well as posting on the website or social media. John Duval said that he thinks it's important that the public knows that part of their taxes are going towards fixing this. He's hoping to see a surge of support or awareness to get help from the community. John Wright agreed, saying that the public ought to know that the kids are the ones doing this. John Duval expressed that he would like to see a neighborhood watch type concept created and thought it would be more likely if they recognize that they're paying for this out of their own taxes. The Board liked the idea of offering a reward for information like they have in the past. Jim Hanzelka agreed to examine these recommendations.
- viii. Mowing schedule. There is a mowing map showing the schedule for when each area will be mowed. The same map was used last year, but there were less crew members, so mowing was done every other week. This year, we're back on schedule with mowing once a week. A mow crew lead position was created whose job is to follow up on the work the crew is doing. We're getting better results with that additional supervision because most of the parks are in pretty good shape.
- ix. In some cases where areas were missed, they have been added to the schedule.
- x. There have been far less customer complaints this year than last year. The biggest issue so far has been dandelions. We started spraying at one end of the park and are working our way to the other end. We're on the third load of dandelion killer approximately. Someone from the upper end of Village had called and questioned what we were doing about the dandelions. Jim Hanzelka told her that they were being dealt with. About a week later, she called again and said that they appreciated that we got those because the area looks so much better.
- xi. John Duval asked about the Adopt-a-Greenbelt Program and how that has been working. Jim Hanzelka responded that it was tabled because some people were going beyond caring for those spaces and trying to claim them. There are still some of those active. Jim also suggested a program called Volunteers in Parks, or VIP's, where they help clean up parks like the Adopt-a-Greenbelt concept. Our volunteer force is extremely low this year, especially compared to last year. Maybe this is because people assume that we've had a lot more tax dollars, so we don't need volunteers. We still need help to move everything along. In fact, we did not do the lake cleanup we normally do because we had no volunteers to do it. Glenn Oscarson with the cemetery was hoping to do a volunteer project and he didn't get any volunteers this year, either. We probably need to stress that we could still use volunteers.
- xii. Cassandra Arnell asked about the new plants and beautification happening all over and who is doing that. Jim Hanzelka told her that the person in charge of that is Mary Wilson. He said that she has gone through her whole budget in about two months just buying stuff for these areas. Jim then said that Mary moves fast, and suggested they visit Solomon Park to see the results of her project. Someone had come out to do edging, some sprinkler lines were rerouted for low



flow for plants, and then she got some plants and trees to be planted by a youth volunteer and his group for a youth project. There is a solid contrast to what it looked like before. Prior to Mary working on Solomon, a volunteer went through and cleaned out all the weeds about three or four weeks ago. Periodically, we have youth groups, church groups or whomever volunteering. We are trying Just Serve to get some volunteers, as well.

- xiii. Cassandra Arnell then asked about the weeds in places where there are rocks and no plants, like on the island and some of the green belts. This was a problem last year. She wanted to know what the plan is for this year. Jim Hanzelka replied that we do spray, which is a short-term solution, but that Mary said to create a long-term effect means pulling them. That's the goal now.

- xiv. Pool updates.

1. The staff has been hired and we hired a new pool manager. The staff has been hired and is being trained.
2. Lifeguard training in progress. The lifeguard training is going well.
3. Pool start up. We are still having an issue, so we called the vendor to help us flip the switch correctly. (We did lose some resident knowledge in hiring a new manager.)
4. Significant sign-ups already. We opened up registration on May 6, and by May 10, the second session of swim team was already full.
5. Looking to open pool Memorial Day weekend. John Wright questioned the times listed on the sign posted outside of the pool. Jim Hanzelka said that the times are different from last year because of the new manager's scheduling. John wanted to know why the pool is closing early. Jim said that there were complaints about not having adult swim times, so the evening was set aside for those. That would also be when people could reserve the pool for parties. Jim agreed to verify what was posted on the sign.

- xv. Other updates. The vendor just completed repairs on all the fire suppression sprinkler systems on the clubhouse and the pro shop which were in the contract. We think there still needs to be some work done in the cart area to provide additional suppression there.

- xvi. Security cameras. Security cameras are operational. Two of them are in the conference room. Everyone be aware that we are recording this meeting so we can see how that system works as a recording process.

- xvii. Mary Wilson is working on the clubhouse area, Solomon Park, and the cemetery. She's also concentrating on the horseshoe in front of the clubhouse entrance. We had all of the hardware to install a little bubbling rock fountain. She found a vendor to do that and that should be in by Memorial Day. We're also looking at several smaller projects around the park that would be between \$5,000 to \$10,000. These would be projects that we can use as filler work if we have funds and time available, once they are codified and have dollar values attached, they will be passed through the various boards and committees to discuss how we want to prioritize those.

- b. Update on capital projects

- i. Millpond Park. The latest version of the drawings are at the County and were vetted through the planning committee. They have some additional suggestions that we will try to include when we



go out for contract. The goal is to put that out by the end of the month so we can move forward during the summer.

- ii. Soundwall Trail. The Soundwall Trail proposal is still at UDOT for review. They have not responded, despite several queries.
- iii. Shoreline Improvements. We are waiting on an updated estimate and schedule from the contractor for the Shoreline Project. There is an updated requirement on the dock that a contractor will fix. There were several discussions between us, the contractor and his architect about the location.
 1. Received additional \$35,000 grant. We received a grant from the County to help finish the Shoreline Project. John Duval asked if we anticipated this grant or budgeted it as potential revenue. Jim Hanzelka answered that it was not in the budget as potential revenue, because we never assumed that the County would give us any money. We can use this to offset our part of the build fee.
- iv. Woodland Park bids. Woodland Park is out for bids. We are doing a walk- through tomorrow and the bids are due on the 26th.
- v. Parkview, Sagers, Gateway and Ponderosa fix contracts initiated. Some are waiting on parts, which is an estimated time of June.
- vi. Overhead windows bid update. We have bids back for the overhead windows, and they should fall within the budget, pending the cost for the lift. The three bids that came back range from \$39,000 to \$76,000. The original bidder is somewhere in the middle of that. The lower end of those bids fit within the budget, while the higher end one is significantly over. Once we know we have received all the bids, we'll vet them to determine what is appropriate. This lower bid also includes the tile work, while a lot of the other bids don't, so we're concerned that it might be too low. We'll know more when we dig through the bids to assess them.
- vii. Maintenance building roof bid update. We also have some bids back on the maintenance building roof. The lowest bid is \$25,000, with an upcharge if they have to build any structural underneath which we think they will. That bid should fall within the budget for that building, as well. The same thing will happen with these bids once we get them back. We'll vet them all to see what the differences are and then see if there's an issue with that bid being too low.
- viii. UORG Grants
 1. Received \$250,000 for bridge rebuild. We did get a \$250,000 grant for the bridge. Kyle Shields asked if this was planned for or not in the budget. Jim Hanzelka answered that it was not planned because we don't know if we will execute it this year. It is a 28-month grant. We receive the money as a reimbursement of expenditure.
 2. Millpond parking lot and Woodland playground not funded. We submitted two grants to the state which were not approved. One was the Woodland Park buildout, and the other one was the parking lot.
 3. Received a \$4,000 grant to upgrade disc golf at Porter Way. Cassandra Arnell applied for this grant at the last minute. We got this grant, as well.

4. Grant writers and grant results. Jim Hanzelka says that there are a lot of projects moving forward, which is positive. Brett Palmer asked who wrote the grant for the shoreline improvements, which was Jim Hanzelka. Brett then asked who wrote the grant for the bridge, which was Shawn Chidester. Shawn also wrote two others that were not awarded, including the parking lot. The parking lot grant was rewritten and submitted again, but that didn't work out. Jim Hanzelka said that we did well on the grant cycle for not having professional help. All of the Board members said thank you, it's a job well done, and it's a lot of money. They also said the updates were really good news.

Discussion Items

1. Greenbelts, parks, golf course: irrigation and general maintenance. Brett Palmer said thank you to Jim Hanzelka for bringing the mow schedule to the Board. He continued to say that he feels like the Agency has been doing a much better job because of the staff. However, to Cassandra's point, the Agency will still keep getting complaints because it feels like things just can't happen fast enough for them. He pointed out the comments on Facebook like "The Service Agency doesn't maintain our grass. It's growing tall and never mowed. It's always yellow." Brett said that he wanted to open up the discussion with the Board for recommendations or to get a feel for "how we can get on top of this, because my sincere desire is that we do the job we have a responsibility for to the public to maintain those areas." The areas he's seen look really good, but there's still lots of improvement needed. He wanted to open up general conversations.
 - a. Brett asked if Stansbury is fully staffed. Jim Hanzelka answered that we are short two people, but we're sufficiently staffed. We are not necessarily looking to staff the open spots. John Duval asked what kind of positions they are. Jim Hanzelka said that one is an irrigation spot, but we hired someone to fill one of the temporary spots. We hired two experienced people to come in as full-time positions. There's a strong crew of 33 people. Jim thought that more training would create better value, so he is looking for ways to expand that. The other spot is the mow person for the golf course. The slow start that happened with trying to get part-time mowers back meant that extra time was spent on hiring.
 - b. We are receiving less comments than last year. The main issues are voles, dandelions and gnats. We don't spray for gnats, but we did contact the mosquito abatement district and they are going to be laying that down in a trial area like Sagers, because that's the park that triggered the most complaints. People were asking about us watering when it's raining, not understanding the logistics of having a system on battery-operated timers. John Wright asked if complaints have been centered around issues that have been neglected or low priority, issues that were done wrong or related to a failure, or due to understaffing. Jim Hanzelka said there have been struggles in the past with maintaining the Greenbelt, so one improvement doesn't change the things people perceive to be wrong.
 - c. Mary Wilson has planted grass seed in some dead areas to try to revive them. We figured the best place to start improvements was the clubhouse, so that it will look nice and inviting, and then spiral out from there. We're working on places near the pickleball courts on Porter Way, hoping to see some growth.
 - d. We focused on the baseline for staff, then expanded when we found that we could make it work. For example, we terminated the contract with the people coming to clean the clubhouse and hired our own facilities crew. That also meant that we didn't have to pull any of the grounds crew, so they have more time for projects like putting down wood chips everywhere we need them. The tasks are never-ending maintenance and upkeep, so we are working to have people take care of constant work like dealing with



weeds around the golf course and its ponds. We also intend to pull the trees that are starting to grow in the ponds before they get too big. As needs arise for irrigation and upkeep, or other similar tasks, we will adjust the staffing as well as monitor where we can free up or reallocate resources for next year.

- e. In discussing the grass clippings, we have prioritized our budget to take care of bigger issues, such as repairs, and don't want to reach the point where $\frac{3}{4}$ of our budget goes to picking up grass clippings because it is so time consuming. Just mowing 400 acres is a lot. If the Board wants to spend resources on this, that can be decided for next year but it was not included in the budget for this year. The higher algae levels may be affected by the grass clippings. People fertilizing adds to the issues of the lake.
 - f. The weed mower has been out for a month. He picks up an average of 4 dump truck loads a day. This should be showing a major improvement for those that live on the lake. The water quality was poor at the start of this year, but has been improving fast.
 - g. We have stated in the lake management plan the main purpose of the manual harvest. We have the main reason for harvesting lake weeds and raking filamentous algae is the removal of the nutrients, mainly phosphorus and nitrogen, that are bound organically in them. The removal of the biomass, so not just cuttings, decreases the possibility of organic sediment buildup caused by partially digested organic matter. The cost of necessary equipment and required man hours is high for harvesting, but it can remove the weeds that have reached the surface of the water and improve the aesthetics and recreation. The harvesting equipment doesn't collect all the plant material that is cut, and working in the finger areas increases labor costs.
 - h. The suggestion is made that we could make videos to educate people more effectively on how to care for the lake.
 - i. There is some large mowing equipment not currently being used that could make the process more efficient. Jim Hanzelka said that the trailer doesn't properly haul that equipment, so we would need to rectify that to be able to haul the equipment.
 - j. As areas turn brown with the rainy season passing, the problems in the irrigation system will begin to show.
 - k. A scorecard could be used for each of the areas to measure how the area and the staff are performing. The overall feeling is that we are doing much better, there are vast improvements, and that we are making solid progress.
 - l. The question was asked about whether zeroscaping is really less work instead of different work. Jim Hanzelka said that we followed the proper procedures for zeroscaping, so we will be measuring the outcome of those projects in terms of maintenance and labor. He added that Mary (Wilson) is not looking at zeroscaping, but low water-required ground. This includes using native plants.
- 2. Treating phosphorus on golf course ponds to control algae growth and treating part of the lake
 - a. The pond treatment would use lanthanum compound.
 - b. Broad Fork recommends contracting with them for the treatment.
 - i. The cost would be similar whether we buy the chemical and do it ourselves or we do the contract.
 - ii. The cost for four treatments from June to September is \$1000 per month.
 - iii. The cost of a 55-gallon drum of Lanthanum is \$4,000.
 - c. The next step is to set up the contract and site visit.
 - 3. Discuss Special Event Policy



- a. We initially had policies in place based on Tooele County's policies, but decided that many items didn't fit our concept. Because people come wanting to use the property for private events, vendors want to sell or provide services, or hold public events, we decided to establish reasonable and uniform regulations governing the time, place and manner of holding special events on Service Agency properties, such as the public park, in order to promote and protect the public health, safety and general welfare while honoring constitutionally protected speech and assembly. The main thing we need to approve is the policy and I think we can leave like the application and the checklist and some of those more appendix-like documents to management. We also decided to create new checklists and a better detailed approach to handling special events. Much of this is new compared to what we were doing before. They used to have to come before the Board for approval. We put the bulk of that in the hands of the management team. Now they are the ones who have to approve it through the Agency, then acquire the permits and insurance, and accept the accountability for the event.
4. Public comments
 - a. Steve Lempp- 22 Lakeview. The resident brought up the topic of night fishing along the Greenbelt. There was a lot of late-night activity last year, even at midnight. We are only a couple months in so far this year, and there is a lot of activity again. People are out at midnight, 1 am, a long time after dark, fishing and making a lot of noise. Lots of neighbors have mentioned the noise issues. He has gone over to these groups, who are drinking beer and are older people, to talk to them about the noise they're making. He told one group that he had called the sheriff because he thought there was an accident.
 - b. During the day is fine, kids or adults, but people shouldn't be there at night. The location is in the Greenbelt all over the way with the water outlet. It seems to be well known that the fishing is better near the outlet pipe, which is why it attracts so many people and gains so much attention. The issues with this also include parking, because they take up the entire street and restrict movement.
 - c. Golf course issues are also brought up to point out the broader parking issues in the community. The two categories people are violating are parking all over the street or anywhere they can and the residents who park on the sidewalks all the time on the green and greenways. There are also concerns of people who are crossing the street getting hit by an oncoming car.
 - d. Suggestion is that signs be posted around the lake and in the community about fishing rules, parking, trespassing and noise ordinances so they are easier to enforce.
 - e. Brett Palmer thanks Steve for his comments and requests that Jim Hanzelka continue to work with Steve. Then Jim can come back to the board to present some recommendations.

Action

1. 2025.05.01 A
 - a. Possible board approval of the 2024 Financial Audit
 - Motion to approve with the adjustment of "city" being changed to "entity" on page 16 made by Kyle Shields. Seconded by John Duval.
 - Vote as follows:
Cassandra Arnell – yea; John Wright – yea; Kyle Shields – yea; Ammon Jacobsmeyer – yea; John Duval – yea; Brett Palmer – yea.
 - Motion passed unanimously.
2. 2025.05.02 A
 - a. Board Review and Possible Approval of April 9, 2025, Minutes

- Motion to approve made by Ammon Jacobsmeyer. Seconded by Kyle Shields.
 - Vote as follows:
Cassandra Arnell – yea; John Wright – abstain; Kyle Shields – yea; Ammon Jacobsmeyer – yea; Brett Palmer – abstain; John Duval – yea.
 - Motion passed.
3. 2025.05.03 A
- a. Board Review and Possible Approval of April 23, 2025, Minutes
 - Motion to approve made by Cassandra Arnell. Seconded by Ammon Jacobsmeyer.
 - Vote as follows:
Cassandra Arnell – yea; John Wright – yea; Kyle Shields – yea; Ammon Jacobsmeyer – yea; John Duval – abstain; Brett Palmer – yea.
 - Motion passed.
4. 2025.05.04 A
- a. Possible approval of Special Events Policy
 - Motion to approve the Special Events Policy with the required attachments and applications as a complete document made by John Wright. Seconded by Ammon Jacobsmeyer.
 - Vote as follows:
Cassandra Arnell – yea; John Wright – yea; Kyle Shields – yea; Ammon Jacobsmeyer – yea; John Duval – yea; Brett Palmer – yea.
 - 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 GM, concerns from residents, and requests for future board actions.

1. Cassandra Arnell said that she was excited to see signs posted with community events happening.
2. John Wright mentioned that he's hoping to see the priority level rising for putting lights in the tunnel. It's been two years. He also said that a resident sent pictures to him about bad tree-trimming, blaming Stansbury Service Agency for leaving jobs unfinished and doing the jobs poorly. Jim Hanzelka said that it was not the Agency's work, but then the whole Board agreed that it's a typical reflection of the community perception and they would like to change that. John then asked about the updates on the dock. Jim Hanzelka said that the redesign is almost done for a better quality dock. John brought up the no parking plan. He also praised the weed boat operation. He expressed frustration that Mill Pond isn't being looked at by the County. John inquired about the pool sign and the sound panels. Jim Hanzelka said that they have been listed for sale. John asked about the pipe near pond 6, and discussion ensued about installing clean outs during the winter to help clear out pipes. He asked for clarification on when food trucks would be scheduled. Lastly, he checked in on the easter egg hunt, which went well.
3. Kyle Shields added that he appreciated Kenny, the weed boat operator, who has also made numerous small repairs on the boat. He said thank you to all staff for doing their jobs. John Wright added that he thinks the newsletter is better reflecting what the Board would like to see. Kyle said he appreciated Jim Hanzelka for letting him do training with the irrigation techs. Because visual and hands-on training are the best types of training for irrigation, he was able to find issues at the cemetery that needed to be addressed to get his points across. John Wright stressed checking the diving boards for all the components including the retaining plate before installing them. Kyle thanked everyone again for all they do for the great community that we live in. He mentioned that volunteer numbers were down.



4. John Duval requested that the Board take a formal vote on the candidate packet.
5. Ammon Jacobsmeyer said that the dock going in is a chance to ensure that there are signs that it's for swimming only, no fishing. John Wright adds that the buoys are supposed to be installed, and Ammon responded that all the signs and buoys must go up with the dock on day one. He asked about putting in large boulders or rocks to help with shoreline improvement aesthetics. Ammon mentioned that the pageant has not had anyone sign up, and is hoping to see participation after school gets out.

Brett Palmer said thank you again, just to echo sentiments that have been expressed. He said thank you to the staff and Board, and acknowledged that a lot of things they do go unsaid, but that we do appreciate your efforts.

Motion to Adjourn

Motion to adjourn made by Ammon Jacobsmeyer. Seconded by Kyle Shields.

Vote as follows:

Cassandra Arnell – yea; John Wright – yea; Kyle Shields – yea; Ammon Jacobsmeyer – yea; John Duval – yea; Brett Palmer – yea.

Motion passed.

Meeting adjourned at 10:23 PM.

The content of these minutes is not intended, nor are they submitted, as a verbatim transcription of the meeting. These minutes are a brief overview of what occurred at the meeting.

Approved this 11th day of June, 2025.

Brett Palmer, Stansbury Service Agency Board Chair

Stansbury Service Agency Board of Directors Meeting Minutes

Date: Wednesday, May 28th, 2025

Location: 1 Country Club Drive, STE 1
Stansbury Park, UT 84074

Time: 7:00 PM

Order of Business

1. Call to Order at 7:01 PM
2. Roll Call
 - a. Board Members
 - i. Cassandra Arnell – Present
 - ii. John Wright – Present
 - iii. Kyle Shields – Present
 - iv. Brett Palmer – Present
 - v. Ammon Jacobsmeyer – Remote Attendance
 - vi. John Duval – Present
 - b. Staff
 - i. James Hanzelka – Present
 - ii. Ingrid Swenson- Present
 - iii. Shawn Chidester – Present
 - iv. Shara Darke – Present
3. Pledge of Allegiance led by Brett Palmer
4. Fire Chief Update
 - a. The fire department was not present
5. Sheriff Update, Presenter Sgt. Nick Yale
 - a. Summary of the April 2025 Report
 - i. There were 205 details (incidents), which included 129 traffic stops, 32 citations, 118 warnings, 6 accidents, 8 DUI's, 18 misdemeanor arrests, and 2 felony arrests. April is typically a slower month, but May is rising fast.
 - b. John Wright asked if the number of vandalism incidents is listed. The sheriff's office suggested that it may be lower on the list but also indicated that those would come under headings like criminal mischief. John then asked if vandalism could be moved further up the reporting list so it would be visible to the Agency, and the sheriff's office suggested that they could run a specific vandalism report if the Board wants that.
 - c. John Wright made a comment about how, in the space of about three weeks, random acts of vandalism have caused over \$5,000 worth of damage. He also said that the amount of vandalism and issues are disheartening, especially since the Agency is now spending part of the budget on unnecessary repairs, and he asked how we can increase coverage to stop crime from happening.
 - d. The sheriff's department lost two people last week. There are five deputies graduating next month, two already graduated last week, and three more are supposed to be graduating after June 22nd. The representative said that there will be roughly twelve recruits in training, but this will be happening simultaneously, so there will be a limited number of deputies with vehicles because they pair the recruits up with an FTO for the first twelve weeks.



- e. The sheriff is looking into some grant information for hiring more deputies and applying for more funding. The goal is an additional four deputies, but that could be one or two years down the road before that's implemented.
 - f. Vandalism caused by juveniles is difficult because the sheriff's department is limited in what they can do. They have to read the child the Miranda rights following the state statute, and a parent or guardian must be present. There are almost never any confessions when parents are there. If the sheriff's department can determine who caused the damage, they will ask for restitution for the Service Agency but have to consider whatever the person can afford. The Service Agency must submit a bill for the total cost for repairs that will be added to the report so there is an itemized list of costs the sheriff's office can present.
 - g. John Wright inserted that cost isn't the only issue. For locations like the golf course greens, the recovery should also be weighed in the damages. Once repaired, a golf course green takes six to seven months to recover enough to be playable.
 - h. John Wright asked if the budget for the car fleet is taken into consideration when new officers are being hired. Sgt. Yale said that they do add provision lines in the budget for vehicles as well when they are submitting requests.
 - i. John Wright thanked him for his service.
- 6. Public Comments
 - a. No Comments to Review, as no New Public Comments Were Made
- 7. GM Updates
 - a. Operations
 - i. Pool and Beachfront
 - 1. Pool Certified by County Health Inspectors on 22 May.
 - a. The pool opened May 24, 2025.
 - b. There was an issue with the chlorine pump on start-up, so it is being watched in case a replacement needs to be ordered.
 - c. The diving boards have been ordered. The manufacturer estimated two weeks for delivery, but the local vendor estimated four weeks. We hope to have those by the end of June.
 - 2. Staff are hired and are being trained.
 - a. The staff have spent the last two weeks in operational training.
 - b. Lifeguards are undergoing Water Safety Instructor Training this week, which is why the pool was only open from 3 pm to 6 pm daily for open swim. This is a new level of expertise we are adding.
 - c. Lifeguards and cashiers were required to pass drug tests. We should have a well-rounded, trained workforce at the pool.
 - d. Lots of positive comments on how well the lifeguards are managing the pool.
 - 3. There are issues with enforcing policies.
 - a. Lifeguards have to constantly remind people about safety at the pool. Lifeguards and managers are busy retraining the public on pool rules.
 - b. The policy is that 20-Punch Passes are only good for the year they were purchased in. The previous pool manager was

allowing people to buy punch passes and turn them in at any point in time. We are enforcing that now. One reason for the policy is that we budget on a yearly basis and it's difficult to account for outstanding obligations like that across budget years, particularly if we don't have any visibility to the amount.

- c. No outside food or drink is a health department regulation, but there is plenty of space for people to eat outside of the pool.
- d. No one is allowed on the deck unless they paid admission.
 - i. There is an occupancy limit for the area inside the gate and surrounding the pool, so anyone inside the boundaries counts against this number. Also, here is also no way to monitor who has paid unless they are tracked upon entry.
- e. Need to Adjust Entry
 - i. Because we hadn't planned to have someone with the sole job to monitor entry it is difficult to control. The entryway will need to be adjusted and moved closer to the cashier. John (Wright) is assessing potential ways to deal with this. For now, we will add an extra cashier/lifeguard to watch the gate.

4. Website is currently taking reservations for Lessons, Swim Team and Passes

- a. Sales and reservations for swim lessons, swim team, and pass purchases are going well.

5. Beachfront Issues

- a. The sheriff's department stopped by last Wednesday, May 21st, to ask if they could close the beachfront. Jim Hanzelka explained that they would have to do it because the Service Agency doesn't have the authority to enforce that.
- b. Issues that have occurred since last Wednesday include fighting, underage drinking, and criminal activity. We asked the sheriff's department to increase patrols, but we are aware that they are having issues with personnel.
- c. There were approximately a thousand people here on Monday. This is leading to parking issues and excessive traffic. People are parking on both sides of Clubhouse Drive, which is a narrow road. This is creating dangerous driving conditions, especially for larger vehicles. We need to develop a plan to alleviate problems.
 - i. Install parking meters/day pass kiosk.
 - ii. Post No Parking signs along Clubhouse Drive (The county coordinates with the sheriff's office to enforce the parking on that road.)
 - iii. Add a tow-away zone to the front circle in front of the clubhouse.
 - iv. Create and enforce Staff Only Parking

ii. Irrigation

1. Completed initial setup of parks and most greenspaces.
 - a. The irrigation crew has completed the setup of most of the parks. They began with the areas being used by the sports teams.
 - b. Remaining Priorities
 - i. Frontage Road
 - ii. Sagers ball field and North Parkway
 - iii. Fix of break under road on West Village, going out towards Pole Canyon Road
 - iv. Clubhouse front area on the north side
2. Training New Staff
 - a. The two new full-time employees will be in backflow training/certification next week.
 - b. We need to establish a training/assessment program for assessing the performance level of the employees for improvement purposes.
3. WeatherTrak
 - a. Currently we have 28 locations, including all of the controllers on the golf course, that are fully operational on WeatherTrak. (Some are limited by hydraulics.) There are 12 more we are working to bring online, which are currently running as stand-alone systems or on battery-run timers. Part of the delay is that there have been paperwork submission issues because of the internet. There are 2 locations we have elected not to add on immediately because of unique issues.
 - b. Additionally, we 32 battery timers around the park running other standalone controllers. Porter Way is on the Baseline system, which is a huge system. The systems not on WeatherTrak are an issue because any changes for weather or shutdowns because of breakage must be made manually. Nothing can be done online. We are looking to eventually have every location on WeatherTrak.
 - c. John Wright asked if the remaining irrigation priorities are all breaks. Jim Hanzelka said that they're a combination of breaks and bad timers. We had somehow damaged a lateral line on the frontage road that was fixed this morning. The frontage road locations have been an issue for a long time because the coverage doesn't quite seem to reach where it's supposed to. We are working to have the proper sprinklers and the proper controllers synced.
- iii. Groundskeeping and Maintenance
 1. Mowing On Track
 - a. There were two areas that needed reinforcement, but we should have that taken care of. The holiday threw schedules off by a day, so we are doing a bit of catch-up. We have received mostly positive comments about mowing and upkeep.
 - iv. Ground Repair

1. We formed a ground repair team using our facilities team when they are not otherwise engaged. They just completed the updates for Porter Way Park area, including installing sod, and they'll be moving up to Frontage Road either later this week or next week.
- v. Personnel Hiring
 1. Personnel hiring was brought up at the last meeting. We do have some open spots at the pool, which is looking to hire either another lifeguard or cashier, based on what we need to do with the gate area.
 2. The golf course has 2 full-time slots, but they're currently filling those with temporary employees. They also have 2 seasonal irrigation positions available.
 3. Operations also have a seasonal irrigation position available. These are difficult because they require a certain level of expertise. We hired 2 high schoolers for temporary positions. Shawn (Chidester) has been training one who was assisting him with the camera system installation. The other will be starting next week with the ground crew. We are also looking for two additional temporary positions, including one slot for a temporary irrigation employee.
- vi. Ice Shack
 1. The ice shack would like to set up a kayak rental station. They are requesting that the Agency rent some space to them. We chose an area at the clubhouse by the lake that's adjacent to the parking lot. The area is close to the water and mostly out of the way. We decided on a one-year test to see if this will work. They will pay us rent for the first year, and then we will assess if they wish to continue and where the best location would be. Should they decide to continue, we will write it into their contract to be part of the terms and conditions.
- b. Projects
 - i. Completed Projects/Purchases
 1. Boat Repaired and Out Working
 2. Fire Alarm System Installed – Clubhouse and Pro Shop
 3. Building Doors Automated – Clubhouse and Pro Shop
 4. Fire Suppression System Deficiencies Corrected – Clubhouse and Pro Shop. The cost was higher than expected in the clubhouse because of some damage done by a contractor two years ago.
 5. Railings Replaced Around Gazebo and Pool Area
 6. Wood Chips Added to Playgrounds
 - a. Many positive reviews have been received.
 7. Van Purchased for Irrigation Crew
 8. Verticut Reel Blades Purchased for Golf Course for Greens Maintenance
 - ii. In Progress
 1. Replace Master Breaker in Clubhouse – June (On Contract)
 2. Replace Overhead Windows in Clubhouse and Pro Shop – July (On Contract)
 - a. We just solidified the contract for the windows. They are placing the order this month. This is projected to be completed in July.



3. Install Security Cameras – June (In House)
 - a. Shawn Chidester is in charge of security camera installation, including wiring. Casey Nobles helped design the placement. About half of the cameras are in place.
 4. Repair/Replace Playground Equipment at Parkview, Sagers, Gateway and Ponderosa (On Contract)
 - a. We are waiting for parts. We anticipate this work to commence sometime in June when those come in.
 5. Install All Abilities Playground at Woodland Park (Reviewing Contract)
 - a. The planning committee has reviewed the contract for the installation and the contract will probably be let in the next few days.
 6. Repair Maintenance Building Roof (Contract Pending)
 - a. The maintenance building roof contract is in the process of being let. There was some back and forth with the contractor, but we believe we have come to an agreement on the contents of the contract.
 - b. John Wright wants to assess performing an add-on afterwards to improve ventilation, but non-powered ventilation fans are being installed on that building as part of the current contract.
 7. Utility Vehicles for Parks and Golf Course – Ordered in March
 - a. We ordered utility vehicles back in March that were in the budget for both the parks and golf course. We expect those to arrive about July. We also have the possibility of saving some money because we received information that they may have some valuable used vehicles which don't have a lot of wear and tear on them. We are hoping to pick up a few of those, because they are being sold at a cheap price.
 8. 2 Diving Boards Ordered for Pool – June
 - a. The diving boards should arrive in two to four weeks.
 9. Bridge Rebuild Planning – Ongoing
 - a. We received the bridge grant, so there is money in the budget to start planning for that. We can potentially execute the grant over the next year.
 10. Millpond Park – County Review for 5 June
 - a. The Millpond Park proposal is at the county for review on the 5th of June. We are hoping for a green light and prepping an RFP to be ready to be issued as soon as we have confirmation.
 11. RFP out for Impact Fee Use Plan Update
 - a. We have an RFP out to update our impact fee usage plan.
- iii. Planned But Not Started
1. Oscarson Park Design
 - a. Project Oscarson is one that we have in the impact fee budget but haven't started yet. We're going to start creating the Oscarson park design like we did on Millpond, so we'll have a solid plan from the beginning.

2. Smaller Equipment Purchases –Sidewalk Grinder, Ice Machine at Pro Shop, 2-3 Used Utility Vehicles/Trucks
 - a. There are some smaller equipment purchases still outstanding, which are the sidewalk grinder, ice machine at the pro shop, and the couple of vehicles we hope to buy used at a lower rate.
- iv. Proposed
 1. These are future projects that are not currently reflected in the budget. The plan will be to schedule them for next fall. The primary aim has been to choose what to do with money leftover at the end of the year, if there were any. The planning committee prioritized looking at Millpond Park.
 2. Finish Rebuild of Millpond Park
 - a. The parking lot and the bathroom need work, and we believe these can be completed for minimal cost.
 3. Replace and Upgrade Golf Path around Tee 1
 - a. There is an issue with the golf course that goes from the clubhouse to the number one tee. It's settling in a slant and there's a drainage area that's off on one side. The way that's laid out means it's constantly being driven over so whatever we do has to take multiple problem factors into account. We have examined several ways to do that so that it's not becoming a problem area.
 4. Siting of new Library Drop Box and Concrete Area Around Large Map by Clubhouse- high traffic area where grass can't grow.
 - a. We have a bid to complete this. We are also looking at installing the large drop box that was purchased years ago from another library. We reviewed the costs to put a cement pad next to the current shed being used by the ice shack to locate that larger box off the sidewalk and remove the smaller one that's there. We would then also look at adding a concrete pad in front of that box out front. That's another area which is highly trafficked, so we cannot get grass to grow there. We either need to install concrete or gravel to keep it aesthetically pleasing.
 5. New Cart Prep Area at Pro Shop- move to other side of the wall.
 - a. We reviewed plans for a new prep area for the carts. The current area leans forward, so we are deciding how to utilize that. The current cart prep area also runs directly behind the building. The proposal is to move it to the other side of the wall so that the pro shop will have an open area for flexibility to use the patio.
 6. Rework of Area in Front of Pro Shop- zero scape or some aesthetic to make it look nicer (based on complaints about area in front of clubhouse)
 - a. We are looking to rework the facade of the pro shop, keeping zero-scaping or a pleasant aesthetic in mind.

- b. One of the small projects we completed is the little fountain that was installed in front of the clubhouse from materials we mostly had on hand. There was some money in our gardeners budget to complete that project. We've been receiving comments about that for a couple of years.

7. Redesigned Area for Woodland Park

- a. One of the issues we had with the Woodland original design was the swing area that went across the whole back of the park. That would have taken out this tree, which is one of the few trees left in Woodland Park. When we had the contractors on the grounds, we looked at adjusting that swing set area so that we could save this tree. We are designing the layout to fit the tree, the all-ability playground, and the swing set.
- b. Received 5 bids ranging from \$132,000 to \$276,000. The lowest bidder is PlayTime, who was the original vendor for us when we bought the equipment. Kyle Shields provided his expertise and agreed with the choice. We will inform the bidder shortly.
- c. All Abilities Playground
 - i. John Wright was concerned about the amount of money going into the improvements and development of the park when it could simply be vandalized and destroyed.
 - ii. John Duval suggested a vandalism budget of \$60,000. If people won't monitor the community, then the budget goes up for this. He would like to create a line item in the budget and discuss it with the community.
 - iii. Reward notices and signs to deter vandalism were mentioned. John Wright has a sponsor assisting with those.
- d. Maintenance Roof Rebuild
 - i. Contract
 - 1. Working through a state approved consolidator – Garland DBS
 - 2. There were 3 bidders that applied through the process.
 - 3. Bids ranged from \$25K - \$33K.
 - 4. Planning Committee Selected the Lowest Bidder – American Roofing
- e. Overhead Window Replacement
 - i. The overhead window replacement falls within the clubhouse budget of \$30,000. We elected to do the golf course at the same time, due to the similarity of the windows and the minor cost increase to the budget.
 - ii. The repair involves the replacement of glass, repair of frames, removal, and replacement of some roof tile.



- iii. Since similar issues were found at the Pro Shop, we are adding it in with reallocated money at the same time for efficiency.
 - iv. Received 3 Bids
 - v. 2 Glass Companies bid \$54,000 and \$64,000 respectively (did not include the tile work)
 - vi. RI Roofing bid \$44,000 for window install, \$48,000 for the whole project, including tile work – review of company references was outstanding
 - vii. The Planning Committee selected the lowest bid for the project.
 - f. Shoreline Improvements
 - i. A Schedule Risk occurred with the contractor for this project. He has gone silent, so we gave him a deadline of the 1st of June to contact us. We had a second contractor review the bid, and he provided us with alternate cost information. He said that the budget with the upgrades the planning committee suggested was not possible at the quoted rate based on material cost alone. We will probably submit a new RFP for that project. We already have one vendor that's willing to do it.
- c. Finances
 - i. Operational Budget Revenue Chart
 - 1. This chart covers the current year-to-date, which is January to April 2025. The approved budget for each department and the total budget is in the first column.
 - 2. The second column is the amount we planned to spend to date.
 - 3. Column 3 is the revenue we've received to date. The data comes directly out of our financial report.
 - 4. Using those three data points, we make two calculations to look at the spending rate to date.
 - 5. Column 4 shows the variance in actual revenue from expected revenue. Column 5 expresses this variance as a percentage. All revenue variances are positive, meaning we will generate more revenue than expected.
 - 6. The high variance shown in this calculation in the General Government line comes primarily from the revenue we received from the purchase of water rights. That \$600 water purchase was unexpected and will provide additional funds in the out years.
 - 7. Suggestions for the best way to utilize that money.
 - a. If we need to reallocate the money this year, we will go through the budget adjustment process.
 - b. Money could be allocated for next year.
 - c. Reserves could be applied to a vandalism budget.
 - d. Based on additional data, potential projects will be reviewed in August.

- e. The current plan is to carry it over the excess amount to the next budget cycle.
 - 8. Additionally, two major operational departments, the golf course and the recreation areas, are ahead of budget in terms of revenue. We expect this trend to continue in the future. We are predicting that, relative to what was anticipated for the budget as revenue, the total will exceed the annual operational budget revenue by 20%.
 - 9. Column 6 shows the revenue expected for the year from April 30 to December 31 for each department from their original budget. It is a simple calculation made by subtracting the amount in the original budget from the amount received to date.
 - 10. Column 7 is the General Manager's estimate of how much revenue will be generated by each department for the rest of the year.
 - 11. Column 8 is the total amount expected to be received for the year and is the sum of revenue to date and expected revenue for the rest of the year.
 - 12. Columns 9 and 10 is the total variance expected to be received from the expected revenue, expressed as an actual number (column 9) and a percentage (column 10).
- ii. Operational Budget Expenses Chart
- 1. Columns 1, 2 and 3 show the original budgeted expenses, the estimate to have been spent to date, and the actual expenses to date. As above the calculated variance is shown as a number (column 4) and a percentage (column 5).
 - 2. All departments are ahead of budget, having spent less than expected. Hiring was slower than anticipated and in some cases, we had to higher at a lower skill level that commanded lower pay rates. This reduced the initial costs. Additionally, we hired more workers as temporary or seasonal, which further reduced costs.
 - 3. Columns 6,7 and 8 show the original budgeted expenses, the estimated costs to complete the work and the projected final expenses for each department. Columns 9 and 10 show the calculated variance of the final costs from the budgeted costs as a number and a percentage, respectively.
 - 4. It is anticipated that costs will increase in the latter part of the year because execution will be slowed by a lack of numbers and expertise in the workforce initially, which will have to be made up later in the year by additional staff or overtime work to complete all the work.
 - 5. Estimates are showing that there is projected to be about \$255,660 in remaining funds at the end of the year, unless that money has to be reprogrammed to respond to unexpected issues.
 - 6. John Duval asked how we are prioritizing the excess money that we have. Jim Hanzelka said that he was looking at using it as carry-over right now, but conditions may change and require that money to be reprogrammed to other uses in 2025.
- iii. Capital Project Funding
- 1. The 2024 funding carryover to 2025 was \$572,447.

2. The projected 2025 carryover to 2026 would have been \$458,020 from the base budget. The tax increase from one Service District could potentially add another \$150,000 and the sale of water rights will add another \$600,000, which results in a total carryover amount of \$1,208,020. Currently the \$458,020 is allocated to Capital Projects. The remaining amount will be allocated during the budgeting process.
3. Capital Project Expense Summary
 - a. Much of the equipment and project costs have been lower, or near the projected costs, so we anticipate being slightly below our budget numbers.
 - b. Impact fees expenses have not been high so far this year, because the largest difference is the soundwall trail execution has been pushed to 2026. That will move both revenue and expense into the next year due to the delay of the project. Other project timelines have shifted as well. We will begin executing projects like shoreline development later this year.

Discussion Items:

- Board Compensation Policy
 - Cassandra Arnell says it's a move to limit some benefits for board members so as not to impact revenue for the Agency.
 - Requires better record keeping because the Agency will now have to account for the use to taxing entities.
 - John Duval asks if the exemptions which are not monetary include items like specifications for use of the golf course. Cassandra Arnell said yes.
 - John Wright indicated the changes that they are suggesting were to help retain board members and entice others to become involved but not create a financial burden for the agency.
 - John Duval asked if it affected benefits of those from a decade ago. John Wright responded that in general no, but they are subject to the same scheduling.
 - John Wright noted that early reservations kept people from reserving key dates and potentially reduce revenue for the Agency.
 - Cassandra Arnell requested that board members review the document and submit any changes to her by Monday (June 2) so the policy committee could take action on them.
 - John Wright said he is happy to discuss with anyone.

Ammon Jacobsmeyer questioned the cancellation policy cost. The response was that it is an attempt to get people to cancel as early as possible so the Agency will have a better chance to rent the venue.

Action Items:

- 2025.05.05 A
 - a. Board Review and Possible Approval of The Little Library at Garrett Park
 - Family public comment- Melissa Knudsen and her sons wish to put in a little library at Garrett Park as their service project for the year. They met with the Library Board, as well as talking to those in charge of the park and seeking information from others who have little libraries.
 - A little library is a wooden outdoor structure that is about 22" squared. It would be located near the park benches, posted near but not on the sidewalk. The board wants it located where it will be out of the way of maintenance. The



- family would like the library on public property to invite more people to participate. It would function year-round.
- The family would be responsible for maintenance, asking for books, and keeping it stocked. There will be a blurb of whom the books are provided by. The board requested a plan for handing it off to a new caretaker should the need arise.
 - The library can easily be removed if it becomes a problem.
 - Motion for the Knudsen family work with the little library to proceed, made by Cassandra Arnell. Seconded by Kyle Shields.
 - Vote as follows:
John Wright – yea; Ammon Jacobsmeyer – yea; Cassandra Arnell – yea; Kyle Shields – yea; Brett Palmer – yea; John Duval – yea.
 - Motion passed unanimously.
- 2025.05.06 A
 - a. Board Review and Possible Approval of April 2025 Financial Statements, Journal Entries, and Expenditures
 - Motion for approval made by Kyle Shields. Seconded by Cassandra Arnell.
 - Vote as follows:
John Wright – yea; Ammon Jacobsmeyer – yea; John Duval – yea; Cassandra Arnell – yea; Kyle Shields – yea; Brett Palmer – yea.
 - Motion passed unanimously.
 - 2025.05.07 A
 - a. Board Review and Possible Approval of moving June 18, 2025, Board Meeting to June 17th and canceling the Aug 13, 2025, Board Meeting
 - Brett Palmer requested the change for June due to his absence and the suggestion was made to move August because of Stansbury Days. Kyle said that he would be gone on June 17 and 18.
 - Motion to move the June 18th Meeting date to June 17 and cancel the August 13th Meeting made by John Wright. Seconded by John Duval.
 - Vote as follows:
John Wright – yea; Ammon Jacobsmeyer – yea; Cassandra Arnell – yea; Kyle Shields – abstain; Brett Palmer – yea; John Duval – yea.
 - Motion passed.
 - 2025.05.08 A
 - a. Board Review and Possible Approval of the 2025 Candidate Packet
 - Ingrid Swenson presented the candidate packet.
 - The original packet was presented to the Board in 2022. The main change to that packet is to the letter. We just added one sentence and removed the primary election information because, as a special district, we're not obligated to have primaries.
 - The legislature has decided this year that all candidates have to fill out a conflict-of-interest form. We added a bit more detail on what the board trustees' responsibilities and qualifications are.
 - If there are more candidates than spots open, we must hold an election. The cost of the election has gone up, so to save money I removed that date as far as the packet itself.
 - John Wright assisted in reviewing laws and the packet to make it as complete as possible. Filing opens June 2nd and closes on June 9th at the end of business

hours. Ingrid Swenson will be responsible for verifying the candidate, including that the declaration of conflict-of-interest form is complete.

- The Policy Committee reviewed the requirements and provided input to update the information, including what they wanted to see in terms of service.
- Cassandra Arnell commented that there are two seats available on the Greenbelt Service Area and the Recreation Service Area.
- The goal of the committee was to be more informative about time commitment and responsibilities.
- Brett Palmer wanted room for modification. He pointed out that the paperwork says, “the time commitment of a trustee will be a minimum of 10 hours per week.” He said that's two hours per weekday according to his calculations. He understood giving an idea of Board expectations, but there are those who serve more time, and those who serve less. The wording sounds mandatory. John Duval talked about Board responsibilities vs non-Board hours, and how that can be a significant time difference.
- John Wright would like to see greater commitment from candidates, but conceded that this may need to be a flexible point.
- Motion to approve with change that the final sentence says “time commitment is expected to be 7-10 hours a week on average” or something similar made by Cassandra Arnell. Seconded by Kyle Shields.
 - Vote as follows:
 - John Wright – yea; Ammon Jacobsmeyer – yea; Cassandra Arnell – yea; Kyle Shields – yea; Brett Palmer – yea; John Duval – yea.
 - Motion passed unanimously.

Board Member Reports and Discussion Items

1. 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. Cassandra Arnell had questions and comments based on discussions with residents. Some people were requesting a carp disposal area. John Duval said that carp tournaments were starting up because the fish is gaining in popularity. He asked what the risk and environmental impact could be. He also wondered what it would take to do lake research on that, like the impact of the grass they eat or how much algae growth their population causes. If the carp aren't getting out of hand, perhaps some harvesting could work. John also commented that the geese are worse. Catch and release is supposed to be reserved for game fish. Another suggestion was that we take a 5-day break from mowing around the timing of the bass spawn. Where the spawn is happening, when the full moon happens, are both conditions that could affect the fry. Cassandra also brought up trash in the greenbelts. Jim Hanzelka said that we filled two dumpsters full this week. Cassandra said that people are concerned about food lures. DNR has said not to use hot dogs and such for lures. John Duval said that damage occurs to fish in catch and release situations and becomes a big problem. Jim Hanzelka will contact the DNR to request more patrols. Cassandra would like to see a check-in on tilapia, also. Her final comment was that the Agency needs to get the 5 acres back.



- b. John Wright said he's tired of the Agency spending money on new builds and acquisitions that we then have to fix because of vandalism. The vandalism here made KSL news last night.
- c. John Duval said he would like to see an initiative to facilitate organizational structure, such as how responsibilities are delegated, who does what, and who reports to whom. This would also include procedure on the annual planning process, schedule, and deadlines. John Wright likes the idea. He requested a vote for consideration, which Cassandra Arnell and Brett Palmer said yes to, but Ammon Jacobsmeyer said not at this time, and Kyle Shields had to leave.
- d. Brett Palmer said that we have the 5 acres that Cassandra Arnell had discussed in our possession. The trail around Sagewood is phase 1 near Village Blvd. Phase 2 is behind the part where the trail continues. He requested that the whole parcel be designed and then the Agency has the opportunity to approve the specifications and install the asphalt trail. Brett added that, in the past, the Agency hasn't had say on property deeded to the Agency, so he wanted to have say in denying or passing over property that would not be beneficial to the Agency. If the Agency could be forced to maintain items that are useless to us, we don't want the deed, and it should be given to others. He has also seen the results of the irrigation issues, seeing some brown spots already. Jim Hanzelka said that we do water during the day. John Duval said that timing matters for watering. Brett wants to examine the chemical for treating phosphorus, including looking at the dispersion rate. Reducing the size of the lake was mentioned, and John Duval said that would be a big budget issue.

- 2. Brett Palmer thanked the staff and acknowledged the work of the board members.

Motion to Adjourn

Motion to adjourn made by John Duval. Seconded by Cassandra Arnell.

Vote as follows:

John Wright – yea; Ammon Jacobsmeyer – yea; Cassandra Arnell – yea; John Duval – yea; Brett Palmer – yea.

Motion passed.

Meeting adjourned at 9:54 PM.

The content of these minutes is not intended, nor are they submitted, as a verbatim transcription of the meeting. These minutes are a brief overview of what occurred at the meeting.

Approved this 11th day of June 2025.



STANSBURY
SERVICE AGENCY

Parks and Recreation

Brett Palmer, Stansbury Service Agency Board Chair

DRAFT

2.20 COMPENSATION

A. Financial Compensation

Each Trustee may receive compensation for service in an amount allowed by (UCA) 17B-1-07, as determined by the Agency Board through the Budget Procedure Policy (TBD).

1. Each Trustee is eligible to receive a per diem and be reimbursed for travel expenses for up to twelve (12) pre-approved meetings or activities per year, in accordance with Utah Division of Finance guidelines.
2. In addition to any other compensation a Trustee receives, each Trustee shall be reimbursed by the Agency for all actual and necessary expenses incurred in performing the Trustee's official duties.
3. Trustees are ineligible to participate in any Utah Retirement Systems Defined Benefit Plan offered due to their limited, part-time status but may participate in any Retirement Savings Plan offered as permitted by Utah Retirement System [See www.urs.org]
4. Trustees are eligible to participate in any Agency group insurance policies. Any cost will be paid entirely by the Trustee.
5. Pursuant to the Interlocal Agreement of 1992, there shall be no additional compensation to Trustees for their simultaneous role as a Director of the Agency, including any additional role as an officer of the Agency.

B. Non-financial Compensation

The Service Agency will manage non-financial compensation to Trustees according to the following objectives: (1) supplementing the financial compensation to Trustees at either insignificant cost or insignificant loss of revenue to tax-paying residents, (2) encouraging use of the facilities by decision-makers to improve awareness and effectiveness, and (3) encouraging individuals to make long term-commitments to serve.

1. Current Trustees

Current Trustees (whether elected or appointed), their spouses, and minor children may receive free use of all properties and amenities owned or operated by the Agency with the following limitations:

- a. Free use of the golf course includes (i) greens fees except during peak hours of 7 am-12 pm on Saturdays and Sundays, (ii) golf carts (if staff determines use would not impact the availability to paying customers), and (iii) the use of the driving range and range balls is limited to one hitting spot and to two buckets per day. Reservations are advisable as tee times are limited.
- b. Swimming pool use includes open swim, adult swim, swimming lessons, and swim team participation. Registration for swimming lessons and the swim team is required, as space is limited.

- c. Facility rentals include all Agency-operated rental facilities (e.g., Clubhouse, Gazebo, Pavilions, Swimming Pool, and Pickleball Courts). With respect to facility rental, rental fees are waived, but any other fee or marginal cost to the Agency and deposits must be paid by the Trustee (e.g., lifeguard fees, cleaning fees, damage fees/deposits, and alcohol serving use fees/deposits), as noted in the Current Version of the Annual Fee Schedule.
 - i. Advanced bookings (those made more than two weeks before the desired date) for free use of facilities for private events shall be limited to one event at each facility per year. Such advanced bookings shall not be made on Fridays, Saturdays, or holidays (including federal and state holidays, as well as Christmas Eve and New Year's Eve). If advanced booking is canceled, the reservation deposit will be refunded only if the venue can be rented for those dates.
 - ii. Additional bookings for free use of facilities for private events may be scheduled within two (2) weeks of the desired date, subject to availability of the facility, with no blackout dates.
- d. The Trustee only shall receive a twenty percent (20%) discount on regularly-priced apparel items sold by the Agency.

2. Former Trustees

- a. Former Trustees who began their service prior to January 1, 2025, and who have completed four or more years of service, their spouse, and minor children may receive the same benefits as Current Trustees, except that there shall be no discount for apparel purchases. These benefits apply only as long as they reside within Agency boundaries with no end date.
- b. Former Trustees who began service on or after January 1, 2025, and who complete four or more years of service, their spouse and minor children may receive the same benefits as Current Trustees, except there shall be no discount on apparel purchases once they leave office. These benefits apply for a period of two years following their service so long as they reside within Agency boundaries.
- c. Former Trustees who began service on or after January 1, 2025, and who complete eight years of service, their spouse, and minor children may receive the same benefits as current trustees, except there shall be no discount on apparel purchases once they leave office. These benefits apply only as long as they reside within the Agency boundaries with no end date.

3. Minor Children. For purposes of this non-financial compensation section, a minor child is a person for whom the Trustee is their caregiver and who is 19 years of age or younger.

4. Exceptions. Managers of each asset (e.g., Golf Course Manager, Pool Manager, and, in the case of other facilities, the General Manager) may make exceptions to the guidelines below to grant or deny a certain benefit in accordance with the above-stated objectives. See paragraph B Non-Financial Compensation, items 1,2 & 3. Managers of each asset will log each use under this policy (noting the date, time, facility, exceptions granted, and reason for each exception) and present the log to the GM monthly.
5. Limitations.
 - a. These benefits do not include any discounted cemetery fees and are not transferable.
 - b. Upon the death of the Trustee, all benefits cease.
6. Requirements. Current and Former Trustees must submit W-4 and/or other forms required by law in order to receive financial and nonfinancial compensation. Former Trustees must have a Form W-9 on file with the Agency at the beginning of each calendar year. Failure to have the IRS forms on file will result in benefits being denied until the forms are submitted.
7. Records. It shall be the responsibility of Agency management to keep a record of current and Former Trustees and their benefit status and benefits used. Such records shall be made available to all relevant department managers.
8. Review. This non-financial compensation policy for Trustees and the above-listed guidelines shall be reviewed in its entirety by the Service Agency Board of Directors every four years, beginning in May of 2025.