

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 Jacobsmeier 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 3.69 acres that Cassandra Arnell had discussed. It has been deeded and is 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