



Combined Stansbury Recreation Service Area, Stansbury Greenbelt Service Area, and the Service Agency Board of Directors Meeting Minutes

Date: Tuesday, June 17th, 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 – Absent (He gave notice that he couldn't attend before the meeting was moved.)
 - iv. Brett Palmer – Present
 - v. Ammon Jacobsmeyer – Absent
 - vi. John Duval – Present
 - b. Staff
 - i. James Hanzelka – Present
 - ii. Ingrid Swenson – Present
 - iii. Shara Darke – Present
3. Brett Palmer noted that there were no members of the public in attendance at this time. Pledge of Allegiance led by Brett Palmer
4. Sheriff Update
 - a. Sheriff's officer's personnel were out on calls and not available. (An officer would stop by later just to check in.)

Motion to close the Stansbury Service Agency meeting and enter into the Stansbury Recreation Service Area and the Stansbury Greenbelt Service Area Board of Trustees Meeting made by Cassandra Arnell. John Wright seconded the motion.

Vote as follows:

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

Motion passes unanimously.

Stansbury Recreation Service Area Board of Trustees Meeting Minutes

Order of Business

1. Call to Order by John Wright at 7:03 PM.
2. Roll Call
 - a. Cassandra Arnell – Present



- b. John Wright – Present
- c. Kyle Shields – Absent
- d. One member of the public is present.

Action Items

1. 2025.06.01

- a. Presentation of the Resolution Adopting 2025 Final Tax Rates and Budgets.
 - i. John Wright spoke about the Certified Tax Rates from the State Tax Commission, as shown on a chart (which was displayed at the meeting). He provided details stating that the State Tax Commission had set the certified tax rate at 0.001408. The State Tax Commission representative said to the Agency that, although the number shown was slightly above the state-mandated limit, the tax commission had set that limit based on projected values at the end of the year. He stated that the numbers indicated that enough properties had decreased in value to offset any new revenue the district would get from new construction. John added that the total amount of \$ 0.001408, which was awaiting approval from the district, was set by the Tax Commission to maintain the current revenue level and did not represent a tax increase.
 - ii. Public comment on the Resolution Adopting 2025 Final Tax Rates and Budgets.
 - iii. Brock Peterson—6619 North Star Discovery – He had a question about tax rates. John Wright responded that not everyone within the boundaries of Stansbury is taxed by the district. He also mentioned that some people pay taxes to SPID (Stansbury Park Improvement District) but not to SSA (Stansbury Service Agency). John added that it was because Tooele County didn't do its due diligence in having those developments annexed into the service districts. Brock said that the GIS Map should reflect the proper tax district for transparency and clarification. Jim Hanzelka stated that accurately annexing homes into the district before they were built was a problem, but those issues should have been addressed for future development. The 2019 Interlocal Agreement required developers to annex their property into the Agency, unless the Agency dictates otherwise.
 - iv. Cassandra mentioned that she believed the certified tax rate had been fully vetted through all the appropriate committees, boards, and public comment.
 - v. John Wright moved to close the public comment section of the meeting. Cassandra Arnell seconded the motion.
Vote as follows:
Cassandra Arnell – yea; John Wright – yea.
Motion passed.
 - vi. Board Review and Approval of the 2025 Certified Tax Rate and adopting the Resolution with a Revenue of \$1,529,794 and Tax Rate of 0.001408.
 - vii. Cassandra Arnell moved to approve the 2025 Certified Tax Rate and adopt the Resolution with a Revenue of \$1,529,794 and Tax Rate of 0.001408. John Wright seconded the motion.
Vote as follows:
Cassandra Arnell – yea; John Wright – yea.
Motion passed.

Motion to adjourn the Stansbury Recreation Service Area Meeting made by John Wright. Cassandra Arnell seconded the motion.

Vote as follows:

Cassandra Arnell – yea; John Wright – yea.

Motion passes.

Stansbury Greenbelt Service Area Board of Trustees Meeting Minutes

Order of Business

1. Call to Order by Brett Palmer at 7:13 PM
2. Roll Call
 - a. Brett Palmer – Present
 - b. Ammon Jacobsmeyer – Absent
 - c. John Duval – Present
 - d. One member of the public is present.

Action Items

1. 2025.06.01
 - a. Presentation of the Resolution Adopting 2025 Final Tax Rates and Budgets.
 - i. Brett Palmer requested clarification about whether we are required to adopt and approve the certified tax rate by a certain date, which is June 20th. Jim Hanzelka said that this was correct. Brett expressed that one of his concerns is with the assessor's office, as we received this information on June 8th.
 - ii. Public comment on the Resolution Adopting 2025 Final Tax Rates and Budgets.
 - iii. Brock Peterson—6619 North Star Discovery – Brett Palmer asked Brock to expand on his statements from the previous (Recreation) meeting. Brock had questions about why some subdivisions are being taxed differently. Jim Hanzelka stated that to be included in the special district, properties must be annexed into it. He said that certain building phases were constructed with the developer having the option to annex in or not. The developer opted not to annex it into the Service Agency. The Service Agency approached the county commission in 2019 and said that we shouldn't have a hodgepodge of homes, where some were in the Service Districts and some were not. The Agency requested a mechanism to require developers within our defined boundary to annex into the Service Districts, unless we explicitly state that we don't want them. An Interlocal Agreement was created between the county and the Service Agency in 2019, which mandated that all developers henceforth had to annex into the Service Agency unless the Service Agency opted not to require them to do so. Everything that's been built after that codicil or that agreement has been annexed into the Service Districts. The problem lies with homes that were built before this condition existed, and the developers opted not to annex their development into the Service Districts.
 - iv. Brett Palmer added that several different subdivisions are not part of the Agency, but are receiving services. Brock Peterson said that he was frustrated about those people receiving services and amenities from the Agency. Brett responded that the issue is that a 90% vote would be required to change that. Brock asked how the Agency will prevent future issues with mass developments based on the growth we've seen so far already. Jim



Hanzelka said that there was no way to enforce annexation before, but with the Interlocal Agreement, we can now say that if homes are receiving water or sewer, they need to come to the Service Agency. He continued to say that if it makes sense for the Service Agency to maintain parcels in a subdivision, they're required to annex, and the county will back us now with the three-way agreement moving forward. Brett Palmer stated that there are parcels and parks that require maintenance, and any property within those boundaries can be forced to be annexed. John Duval mentioned that it is not just a local issue; many people from outside the community come to use the lake and other amenities, including those from the Salt Lake Valley. It is difficult to restrict that and say that only those in the Agency can use the amenities here.

- v. Board Review and Approval of the 2025 Certified tax rate and adopting the Resolution with a Revenue of \$1,529,794 and Tax Rate of 0.001408.
- vi. Motion to approve the 2025 Certified Tax Rate made by John Duval. Motion seconded by Brett Palmer.
Vote as follows:
John Duval – yea; Brett Palmer – yea.
- vii. Motion passes unanimously.

Motion to adjourn the Stansbury Greenbelt Service Area Meeting made by John Duval. Brett Palmer seconded the motion.

Vote as follows:

John Duval – yea; Brett Palmer – yea.

Motion passes unanimously.

Motion to adjourn Stansbury Greenbelt Service Area Meeting and enter into the Stansbury Service Agency Board of Directors Meeting made by John Duval. Brett Palmer seconded the motion.

Vote as follows:

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

Motion passes unanimously.

Stansbury Service Agency Board of Directors Meeting Minutes

- 5. Review of Public Comments from the last meeting
 - a. There were no public comments to review.
- 6. Public Comments
 - a. No public comments were made.
- 7. General Manager Updates
 - a. Operations
 - i. Pool issues
 - 1. We received an EPA complaint last Thursday that the backflush effluent coming from our swimming pool filters is flowing directly into the lake. That is not allowed by the EPA requirements. We received approval from SPID to introduce



that into the wastewater system, so on Friday, we redirected the effluent flow into a collection basin, which is essentially a vinyl tub. That is pumped out daily and moved to a dump station using a separate mobile container. The long-term solution is to connect directly to the wastewater system, but we'll need to problem-solve regarding the connection point, design a system, determine the cost, and construct the attachment plumbing. Once we have all that in place and can execute a plan to fix this permanently, we'll move forward with that plan. Until then, we will continue to operate using this temporary fix. Jim Hanzelka said that he would have mentioned the grandfathering clause to the EPA, but he didn't have enough information.

- ii. Remediation plan
 - 1. Short-term actions
 - a. Collect the backflush effluent in a catch basin and dump it into the wastewater system.
 - b. Received approval from SPID for effluent water being put into the wastewater system.
- iii. Damage to Frontage Greenbelt from UDOT SR-36 widening project – north
 - 1. We are investigating whether UDOT is within its boundaries or encroaching on our Agency's property. Several people have reviewed it, and the boundary is not clearly marked in some areas, making it difficult to determine if the grading is impacting the greenspace. There is some damage to the plants, but it is minimal. The piping in the ground is old from older systems, and Kyle Shields said that the sprinkler they dug up is an older hydraulic head, which would indicate it is from an abandoned system. There is some vehicle damage, but as noted, it is difficult to determine if it is to our property or not, and whether UDOT will need to remediate it. The sprinkler systems we're using seem to be unaffected by UDOT.
- iv. Damage to Frontage Greenbelt from UDOT SR-36 widening project – south
 - 1. The tubing pulled from the ground contains wiring. Our system is watering, so we believe it is from the old system. The digging by UDOT is disturbing the ground wildlife. The gophers are causing extensive damage, despite our crews' daily attempts to remove them. John Wright asked if there was anything we could do to be rid of them, and Jim Hanzelka responded that he didn't know of any other way besides the treatments we are already using.
- v. Irrigation for the golf course will require a planned shutdown of the watering system to repair the sprinkler issues on the back nine. This is because the sprinkler heads are under constant pressure, and there are several that need to be repaired. The shutdown would potentially be for two or three days.



- vi. The operations crew is currently working on three areas: Clubhouse Road, Frontage Road, and Rabbit Ditch. All the sprinklers and timers in the clubhouse and lakefront area have been repaired and tested. They're currently overwatering this area to try and bring the grass back up to where it should be. Once that is done, we will look at places that have to be resodded or reseeded to fill in spots that have been damaged over the years.
 - vii. We received many positive comments about the duckling rescue performed by Gordon Smith, as well as members of the fire department and others. A group of ducklings fell into the storm drain system, and they were pulled out.
 - viii. The pool has had lots of positive comments about improved operation and the presentation of the staff.
 - ix. There have been a lot of Facebook posts complimenting the results from the boat mower. He's been doing a good job all year.
 - x. There were more issues today at the lake. There was a teenager who threw a bottle at a family. That bottle shattered on the ground, and an individual cut his foot on the broken glass. We called the sheriff and supplied pictures of the individuals involved. The sheriff took a report from the lady who was being sworn at and had the bottle thrown at her. We hope to gain traction on catching people. This highlights the need to complete the last cameras on the other side of the clubhouse, which will provide better coverage. At the same time, the fire department showed up to assist a teenager who had gotten a fishhook in his toe from using the fishing dock. The fire department ended up taking him away for medical assistance.
- b. Projects
- i. Bids for the dock project are due today.
 - 1. We expect to have two bidders. England Construction has already submitted a bid that is within our schedule and cost. We are waiting on the bid from Russell Welding. We provided cost and schedule requirements for them, as well as the original plan, and asked that they supply recommendations for the most they could accomplish within those requirements.
 - ii. Window replacement is due to start this week.
 - 1. The issues with the lift that could have delayed the start of this project have now been resolved, and they are scheduled to arrive on June 25.
 - iii. The Soundwall Trail status is that we are attempting to define this project with the state better.
- c. Finances
- i. General Fund 10 Revenue Summary- January through May 2025
 - 1. We are seeing about 75 more rounds at the golf course than we did last year. We are also seeing an increase in rentals of the clubhouse and park structures compared to past years.



2. John Duval asked about the plan for the extra funds from the golf course and rentals. Jim Hanzelka stated that the money was not initially included in the budget, so it does not have a designated budget line. He stated that this could be additional money for the budget next year or used this year if the Board approved an increase in the 2025 budget.
 3. The operational budget lines for both Parks and Recreation are below projected levels because we did not hire seasonals as rapidly as projected. Part of this was by design to assess needs. Additionally, we did not find individuals with the necessary skill sets in certain areas. We set up a training program to enhance the skills of those we did find, and are hiring additional people to compensate for that, so we are below the budget line but expect to spend more in the latter half of the year to catch up. Part of the savings comes from hiring part-time or seasonal workers and not having to pay out full-time benefits. John Wright asked if we plan to hire winter personnel to cover certain jobs that will help us be better prepared for spring. Jim said yes, and those individuals we are training will be on the year-round staff to retain them.
 4. John Duval clarified that we have approximately \$1 million left over for next year, based on projections from savings in expenditure as well as increasing income.
- ii. Capital Projects Funding Line
 - iii. Transfer to capital projects from 2024
 1. Jim Hanzelka pointed out that all the capital improvement projects and purchases are being done with money carried over from 2024. This is a necessity because the tax money is received so late in the year that we have to plan for the money we receive in the previous year to do work in the current year.
 2. This year, we had about \$573,882 available to do projects and buy equipment. Because of the fixed budget and increased operational expenses projected for the year, only about \$458,00 was projected to be available for next year. By saving some money on hiring and with increased revenue, there may be more money available to reprogram into projects or operation repairs than originally projected.
 - iv. The current budget reflects a total of \$1,031,902 allocated to the funding line, but only the carryover of \$573,882 will actually be available for use, so that is the amount shown in the expenditure slide that follows.
 - v. Capital Projects Fund 41 Expenditure Summary January through May 2025
 1. This chart reflects a shift in priorities among projects on the overall project list. We had not planned on doing the playground projects, for example, based on cost, but when it was discovered that the costs were lower than originally projected, we accelerated those projects and differentiated others based on



safety needs. We also deferred certain projects on the clubhouse and added some on the pro shop to gain some operational efficiencies by doing similar projects on both buildings, like the windows. By shuffling some projects between execution years and moving others from a capital project to maintenance where they fit better, we have managed to stay within the allocated budget for Capital Projects.

2. John Duval asked if everything was on plan and if we would finish close to the projection. Jim Hanzelka said that with the shifts in priorities and moving projects to different lines, we should finish the current list of projects on plan. John Duval added that he would like to recommend that Jim provide a summary of the funds, with a total for the Agency and what the savings looked like.

8. Discussion Items:

a. Discussion on the new law about property, code 57-1-48

- i. The legislature passed a new code into law about public assets, which requires that, when a public entity receives property or an asset, it must be transferred through a deed. Before, anyone could deed a parcel of property without any acknowledgement from that public entity. Brent Palmer proposed that a resolution be drafted for the Service Agency and for SPID that addresses the type of deed that we need when this happens, which would be a warranty deed versus a quick claim deed. Then, both agencies could submit the proper documentation, citing the codes the Agency can utilize for accepting property. This is in reference to leftover property that developers deed to us because they have no use for it. Jim Hanzelka gave an example of Sagewood Village. The developer had in their plat that they were developing trails and they were going to give them to us. This was deeded to us without us even knowing until the County called us to "take care of the weeds on your property". We had no idea that this had been deeded to us; there was no mechanism for transfer, no contact, and no information. We didn't even get to look at the quality of the trails to make sure they met the plat. They deeded them to us just because they were on the plat. This resolution would preclude that from happening because now we would not have to automatically accept them into our inventory. We would also be able to put conditions on those properties to be of a certain quality before we would accept them. John Wright added that we want to be able to decide what kind of trees or rock asphalt would be used, as an example.
- ii. There is no mechanism to make sure that the plat would be up to our standards. The Board wants the right to be able to provide specifications and to deny anything we don't want. This will make the transfer of property clearer. John Wright said that we already have something in place, and the county won't enforce what we already have. He didn't think that any additional resolution would strengthen the Agency's position. Brett Palmer said that Ivory Homes' quick claim deed the 3.69 acres to us. This is a



problem because a quick claim deed has no warranties or guarantees that Ivory Homes was the owner of the property. He added that we have signed plats too quickly in the past, before a development has been completed. He wants to make sure that there is oversight and review before anything is signed off. John Wright inserted that it is our responsibility to make sure that we put our requirements in place, hold the developer to our standards, and that we are involved in the process.

- iii. Cassandra Arnell read a part of the code, which stated that a deed that's recorded after July 1st, 2025, is voidable by the public entity intended to receive the real property until the day on which a public entity affidavit proving the transfers is recorded. She added that she took that to mean that we can void it unless we approve it, or if a deed conveying the real property is signed. We would have the authority to void it if they don't follow the proper procedure, and we didn't have that before.
 - iv. John Duval asked what the downside of the code is and how to integrate it into the resolution. Brett Palmer mentioned that he couldn't think of one, but that's why he wanted to discuss it with the Board. John Duval suggested that Brett draft the policy or resolution for both the Service Agency and SPID and then add it to the next agenda for proposal or approval.
- b. Discussion of granting a Proposed Easement for Emergency Access to the Mountain West Medical Center, West of the Watermaster Carwash, on the Greenbelt property adjacent to Stansbury Parkway.
- i. John Wright disagreed with this action because he said that the County should be responsible for this instead of making the Agency pay for it. The easement isn't meant for a typical business, but for a medical facility. On the plans, there are additional expansions that show the developer's intentions. The traffic congestion at that location is already high, and we would be adding to it by putting in the easement. John Duval said they were looking at potential opportunities to try to reduce the congestion and improve the area with this action. We were told that there is a code requirement to have two entrances, but one entrance encroaches on Stansbury land on the corner. John Wright said that the developer should move the access point.
 - ii. Cassandra Arnell suggested that the county should do a traffic study, because she agrees with John Duval that there are better solutions and with John Wright that the county is dropping the ball. She continued to say that none of the Board members are traffic experts, so what they need to do is obtain more information before being able to continue.
 - iii. Brett Palmer said that the developer is in the phase of providing the concept and reviewing comments. They requested that we grant them an easement. They've discussed right turn or ambulance-only access. We just need to decide if we are against it, which John Wright is, so we'll stop them at this point in time. This isn't an action item; it's a discussion item, so the Service Agency won't proceed with appraisals and



such. John Duval suggested that they return to the county with a response that they want to be better informed about traffic, with studies and have additional options provided to them. We could use this as leverage.

iv. The meeting with the County is set for the 24th.

9. Action Items:

a. 2025.06.04 A

- i. Board Review and Possible Approval of the June 11, 2025, Board Meeting Minutes.
- ii. Brett Palmer said that he had not seen them, so he did not have a chance to review them. John Wright said he thought they were substantially correct, but he and John Duval only made two votes.
- iii. Motion to table approval until next meeting made by John Duval. John Wright seconded the motion.

Vote as follows:

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

Motion passes unanimously.

b. 2025.06.05.A

- i. Board Review and Possible Approval of May 2025 Financial Statements, Journal Entries, and Payments.
- ii. Motion to approve the financial statement report covering the time period of May 1 through May 31 made by John Duval. Cassandra Arnell seconded the motion.

Vote as follows:

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

Motion passes unanimously.

10. 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.

- a. Cassandra Arnell said that she thinks Mary Wilson and her crew's beautification is lovely. She attended the library kickoff and appreciates the activities that are occurring. The swim team seems to have enthusiastic instructors. She appreciated that the boiler for the pool was fixed so quickly. Cassandra also said she was looking forward to Stansbury Days. Jim Hanzelka suggested that Kellianne Rosemann, who is in charge of Stansbury Days, could present the plan and a summary to the board at a future meeting. She then asked what was happening with the treatment on the lake. Jim Hanzelka said that he wanted to receive the final cost scenarios before presenting them to the Board.
- b. John Wright asked if we are expecting the diving boards this week, and Jim Hanzelka indicated that it should be next week. John asked Jim Hanzelka if the Millpond Park design had been updated or if we were waiting for Rob to come back. Jim replied that we had sent that back to Blueline. Rob gave us a point of contact, and so that has been updated with the enzyme information and sent to them for the final plan. We should receive a response in the next week or so. John wants to make sure that the Agency reviews the drawings to make sure they have been updated or that there is a reason provided for why there were no changes. He asked about the chemicals for the pool to reduce the scaling on the boiler. Jim Hanzelka said



- we have the right person to help us with chemical dispersal and the knowledge to keep things maintained better. There is also good communication between the pool manager and the operations crew. Aquatech came yesterday to get the baby pool operating. John asked about the delivery of the vandalism signs. Jim Hanzelka said that he would let John know when they arrived. John Wright also asked about the number of recent incidents. Jim said that there weren't any major incidents over the last week or so, except today. John went on to say that he received the design back of the bridge that he will forward to Jim asked where we were with our inventory of sprinkler parts. Jim Hanzelka replied that the van we bought is stocked with replacement parts, and they keep replenishing the stock of sprinkler parts. John Wright asked about the follow-up for the meeting with the County Commission.
- c. John Wright is hearing a lot of conversation about the need to finish the softball field at Porter Way Park. Cassandra Arnell added that she would like to raise the priority of that project because they have been waiting for years. John Wright provided the details for what it would take to update that field. John Duval suggested that John Wright work out the specs and estimated costs, come up with a plan, and present it to the planning committee as a new project so that the Board can allocate funds and make a decision.
 - d. John Duval would like to add something to the agenda for the next Board meeting. He wants to develop a schedule and a defined process for creating the annual budget. Cassandra Arnell requested that this proposal be sent out before the meeting with plenty of time for review. Ingrid Swenson suggested that it be added to the second meeting of July.
 - e. Brett Palmer thanked everyone for their efforts and for their contribution to Stansbury.

Motion to Adjourn

Motion to adjourn made by John Duval. Cassandra Arnell seconded the motion.

Vote as follows:

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

Motion passes unanimously.

Meeting adjourned at 8:30 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 16th day of July, 2025.

Brett Palmer, Stansbury Service Agency Board Chair

Brett Palmer, Stansbury Greenbelt Service Area Chair

John H. Wright, Stansbury Recreation Service Area Chair