
COMBINED STANSBURY GREENBELT SERVICE AREA AND THE SERVICE AGENCY BOARD OF DIRECTORS MEETING MINUTES

Date: Wednesday, October 15th, 2025

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

Time: 7:00 PM

Stansbury Service Agency Board of Directors Meeting

Order of Business

1. Call to Order by Brett Palmer at 7:00 pm
2. Roll Call
 - a. Board Members
 - a. Cassandra Arnell – Absent
 - b. John Wright – Absent
 - c. Kyle Shields – Present
 - d. Brett Palmer – Present
 - e. Ammon Jacobsmeyer – Absent
 - f. John Duval – Present
 - b. Staff
 - a. James Hanzelka – Present
 - b. Ingrid Swenson – Present
 - c. Shawn Chidester – Present
 - d. Rebeca Snodgrass – Present
3. Pledge of Allegiance led by Brett Palmer
4. Brett Palmer acknowledged there was one member of the community in attendance.
5. Public Comments: No public comments to review
6. Review of Public Comments from the last meeting: No public comments to review.
7. General Manager Updates
 - a. Operations Update Reported by Jim Hanzelka –
 - i. **Flood of 2025.** Jim Hanzelka discussed that the most significant event in the last two weeks was a severe storm on October 4, 2025. Jim Hanzelka reported that at 4:15 a.m., he received a weather station alert indicating a storm would track south through the Rush Valley area, south of Stansbury.
 - ii. By 8:30 a.m., The Clubhouse was experiencing significant water intrusion. storm event. Known entry points included areas beneath the entryway and along the north wall, resulting in basement flooding. Additional water damage was observed in the upstairs hallway near the bathrooms, the hallway adjacent to the office, within office areas, and in the large conference room. Flooding was also noted in the women's bathroom on the lower level. However, no leakage was observed around the windows.
 - iii. By 9:00, reports were received of lake levels rising and impacting properties around the lake. Maintenance crews were already on site, working to mitigate water

intrusion at the clubhouse. The crew already working on the clubhouse issues opened the sluice gate at Delgada to increase outflow from the lake, shut off the Gordon Well #1 pump, and opened the gate at the pond adjacent to Tee #4 to divert water into the storm drain system.

- iv. **Emergency Planning and Storm Response.** Considering the recent flooding event, there is a recognized need to establish a formal emergency response plan for major weather incidents.
- v. **Opened the Drain of Lakeview.** Flooding was reported on Lakeview due to a plugged storm drain that flows underneath the lake, but had been blocked years ago to enhance water flow into the lake. The Stansbury Park Improvement District (SPID) asked us to remove the blockage. Since the manhole for that system was located adjacent to the lake and behind two properties, the crew used the weed removal boat as a work platform to clear the blockage, and the storm drain is now flowing properly.
- vi. **Tree Spraying.** Tree spraying has been completed at Parkview, and we currently have a bid to spray trees along Village Boulevard. Crews have conducted site visits to assess what trimming or removal is needed and determine what can be done in-house and what needs to be contracted out. Jim Hanzelka clarified that the species of the trees that are being worked on are Sycamores and Elms.
- vii. **Pond Edging.** The pond by hole #15 had edging that needed repair due to deteriorating glue, which was addressed by re-grouting, providing a long-term solution.
- viii. **Lake Fingers.** The crew has been using the small boat to clean weed clippings from the fingers of the lake.
- ix. **Repair of Line.** Repairing the Line Near Dawn's View is on the list of things to get done by next year.
- x. **Pool Update.** The crew has been working on the pool since it shut down. Two boilers are out of operation and are being repaired by AquaTech. We are assessing the operation holistically to determine what needs to be done to resolve the issue going forward. We have ordered a pool cover for the smaller pool as it is no longer functional. We are considering replacing the two current diving boards with a new diving board and a slide. AquaTech and two other contractors are looking at the costs. While reviewing the pool area for the slides, a few contractors suggested exploring ways to extend the pool's lifespan. One option is a new repair methodology that uses carbon fiber reinforcement and fixes drain valves at the bottom of the pool.
- xi. **Irrigation.** Currently, staff are winterizing the irrigation system. Additionally, the golf course crew is resuming rewiring the irrigation system, working on holes 18 and 11. Team members are also inspecting sprinkler timers and control systems to ensure they are functioning properly throughout the course.

b. Projects

- i. **Park Playgrounds.** The Woodland Park playground has been reinstalled, and the project is now complete. Brett Palmer inquired whether the playground was open and if an inspection from Tooele County was still required. Jim Hanzelka clarified

that the Stansbury Service Agency in-house playground safety inspector conducted an inspection to confirm that the surrounding landscape work was finished, and the playground is now officially open for use.

- ii. **Clubhouse Dock.** Continued progress has been made at the clubhouse dock, but it still needs concrete ramps and guardrails along the edges.
 - iii. **Pool Effluent Piping.** We are working on costs to reroute the pool backflush effluent. As previously noted, there have been issues with the EPA shutting down the backflush line, requiring the crew to manually collect and dump the effluent, which requires significant manpower. Ensign Engineering has been tasked with conducting an engineering assessment of the situation and providing a scope of work for the build.
 - iv. **Millpond Park.** Excavation reshaping is in progress, and we are working on relocating the retention pond. Asphalt plans are scheduled to begin on November 1, 2025.
 - v. **Porter Way Park.** The retrofit of Porter Way Park to the WeatherTRAK system is estimated at approximately \$12,000. This upgrade will enable remote control of the sprinkler system and automatic shut-off based on weather conditions. Sprinkler Supply Co. has agreed to provide installation training for the crew. Initially planned for 2026, this project has been advanced to 2025 to expedite completion.
- c. Finances as of September 30, 2025
- i. **Cash Position.** The available funds for the operation are about \$2.4 million. Impact fees totaling \$1.346 million. The total available funds on hand are about \$3.8 million. Impact fees can be used only for certain projects, such as Millpond Park and the Clubhouse Dock.
 - ii. **Revenue as of 30 September 2025.** The golf course continues to do well. Green fees have increased by 40% compared to the same period last year. Minor declines were noted in alcohol sales and pavilion rentals. However, both categories represent a small portion of overall revenue and have minimal impact on total revenue. Overall, the golf course is performing strongly and has narrowed the gap between costs and revenue from about -9% last year to about -2% this year.

Discussion Items

- a. **Finance Committee Update reported by Jim Hanzelka**
 - i. **2026 Draft Budget for Board Approval.**
 - a. Was originally scheduled for approval at this meeting, but the vote was postponed due to insufficient board members present. John Duval inquired about the timing of the required public hearing. Because of the 30-day notice requirement, the schedule is affected by the delay. Jim Hanzelka stated the deadline can still be met if the budget is approved at the October 27, 2025, meeting.
 - ii. **Personnel Change.**
 - a. Jim Hanzelka reviewed staffing adjustments in anticipation of the General Manager's upcoming departure. A replacement is currently being trained alongside the General Manager to ensure a smooth

- transition. Brett Palmer inquired about potential changes to the base annual salary expenditure for the incoming General Manager. Board members discussed budgetary flexibility to accommodate such adjustments if necessary.
- b. Additional receptionists have been hired at the main office. These roles have been converted from full-time to part-time positions, resulting in overall cost savings.
 - c. Personnel changes proposed within the Parks & Recreation and Facilities departments include the addition of an assistant manager, a full-time gardener, and additional cleaning staff. The cleaning team is now scheduled more frequently to maintain clubhouse readiness between rentals.
 - d. The golf course added a full-time irrigation tech to support current repair efforts. This is also in anticipation of future retirements on that staff.
- iii. **2026 Budget Transfers & Reserves.** Board members reached consensus to establish a reserve fund equal to 12% of the annual budget to support long-term sustainability needs.
- a. Proposed Sustainment Set Asides for 2026 includes: AC Replacement \$10,000; Boat Replacement \$30,000; and Flooring replacement \$10,000; Total Allocated \$50,000. Additionally, a set-aside of \$600,000 was established for 2026 to meet statutory requirements for reserve capital.
 - b. The AC replacement budget is set at \$10,000, anticipating the failure of two units in the coming year. Boat replacement analysis indicates a rising cost trend within a four-year cycle. A slide presentation was shared outlining capital project allocations within the 2026 budget.
- iv. **Capital Project Allocations 2026.** Capital projects for the 2026 Budget were presented on PowerPoint, which included -
- a. Millpond Bridge repairs are scheduled, funded through a grant.
 - b. Fire extinguishers are to be replaced at the Clubhouse
 - c. West Bank off-loading area.
 - d. Air conditioning unit at the Pro Shop needs replacement.
 - e. Expanded services are planned for the Porter Way ball field.
 - o Brett Palmer raised a question regarding the condition of sand traps. In response, Jim Hanzelka confirmed that bids for sand replacement are currently in place
- v. **Capital Projects Moved.** Jim Hanzelka discussed projects that have been moved from 2026 up to 2025, which included:
- a. Rerouting the pool's backflush flow
 - b. Replacement of the diving board
 - c. Installation of Porter Way WeatherTrak system
 - d. Relocation of the pool entry gate

- e. Replacement of clubhouse flooring
 - i. Regarding the clubhouse flooring, staff reported that carpet cleaning vendors are declining service due to liability concerns, prompting the need for replacement. Board members expressed opinions on the carpet's
- vi. **2026 Capital Maintenance Projects.** Capital projects are being moved to the operational side to provide more flexibility -
 - a. **Bathroom Updates.** Installation of automatic locking mechanisms for bathroom doors to streamline crew operations. This upgrade would eliminate the need for staff to manually unlock facilities prior to servicing. Golf course bathroom refurbishment due to significant damage, which was reported by staff.
 - b. **Pool Updates.** The deck needs to be re-grounded with new methods, but it is an in-house project.
 - c. **HVAC.** Restoration work is planned for the ProShop roof and HVAC area.
 - d. **VFD.** Variable Frequency Drive (VFD) for Gordon well #1, move to the Capital Projects side since it would be an equipment expense, including installation.
- vii. The Board expressed interest in making changes to the budget prior to the submission deadline and decided to move forward with making these adjustments.
- viii. Brett Palmer inquired about a listed item related to Porter Way Park, which was clarified to be the Porter Way WeatherTrak. Kyle Shields clarified the nature of the item and noted that there is potential to replace some of the associated wiring.
- ix. Presentation of 2026 Tentative Budget and Fee Schedule for Board Review
 - a. A draft budget was presented on PowerPoint, and it was noted that this version of the budget is being submitted to the state for review.
 - b. John Duval reviewed the budget slides and questioned the noted increase, to which Jim Hanzelka replied that this increase was attributed to a delayed seasonal hire earlier in the year. Kyle Shields also expressed concerns regarding this item. John Duval emphasized the need for consistent budgeting strategies moving forward.
- b. Policy Committee Update
 - i. The committee is currently developing a policy outlining the procedure for appointing a replacement in the event of a board vacancy. A draft is in progress and will require final review and refinement before adoption.
 - ii. The committee also discussed the deed of property. There is an immediate need for a standardized form to facilitate proper deeding, including a clear delineation of responsibilities. The committee discussed establishing a policy and supporting documentation within the development plan. This includes



identifying the necessary steps and requirements that must be fulfilled before a property is deeded to the organization.

c. Planning Committee Update

- i. The committee reviewed ongoing initiatives, including efforts to update the impact fee policy to ensure compliance with legal requirements regarding the use of impact fee dollars. There was discussion of including a five-year plan in that process as well. Additionally, Kyle Shields suggested using a contract for the planning of Oscarson Park, which includes design and construction planning, contractor engagement, and project oversight through completion.

No action was taken on any of the action items because there was not a quorum present. They will need to be approved at a following meeting.

Action Items:

1. 2025.10.01 A
 - a. Board Review and possible approval of September 24, 2025, Board Meeting Minutes
2. 2025.10.02 A
 - a. Board Review and possible approval of 2026 Tentative Budget.
3. 2025.10.03 A
 - a. Board Review and possible approval of the Boundary Line Adjustment document.
- 2025.10.04 A
 - b. Ratification of Millpond Park Contract in the amount of \$505,135 to Hughes General for construction of Phase I of the Millpond Park Project.

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.

Kyle Shields briefly addressed whether there was any communication on projects.

Brett Palmer – No Comments

John Duval- No Comments

Motion to Adjourn

Motion to adjourn made by Kyle Shields. John Duval seconded the motion.

Vote as follows:

Kyle Shields – aye; John Duval – aye; Brett Palmer – aye. **Motion Carries.**

Meeting adjourned at 7:59 PM.

Brett Palmer entertained a motion to enter into the Stansbury Greenbelt Service Area Board of Trustees Meeting. John Duval moved to enter into the Greenbelt meeting. Brett Palmer seconded the motion.

Vote as follows:

John Duval – aye; Brett Palmer – aye. **Motion Passed.**

STANSBURY GREENBELT SERVICE AREA BOARD OF TRUSTEES MEETING

Order of Business

1. Call to Order at 8:38 PM
2. Roll Call
 - a. Board Members
 1. Brett Palmer – Present
 2. Ammon Jacobsmeyer – Absent
 3. John Duval – Present

Action Items

1. 2025.10.01
 - a. Board Review and Possible Approval of August 27, 2025, Board Meeting Minutes.

Brett Palmer entertained a motion to accept the August 27, 2025, Board Meeting Minutes. John Duval so moved. Brett Palmer seconded the motion.

Vote as follows:

Brett Palmer—aye; John Duval—aye. **Motion Passed.**

2. 2025.10.02
 - a. Board Review of Cemetery Lot Line Adjustment and Possible Approval to Sign the Quit Claim Deed.
 - b. **Quit Claim Approval Clarification:** Brett Palmer initiated a motion to approve the Quit Claim Deed, but it was noted during discussion that this action item is from an outdated agenda. Jim Hanzelka clarified that the policy had already been approved at the previous meeting. However, Stansbury Service Agency needed to review the boundary line. As a result, no further action was taken.
3. 2025.10.03
 - a. Board Review and Possible Approval of the Resolution 2025-10-01, Cancellation of Elections 2025.
 - b. Brett Palmer noted that with only two vacancies on the Greenbelt Board and exactly two candidates applying, there is no need to allocate further resources toward elections or campaigning. John Duval inquired about the policy regarding write-in candidates. Jim Hanzelka clarified that under Utah law, write-in candidates must meet a specified filing deadline to be considered valid.

John Duval made a motion to approve the Resolution 2025-10-01, Cancellation of Elections 2025 for the Greenbelt Board, due to only 2 candidates running. Motion seconded by Brett Palmer.

Vote as follows:

Brett Palmer Palmer—aye; John Duval—aye. **Motion Passed Unanimously.**

Motion to Adjourn



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

Vote as follows:

Brett Palmer Palmer– aye; John Duval– aye. **Motion Passed Unanimously.**

Meeting was adjourned at 8:10 pm

The content of these minutes is neither intended nor presented as a verbatim transcript of the meeting. Rather, they serve as a concise summary of the key discussions and actions that took place.

Approved this 12th day of November 2025.

Brett Palmer, Stansbury Service Agency Board Chair

Brett Palmer, Stansbury Greenbelt Service Area Board Chair