

STANSBURY SERVICE AGENCY BOARD OF DIRECTORS MEETING MINUTES

Date: Wednesday, March 11, 2026

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

Time: 7:00 PM

Order of Business

I. Call to Order by Brett Palmer at 7:00 pm

II. Roll Call

A. Board Members

1. Brett Palmer – Present
2. John Wright – Present
3. Kyle Shields – Present
4. Brock Petersen – Present
5. Wayne Nielson – Present
6. Kasey Nobles – Present

B. Staff

1. James Hanzelka
2. Ingrid Swenson
3. Rebeca Snodgrass, M.Ed.
4. Shawn Chidester

III. Pledge of Allegiance led by Wayne Nielson

IV. Public Comments – None

V. General Manager Updates:

A. Operations

1. Operation Updates as of 11 March 2026

- a. **Irrigation Work:** Reworking the irrigation system along the stretch from Millpond Park to the Clubhouse.
- b. **Pool Backflush Effluent:** Continuing work on rerouting the pool backflush effluent.
- c. **Golf Course Maintenance Building:** Siding repairs and updates are in progress.
- d. **Outside Lighting Issues:** Fault identified in exterior lighting; issue remains unresolved. May require full rewiring of outside lights. Exploring replacement options with solar-powered lighting.
- e. **Pool Work:** Leakage is largely controlled by plugging the lower drain valve. Aquatech plans to replace the valve before the season. Pool lights need replacement; there are electrical issues in that system as well.
- f. **Pool Deck:** Grinding of the pool deck is in progress; certain areas will need filling.
- g. **Technology:** Reviewing options for upgrading internet service in the clubhouse. Implementing a Cyber-Security Patch provided by the state.

2. Staffing Updates

- a. **Job Fair.** A job fair was held on Friday, March 5, with minimal response.
- b. **Current Staff.** Current staffing levels are as follows: In Operations, the mow crew has seven team members, including the lead and the boat operator, with

two part-time staff in irrigation and four part-time staff in facilities. At the golf course, the grounds crew includes six part-time employees, and the Pro Shop is fully staffed. For the pool, staffing includes three cashiers and ten lifeguards.

B. Projects

1. Project Updates as of 11 March 2026.

- a. **Standards Package.** Work on the Standards Package is progressing, with redlines now complete and the approved tree and shrub list being narrowed down. Estimates for creating drawings range from \$ 1,500 to \$ 3,500, with the potential for significantly reduced costs if original CAD drawings can be used.
- b. **Pro Shop.** State Fire was identified as the lowest bidder for the fire suppression system at the Pro Shop. Currently, the agency is reviewing bids for the Pro Shop roof repair and looking at options for a new HVAC system.
- c. **Soundwall Trail.** Soundwall Trail plans are moving forward, with the RFP undergoing internal review at Ensign. Plans are in final review with Sprinkler Supply.
- d. **Bridge Rebuild.** Work is also beginning on the RFP for the bridge rebuild.
- e. **Oscarson Park.** Interviews with the top respondents are in progress.

2. Grants. Several grants have been submitted or are in the process of being submitted. The Golf Course has submitted a Tourism Grant, and a UROG Grant has been submitted for the Millpond Park Trail. Additional applications under Tooele County Recreation include grants for Porter Way Ball Park and for the Library's Summer Reading program. The agency typically hears back about grants in May or June.

3. Other. Jim Hanzelka provided an update on several documents currently under review or development.

- a. **Interlocal Agreement.** The Board reviewed the Interlocal Agreement draft and the following revisions: the document will undergo legal review before being returned for final approval and signature.
- b. **Other Documents.** The Policy Committee is nearly finished with the Bylaws, and the documents addressing the procedures for replacing the General Manager and filling Board Member vacancies are also close to completion. Jim Hanzelka and Ingrid Swenson are continuing their work on the agency's Employee Handbook and Safety Handbook. Information from the Trust indicates that any entity with sidewalks or trails must have a Safety Sidewalk and Trail Inspection Plan and a Repair Plan. The Policy Committee is working to incorporate these requirements into the Safety Manual.

C. Finances

1. Cash Summary. Finances as of February 28, 2026

- a. Operational funds totaling: \$4,469,198.90
- b. PTIF (Impact fees) totaling: \$904,195.14
- c. General Ledger Cash Total: \$5,414,191.17

2. Golf Course. Revenue for the first two months of the year has been significantly higher than the same period last year, largely due to favorable weather conditions.

3. **Revenue.** Increases have been recorded under "General Government," primarily due to tax revenues, and under "Golf Course." Decreases are noted under "Parks and Recreation" and "Cemetery," which is not unusual for this time of year and is expected to change as the year progresses.
4. **Expenses.** Expenses are noticeably lower due to the recent staff restructuring. There has also been a change in Parks and Recreation expenses due to keeping staff on longer to complete various projects.

VI. Discussion Items:

A. **Impact Fee Plan.** Presentation by Cody Deeter from EFG Consulting and discussion of the Impact Fees Facility Plan and Impact Fees Analysis.

1. Cody Deeter provided a PowerPoint presentation discussing the following:
 - a. **Impact Fee Purpose:** "Impact fee" means a payment of money imposed upon new development activity as a condition of development approval to mitigate the impact of the new development on public infrastructure. 11-36a-102(8)(a).
 - b. **Impact Fee Methodology:** Demand > Level of Service > Excess Capacity > New Facilities > Funding > Impact Fee
 - c. **Demand Analysis:** Demonstrated Population Growth Calculation
 - d. **Level of Service:** Chart listing History Projects & Year, Costs, and Impact Fee Eligible Costs with the 2025 Population and "Historic Expense per Capita" at \$971.
 - e. **Excess Capacity:** Parks: No Excess Capacity in these facilities.
 - f. **New Facilities:** Cody Deeter provided board members with a chart, "Future Projects Lists 2026-2035," via PowerPoint. This chart lists 8 projects, associated costs of \$17,740,000, Grants or Cost Shares of \$582,000, and Impact Fee Eligible Cost Total of \$17,158,000.
 - g. **Impact Fee:** PowerPoint slide demonstrated the Impact Fee Calculation. Based on the data calculated, the Impact Fee for parks and recreation is \$3,572/Household.
 - h. **Next Steps:** Cody Deeter provided a list of what the next steps are.
2. **Questions and Discussion.** Board members continued discussion on Impact Fees, asking additional questions to Cody Deeter and reviewing various scenarios and implications.

B. **Land Rental.** Discussion of possible long-term rental of land by a resident.

1. Jim Hanzelka discussed a resident's proposal of renting 80 Lakeview, Stansbury Park, UT, and provided a visual via PowerPoint to board members for visual reference of land location.
2. Board members discussed the key characteristics of the property, possible terms, restrictions, and whether the board would like to move forward in entering an agreement. Board members agreed to look into this proposal further.

VII. Action Items:

A. **2026.03.01 A**

1. Board Review and possible approval of February 25, 2026, Board Meeting Minutes.

2. **MOTION** – John Wright made a motion to approve the February 25, 2026, Board Meeting Minutes. Seconded by Kasey Nobles.

Vote as Follows:

Wayne Nielson – Aye; John Wright – Aye; Kyle Shields – Aye; Brett Palmer– Aye; Brock Petersen – Aye; Kasey Nobles – Aye. **Motion Passed: Unanimously**

VIII. 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, and requests for future board actions.

- A. Wayne Nielson inquired about the cleaning up at the entrance way of Stansbury Park by HWY 36. Jim Hanzelka replied that a good job was done.
- B. John Wright asked about the punch list sent to UDOT. Board members discussed that UDOT stated they had completed their responsibilities for the project. John Wright provided an update on the ballpark field. Jim Hanzelka asked John Wright to let the agency know if herbicide is used.
- C. Kyle Shields discussed his recent meeting with the library board and provided board members with data the library has collected on the number of people served, including participation in story time, events, and the issuance of library cards.
- D. Brett Palmer – No comments
- E. Brock Petersen – No comments
- F. Kasey Nobles asked if new board members could get a map of parcels that have fallen under bankruptcy, to which Jim Hanzelka responded that he would see what he could do.

IX. Closed Session

- A. **MOTION** – Kasey Nobles made a motion to enter into a closed session to discuss the character, professional competence of an individual, and the potential for pending or reasonably imminent litigation. Seconded by Kyle Shields. Those who were invited to attend the closed meeting were the board members, Ingrid Swenson, and Jim Hanzelka.

B. Vote as Follows:

Wayne Nielson – Aye; John Wright – Aye; Kyle Shields – Aye; Brett Palmer– Aye; Brock Petersen – Aye; Kasey Nobles – Aye. **Motion Passed: Unanimously**

- C. **MOTION** – John Wright made a motion to end the closed session at 9:02 pm and reconvene to the open meeting. Seconded by Kyle Shields.

Vote as Follows:

Wayne Nielson – Aye; John Wright – Aye; Kyle Shields – Aye; Brett Palmer– Aye; Brock Petersen – Aye; Kasey Nobles – Aye. **Motion Passed: Unanimously**

X. Motion to Adjourn

John Wright made a motion to adjourn the Stansbury Service Agency Board of Directors Meeting. Seconded by Wayne Nielson.

Vote as Follows:

Wayne Nielson – Aye; John Wright – Aye; Kyle Shields – Aye; Brett Palmer– Aye; Brock Petersen – Aye; Kasey Nobles – Aye. **Motion Passed: Unanimously**

Meeting Adjourned at 9:03 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 8th day of April 2026.



Brett Palmer, Stansbury Service Agency Board Chair

