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## STANSBURY SERVICE AGENCY BOARD OF DIRECTORS AGENDA

**Date:** Wednesday, September 9, 2026

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

**Time:** 6:30 PM

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Sheriff Update
- V. Public Comments
- VI. Review of Public Comments
- VII. General Manager Updates:
  - A. Operations
  - B. Projects
  - C. Finances
- VIII. Discussion Items
  - A. Discussion of the Soundwall Trail
- IX. Action Items:
  - A. 2026.09.01 A
    - 1. Board Review and possible approval of the August 19, 2026, Board Meeting Minutes.
  - B. 2026.09.02 A
    - 1. Board Review and possible approval of legal services for Jayme Blakesley from Hayes Godbrey Bell, PC.
  - C. 2026.09.03 A
    - 1. Board Review and possible approval of making additional water right credits available to Developers.
  - D. 2026.09.04 A
    - 1. Board Review and possible approval of Job Posting for General Manager.
  - E. 2026.09.05 A
    - 1. Board Review and possible approval of appointing a Board Committee Lead and two other board members to serve on the hiring committee and to provide recommendations to the Service Agency Board of Directors for the General Manager Position.
  - F. 2026.09.06
    - 1. Board Review and possible approval of the Porter Way Baseball Field Plan.

### **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.

### **Motion to Adjourn**



# **Stansbury Service Agency Board of Directors Meeting**

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SEPTEMBER 9, 2026

# Agenda

## **Stansbury Service Agency Board of Directors Meeting**

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Sheriff Update
- V. Public Comments
- VI. Review of Public Comments
- VII. General Manager Updates:
  - A. Operations
  - B. Projects
  - C. Finances
- VIII. Discussion Items:
  - Discussion of the Soundwall Trail.

# Agenda

## Stansbury Service Agency Board of Directors Meeting

### Action Items:

#### 2026.09.01 A

- Board Review and possible approval of August 19, 2026, Board Meeting Minutes.

#### 2026.09.02 A

- Board Review and possible approval of legal services for Jayme Blakesley from Hayes Godbrey Bell, PC.

#### 2026.09.03 A

- Board Review and possible approval of making additional water right credits available to Developers.

#### 2026.09.04 A

- Board Review and possible approval of Job Posting for General Manager.

#### 2026.09.05 A

- Board Review and possible approval of appointing a Board Committee Lead and two other board members to serve on the hiring committee and to provide recommendations to the Service Agency Board of Directors for the General Manager Position.

#### 2026.09.06

- Board Review and possible approval of the Porter Way Baseball Field Plan

# Agenda

## **Stansbury Service Agency Board of Directors Meeting**

### **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.

### **Motion to Adjourn**

# Public Comments

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# Review of Public Comments from the last meeting

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No Comments To Review

# GM Update

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# Administration

# Administration

9 September 2026

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- Still dealing with some cybersecurity issues
  - PDF hack at county level
  - State security system didn't pick up that one computer was not monitored
- Events
  - 19<sup>th</sup> September – Drone Show
  - Halloween Events
    - Adults Halloween Party – Oct 24<sup>th</sup>
    - Kids Halloween Activity (sponsored by Library) – Oct 23<sup>rd</sup>
  - 14<sup>th</sup> November – Turkey Trot (Royalty)
  - 12<sup>th</sup> December – Christmas Market
- Microphone Upgrade
  - Vista Clear Misordered equipment
  - Apologized, gave us a discount, but delayed delivery of equipment.

# Operations

# Operations

9 September

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- Significant crew losses in both the mowing and facilities crews on the Parks side
  - We were able to hire one full-time, experienced Level 3 irrigation tech.
  - Offered another experienced full-time Level 2 irrigation tech
  - Plan for next year is to promote one of our full-time seasonals to a Level 2 full-time and keep one of our current seasonals full-time. Hire two additional seasonals.
- Biggest issue right now is the clippings collecting on the shore of the lake.
  - Proposing purchase of a small craft to work the shallows
  - Hire a seasonal to operate it.
- Golf course greens are down to one seasonal, plus 3 part-time older mowers
  - Broad Fork Aquatics has done a treatment on the irrigation pond and 2 treatments of other ponds

# Operations

9 September

| Budgeted for September      | Actual                      |
|-----------------------------|-----------------------------|
| Parks                       |                             |
| 2 Seasonal Irrigation techs | 3 Seasonal Irrigation Techs |
| 6 Seasonal Groundskeepers   | 1.5 Groundskeeper           |
| 2 Seasonal Facility Workers | none                        |
| 2 Seasonal Park Workers     | 1 Seasonal Park Worker      |
| Golf Greens                 |                             |
| 3 Seasonal Groundskeepers   | 1 Seasonal Groundskeepers   |
| 5 Seasonal Part-Time Mowers | 3 Part-Time Mowers          |
|                             |                             |

# Weed Gator

9 September 2026

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Water Gator – Base \$42K



Water Bug – Base \$17K

# Projects

# Millpond Bridge

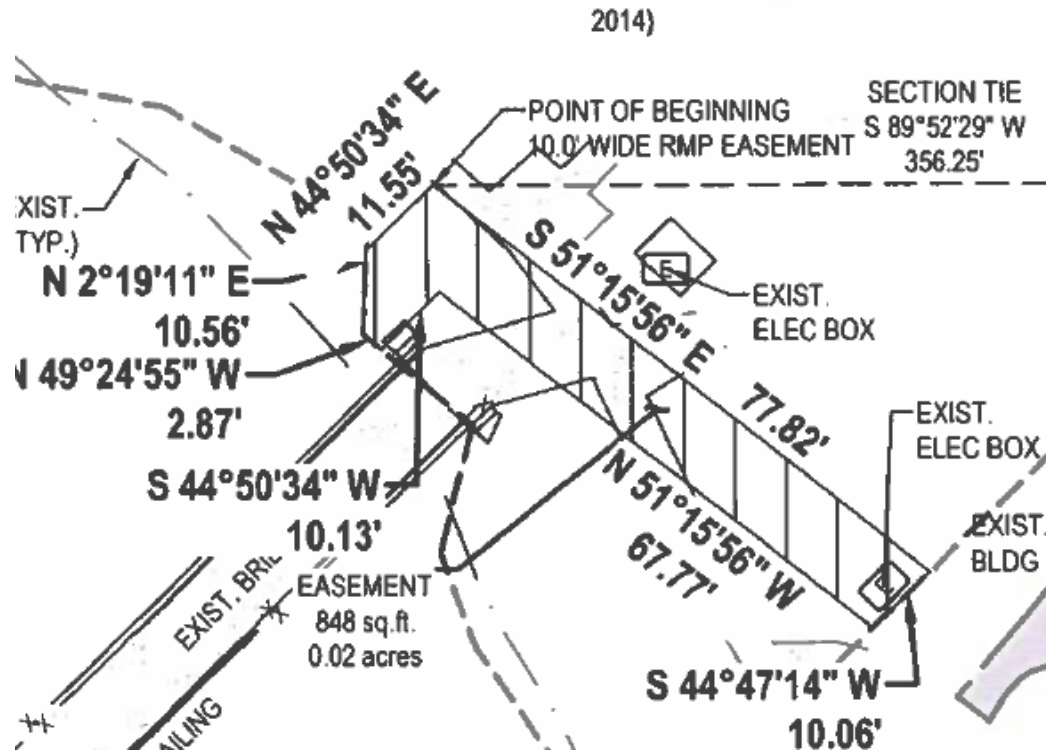
9 September 2026

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- Contract to complete plan set and obtain engineer's estimate awarded to Reaveley.
- Rocky Mountain Power is reorienting the subsurface drilling to relocate the power.
- SPID has agreed to allow BMEI to find a connection point and we will adjust the easement when they finish.

# RMP Easement with SPID

9 September 2026



# Millpond Park

## 9 September 2026

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- Waiting on an electrical update to plan for a complete bid package
- Anticipate bidding this fall, depending on cost projections

# Oscarson Park

9 September 2026

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- Bluline looking at a phased lower cost plan
  - Key issue is the grading plan
  - Looking at alternate plans with lower cost (seeding versus sod)
  - Parking?

# Capital Maintenance Projects

## Summary

9 September 2026

| 2026 Capital Maintenance |                                              |          |             |           |          |           |          |           |                                     |
|--------------------------|----------------------------------------------|----------|-------------|-----------|----------|-----------|----------|-----------|-------------------------------------|
| Priority                 | Project/Equipment                            | Category | Dept.       | Budget    | Executed | Committed | Proposed | Variance  |                                     |
| 8                        | Add Automatic Locks to Bathrooms*            | Project  | Operations  | \$10,000  |          |           |          | \$10,000  | <input type="checkbox"/>            |
| 9                        | Remodel Golf Course Bathroom (hole 17)       | Project  | Golf Course | \$25,000  | \$16,500 |           |          | \$8,500   | <input checked="" type="checkbox"/> |
| 14                       | Rebuild Portion of Pro Shop Roof on Pro Shop | Project  | Pro Shop    | \$5,329   | \$1,750  |           |          | \$3,579   | <input checked="" type="checkbox"/> |
| 16                       | VFD for Gordon Well #1*                      | Project  | Golf Course | \$25,000  |          |           |          | \$25,000  | <input checked="" type="checkbox"/> |
| 24                       | Main Entry to Clubhouse Rebuilt              | Project  | Clubhouse   | \$20,000  |          |           |          | \$20,000  | <input type="checkbox"/>            |
|                          | North Side of Clubhouse Wall                 | Project  | Clubhouse   | \$45,000  | \$12,378 |           |          | \$32,622  | <input checked="" type="checkbox"/> |
| 9                        | rebuilt/remediated/Sealed                    | Project  | Clubhouse   | \$45,000  | \$12,378 |           |          | \$32,622  | <input checked="" type="checkbox"/> |
| 18                       | Repair and Repaint GC Maintenance Building   | Project  | Golf Course | \$35,000  | \$5,318  |           |          | \$29,682  | <input checked="" type="checkbox"/> |
| 19                       | Repair of Pool Deck, Lights and Valve        | Project  | Pool        | \$10,000  | \$2,298  |           |          | \$7,702   | <input checked="" type="checkbox"/> |
| 27                       | Clubhouse Roof Repair to Stop Leaks          | Project  | Clubhouse   | \$25,000  | \$785    |           | \$29,945 | \$24,215  | <input type="checkbox"/>            |
| 28                       | Electrical Rewire of Clubhouse               | Project  | Clubhouse   | \$25,000  | \$5,121  | \$5,700   |          | \$14,180  | <input checked="" type="checkbox"/> |
| 20                       | Rework Downspout and Stucco on Clubhouse     | Project  | Clubhouse   | \$25,000  |          |           |          | \$25,000  | <input type="checkbox"/>            |
| 6                        | Rebuild of Pool Pump                         | Repair   | Pool        |           | \$1,044  |           |          | -\$1,044  | <input checked="" type="checkbox"/> |
| 10                       | Widen Walkway to new pool entrance*          | Project  | Pool        |           | \$3,400  |           |          | -\$3,400  | <input checked="" type="checkbox"/> |
|                          | Concrete Around Signboard at Lake            | Project  | Operations  |           | \$3,200  |           |          | -\$3,200  | <input checked="" type="checkbox"/> |
|                          | Concrete next to the Storage Shed            | Project  | Operations  |           | \$2,100  |           |          | -\$2,100  | <input checked="" type="checkbox"/> |
|                          | Trim for Clubhouse floors                    | Project  | Operations  |           | \$250    |           |          | -\$250    | <input checked="" type="checkbox"/> |
|                          | Repair of Front Fountains                    | Project  | Operations  |           | \$400    | \$11,441  |          | -\$11,841 | <input checked="" type="checkbox"/> |
| 33                       | Repair of Utility Area by Clubhouse          | Project  | Operations  |           |          |           | \$39,530 |           |                                     |
|                          |                                              |          |             | \$250,329 | \$54,544 | \$17,141  |          | \$178,644 |                                     |
|                          |                                              |          |             |           |          |           | \$69,475 | \$109,169 |                                     |
|                          | * Moved to Capital Projects                  |          |             |           |          |           |          |           |                                     |

### LEGEND

#### Project Definition

Safety

Facility Protection

Operational Improvement/Customer

Satisfaction

Capital Equipment

#### Department

Clubhouse

Operations

Pool

Golf Course

Pro Shop

Cemetery

# Capital Projects Summary

9 September 2026

| CAPITAL PROJECTS |                                          |          |             |           |                                     |           |           |           |            |
|------------------|------------------------------------------|----------|-------------|-----------|-------------------------------------|-----------|-----------|-----------|------------|
| Priority         | Title                                    | Type     | Dept.       | Budget    |                                     | Executed  | Committed | Projected | Variance   |
| 1                | Reroute Backflush From Pool              | Project  | Pool        | \$50,000  | <input type="checkbox"/>            | \$29,185  |           | \$3,500   | \$17,315   |
| 2                | Repair of Existing Millpond Bridge*      | Project  | Operations  | \$456,000 | <input type="checkbox"/>            | \$6,664   | \$20,580  |           | \$428,756  |
| 3                | Add Fire Supression to Golf Cart Area    | Project  | Pro Shop    | \$20,000  | <input type="checkbox"/>            | \$419.00  | \$31,254  |           | (\$11,254) |
| 5                | Hydraulic Excavator                      | Equip    | Operations  | \$60,000  | <input checked="" type="checkbox"/> | \$69,661  |           |           | (\$9,661)  |
| 6                | Replacement Filter Pump for Pool         | Equip    | Pool        | \$7,000   | <input checked="" type="checkbox"/> | \$0       |           |           | \$7,000    |
| 12               | West Bank Off Loading Area               | Project  | Operations  | \$50,000  | <input type="checkbox"/>            |           |           |           | \$50,000   |
| 13               | Replace and Relocate A/C Unit on Pro Sho | Equipmen | Pro Shop    | \$25,000  | <input checked="" type="checkbox"/> | \$18,767  |           |           | \$6,233    |
| 15               | Mechanics Truck                          | Equip    | Ops/GC      | \$60,000  | <input type="checkbox"/>            |           |           |           | \$60,000   |
| 16               | VFD for Gordon Well #1**                 | Project  | Golf Course | \$0       | <input checked="" type="checkbox"/> | \$22,950  |           |           | -\$22,950  |
| 17               | Bunker Rake for Golf Course              | Equip    | Golf Course | \$40,000  | <input checked="" type="checkbox"/> | \$21,372  |           |           | \$18,628   |
| 18               | Irrigation Cart                          | Equip    | Golf Course | \$30,000  | <input checked="" type="checkbox"/> | \$17,500  |           |           | \$12,500   |
| 23               | Extend Camera System throughout the park | Project  | operations  | \$15,000  | <input type="checkbox"/>            | \$247     |           |           | \$14,753   |
| 24               | Porter Way Ball Field #1 Infield         | Project  | Operations  | \$25,000  | <input type="checkbox"/>            |           |           |           | \$25,000   |
|                  | Replacement for Damaged Truck            | Equip    | Operations  |           | <input checked="" type="checkbox"/> | \$2,141   |           |           |            |
|                  | Move of Cemetary Fence                   | Project  | Cemetary    |           | <input checked="" type="checkbox"/> | \$5,912   |           |           |            |
|                  | Large Area Seeder                        | Equipmen | Golf Course | \$0       | <input checked="" type="checkbox"/> | \$23,927  |           |           |            |
|                  |                                          |          |             | \$838,000 |                                     | \$194,819 | \$51,834  | \$3,500   | \$591,347  |

## LEGEND

### Project Definition

Safety

Facility Protection

Operational Improvement/Customer

Satisfaction

Capital Equipment

### Department

Clubhouse

Operations

Pool

Golf Course

Pro Shop

Cemetery

# Clubhouse Roof Leakage Issue

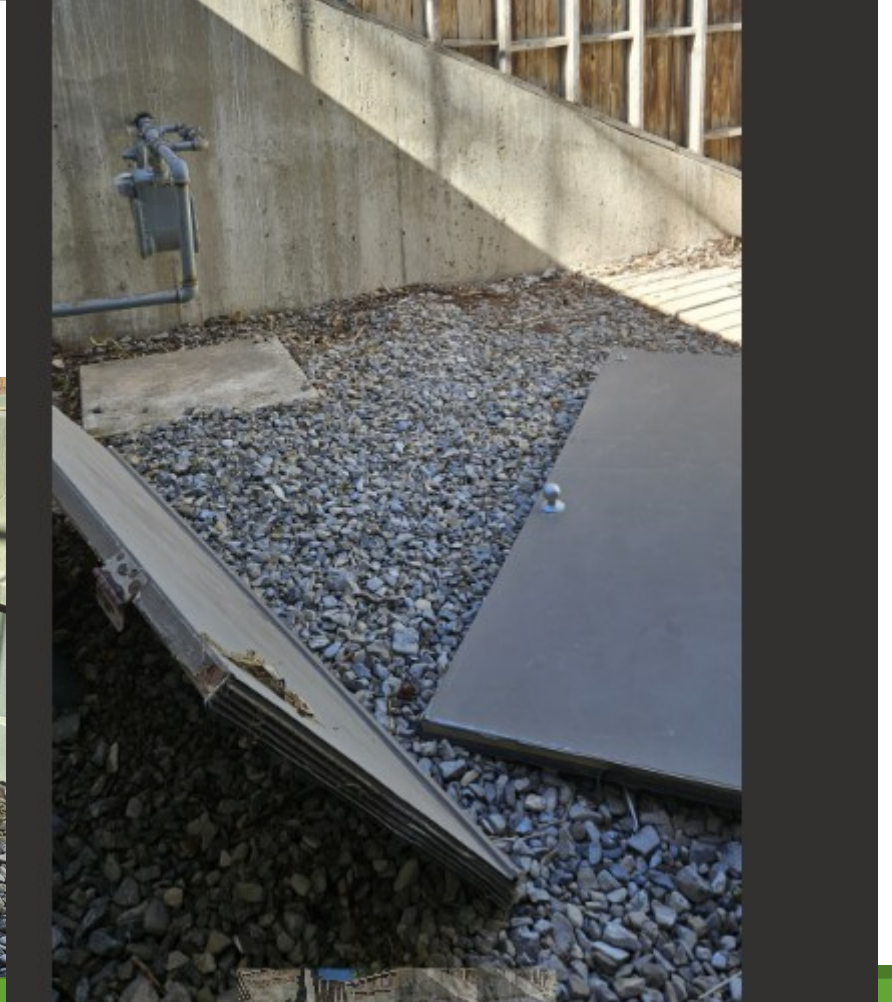
9 September 2026

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# Clubhouse Utility Structure

9 September 2026



# Finances

# Cash Summary

As of 31 August 2026

**Stansbury Service Agency  
Cash Summary  
All Bank Accounts as of 08/31/2026**

| Description                   | Amount                |
|-------------------------------|-----------------------|
| Zions Checking - General 0370 | \$103,189.09          |
| Zions Visa Cards              | (\$14,141.47)         |
| CFCU Checking - 2948398       | \$1,592.86            |
| PTIF 3124 General Account     | \$3,683,266.63        |
| PTIF 1159 Impact Fees         | \$754,415.25          |
| UNDEPOSITED PAYMENTS          | \$21,544.94           |
| General Ledger Cash Total:    | <u>\$4,549,867.30</u> |

# Discussion Items

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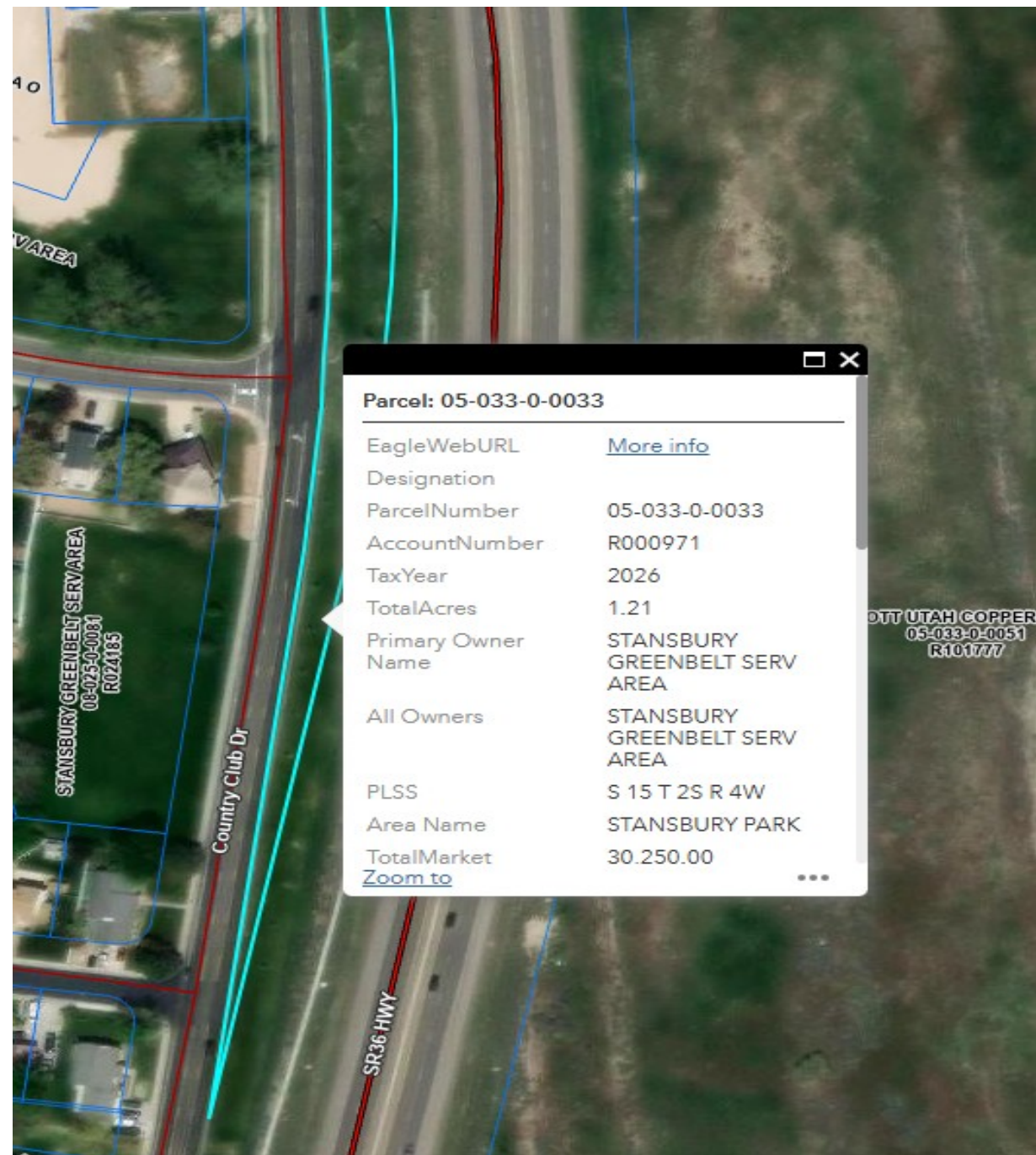
# Soundwall Trail

9 September 2026

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- Original Funding Projections:
  - Total \$761,480 ; Agency \$152,296; UDOT \$609,184
- Agency Sunk Cost (Planning): \$49,073
- Responsive Bid: \$1,240,640 plus \$49,073 or \$1,289,713, if no funding changes agency cost would be \$680,529
- Removing additional Irrigation (just grass restoration) and trail to parking lot drops cost to:
  - \$945,281: if TIP FID approved, the additional cost split would be: Agency \$189,506; UDOT \$ 756,225
- If we decide v UDOT will not reimburse.

# Frontage Road



# Soundwall Trail – Other Considerations

9 September 2026

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- The trail is on the UDOT trails list so the county has asked them why they are not funding it.
- Utility of the trail ending where it does has always been a question.
- County/State working on a trial study.
- If we don't proceed we will lose the 20/80 split.
- Decision is do we attempt to push this forward, or tell UDOT we are out of the project and see if they will reimburse us anyway.

# Action Items

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2026.09.01

Board Review and possible  
approval of August 19, 2026,  
Board Meeting Minutes.

2026.09.02

Board Review and possible approval of legal services for Jayme Blakesley from Hayes Godbrey Bell, PC.

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General Manager.

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Board Review and possible approval of appointing a Board Committee Lead and two other board members to serve on the hiring committee and to provide recommendations to the Service Agency Board of Directors for the General Manager Position.

2026.09.06

Board Review and possible  
approval of the Porter Way  
Baseball Field Plan.

# Porter Way Park Grading Plan

## 9 September 2026

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Issue: Not built correctly. 4' drop-off from home plate to outfield

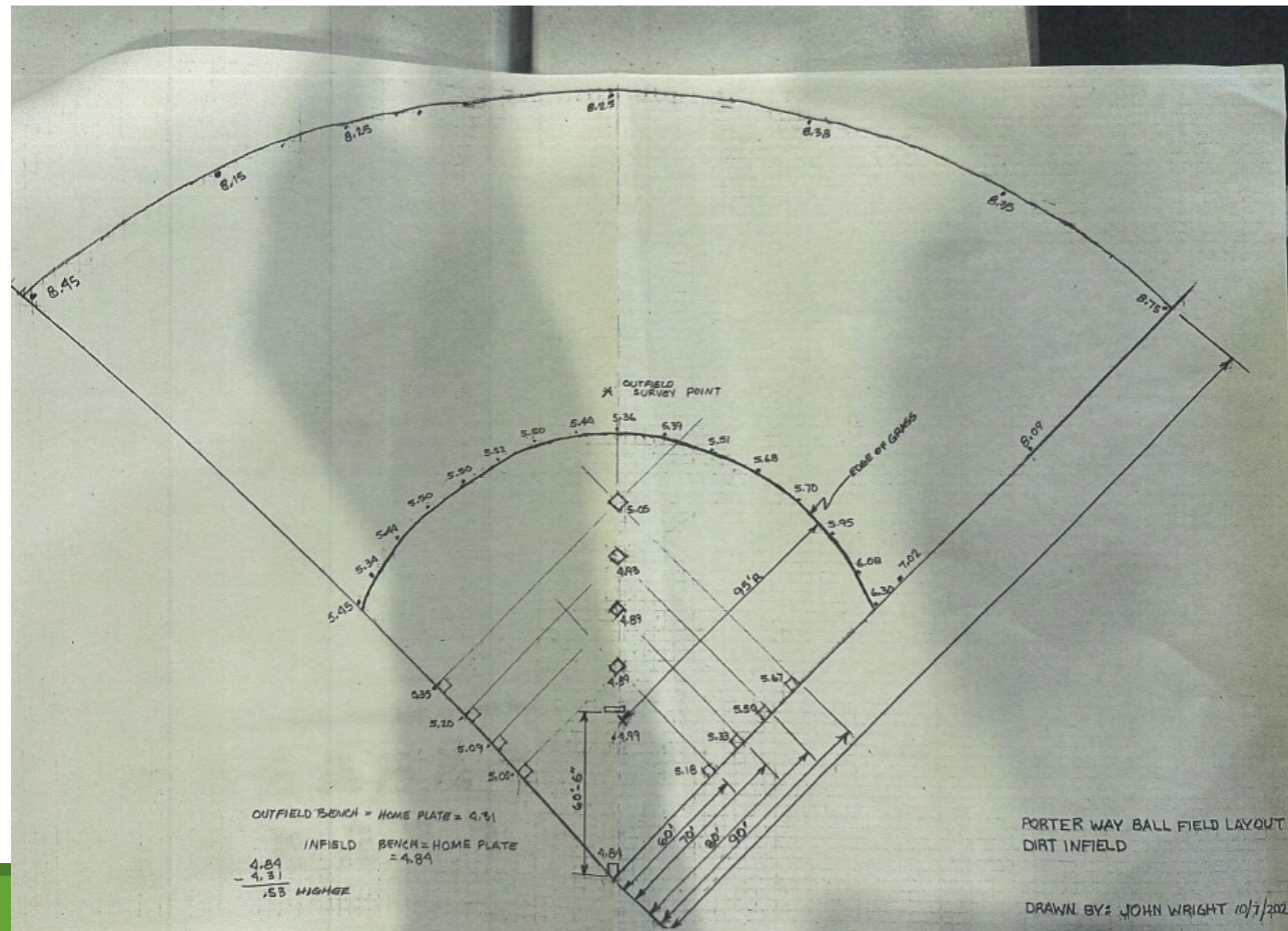
Funding: \$30K County Grant, \$25K in-house programmed funds.

Plan is to grade down by the backstop 10-12 inches (maximum level allowable at that point), level the infield, and feather the outfield to make a more playable surface.

Reuse as much infield dirt as possible and add additional dirt

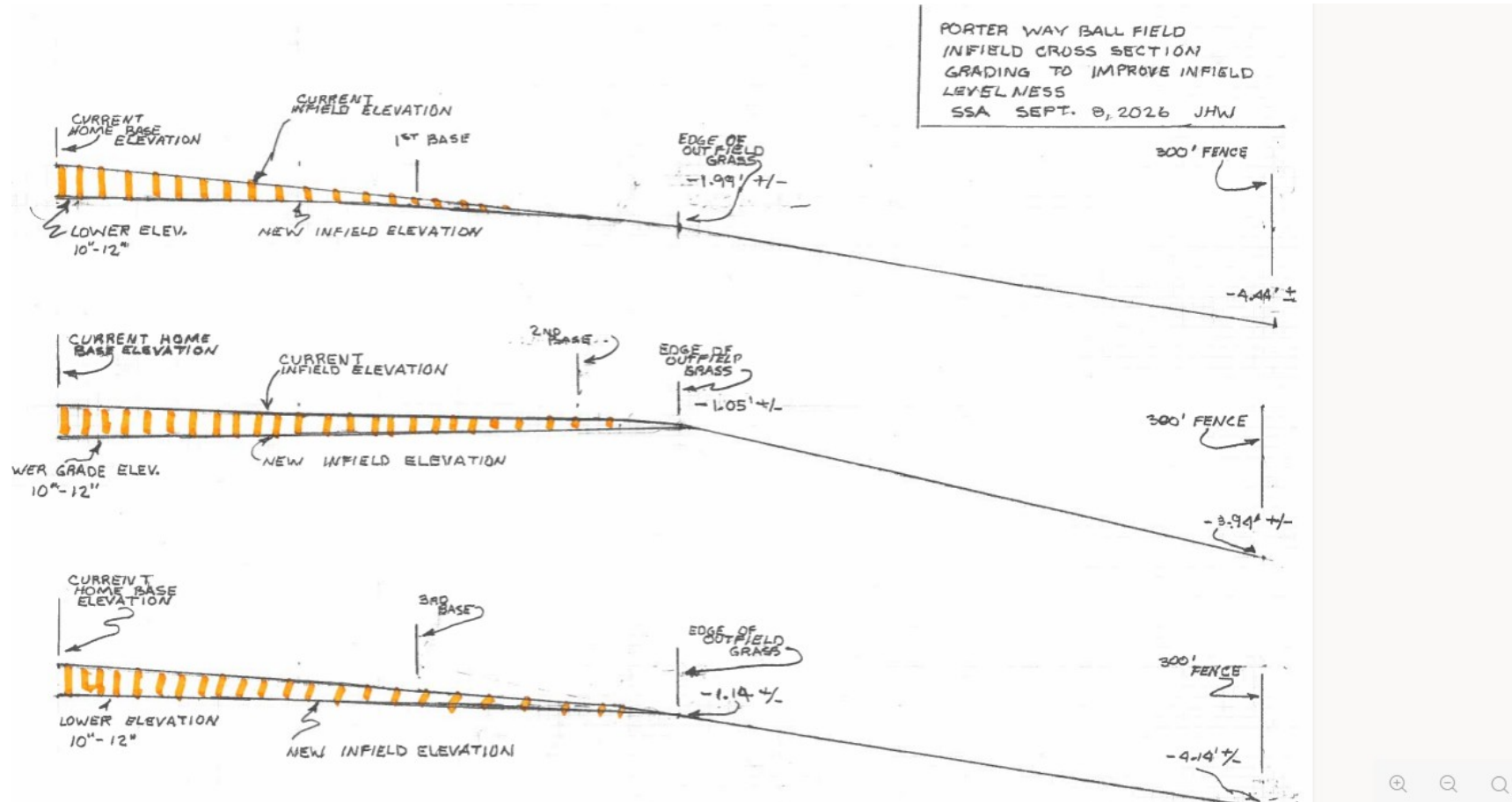
# Porter Way Park Grading Plan

9 September 2026



# Porter Way Park Grading Plan

9 September 2026



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.

# Board Member Reports and Discussion Items

# **Motion to Adjourn**



HAYES  
GODFREY  
BELL

Attorneys at Law

Hayes Godfrey Bell, P.C.  
Mazur and Hayes, P.C. and Hayes, P.C.

2115 East 9000 South, Ste. 500  
Holladay, UT 84124  
801.272.8998

September 1, 2026

Brett Palmer, Board Chair  
Stansbury Service Agency  
1 Country Club Dr. Ste 1  
Stansbury Park, UT 84074

*Re: Engagement letter and fee arrangement*

Dear Mr. Palmer,

Thank you for retaining Hayes Godfrey Bell, P.C. to provide legal services and assistance to Stansbury Service Agency. The purpose of this letter is to formalize our relationship.

Hayes Godfrey Bell, P.C. agrees to provide legal advice and consultation to Stansbury Service Agency for a personnel matter and other legal matters as assigned by you.

This engagement letter sets forth our agreement as to payment of our fees. My current fees are \$240 per hour for general legal services, and \$275 per hour for litigation services, plus any expenses that may be incurred. Other attorneys in the firm may work on your matter. Their time will be billed at the same rate or a lower rate. Our rates are inclusive of all support staff and general office costs. The firm's billing rates are adjusted periodically to reflect inflation and other increases in our cost of doing business. We will advise you beforehand in the event our rates increase.

Hayes Godfrey Bell, P.C. will issue monthly billing statements for services performed from the first through the last day of the billing month. Our statements are due and payable within thirty (30) days from the date of billing. Any outstanding balance not paid within sixty (60) days after the original billing date will accrue interest at the rate of fifteen percent (15%) per annum on the unpaid balance from the original billing date until paid in full. You agree to pay all costs and expenses incurred in handling your legal matters, including but not limited to court filing fees, service of process fees, document reproduction, telephone costs, travel expenses, and postage. These costs will be set forth in the monthly billing statements.

If any of the information in this letter is not consistent with your understanding of our agreement, please contact me before signing the letter. Otherwise, please sign and return this letter. We will begin work on your behalf as soon as it is returned.

September 1, 2026  
Page 2

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Thank you for asking us to assist Stansbury Service Agency. If you have questions, please contact me at your convenience.

Sincerely,

Hayes Godfrey Bell, P.C.

  
Jayme L. Blakesley

As the Board Chair for Stansbury Service Agency, the undersigned agrees to the terms and conditions set forth above.

Dated: \_\_\_\_\_

Signed: \_\_\_\_\_  
Brett Palmer, Board Chair

\_\_\_\_\_  
Approving Official (if required)



## **GENERAL MANAGER**

**OPENING DATE:** September 10, 2026

**CLOSING DATE:** October 10, 2026

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### **EMPLOYMENT OPPORTUNITY**

The Stansbury Service Agency ("Agency") is seeking to hire a General Manager (GM). This is a full-time position. Acts as the Chief Executive Officer (CEO) of the organization supervising day-to-day operations, projects and other requirements as directed by Stansbury Service Agency the Board of Directors ("The Board").

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### **JOB RESPONSIBILITIES**

*The following responsibilities are representative of the work performed in this position and are not all-inclusive. Applicants must be able to perform the essential functions of the position, with or without reasonable accommodation.*

- Directly supervises administrative and operational staff, including the managers responsible for the golf course, swimming pool, athletic fields, parks, lake, cemetery, and library.
  - The GM is responsible for execution of board directed projects, including looking for and accessing grants to help fund the projects.
  - The GM has sole authority over the hiring, supervision, discipline, and termination of Agency staff, subject to Board-adopted personnel rules.
  - Responsible for managing, maintaining, and improving the agency recreation facilities, parks and other assets,
  - Administers Agency's six million operational and capital development budget, implementing with the Budget Officer, sufficient controls to prevent misuse of public funds.
  - Negotiates for board approval contracts, leases, easements and other land transactions, and represents the Agency in dealings with businesses, developers and other property owners and administers approved contracts.
  - At the direction of the board, may represent the Agency at meetings with State and local government organizations.
  - Responsible to develop draft budget for the following year for review by the Finance Committee before it is presented to the board for approval.
  - Prepares and presents regular financial and operational reports to the Board
  - Responsible for oversight of the records management, human resources, and safety programs.
  - The GM, not individual Trustees, is the Agency's first line of inquiry into operational or financial concerns.
- 

### **REQUIRED QUALIFICATIONS**

Candidates must demonstrate the following:

- Bachelor's degree in business administration, public administration, construction/engineering management, real estate, or a related field. An additional 10 years of progressively responsible experience managing a multi-divisional organization may be substituted for the degree requirement.

- Demonstrated experience in financial oversight, budgeting, and internal controls at a scale sufficient to responsibly manage and protect public assets.
- Proven supervisory experience managing multiple departments and subordinate managers.
- Valid driver's license and legal authorization to work in the United States.
- Available to attend evening Board meetings and respond to emergencies; regular presence required at all Agency parks, amenities, and facilities, with reasonable accommodation available.

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#### **PREFERRED SKILLS & KNOWLEDGE**

- Master's degree, such as an MBA, MPA, or equivalent relevant degree.
- Previous experience as a city/town manager, special district general manager, public-agency executive, or comparable chief executive.
- Working knowledge of the Utah Open and Public Meetings Act (OPMA), Government Records Access and Management Act (GRAMA), and Utah Procurement Code.
- Professional certification in a relevant management, engineering, construction, or related field.
- Ability to establish and maintain effective relationships with businesses, government agencies, community organizations, and the public.
- Familiarity with the operation and maintenance of golf courses, aquatics facilities, parks, and recreational infrastructure, and in-depth knowledge of irrigation systems.
- Excellent public presentation and written communication skills, including the ability to prepare policies, Board reports, grant applications, and other professional documents.
- Knowledge of land-use planning, zoning regulations, and community development principles.
- Direct experience negotiating and administering contracts and projects involving commercial entities or federal, state, county, municipal, utility, transportation, or special-district organizations.
- Experience negotiating and administering land transactions, easements, leases, and development agreements involving multiple stakeholders.

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#### **SALARY & BENEFITS**

**\$90,000 – \$135,000 ANNUALLY**

Starting salary will be determined based on qualifications, education, experience, leadership background, and demonstrated competencies. Benefits include Health insurance, Retirement benefits. Full-time employment benefits in accordance with Agency policies and applicable benefit plans

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#### **ABOUT STANSBURY SERVICE AGENCY**

The Stansbury Service Agency maintains 400+ acres of parks and facilities in Stansbury Park, UT, and was established for the purpose of providing recreation services and owning, operating, and maintaining the golf course, clubhouse, swimming pool, sailing lake, and playgrounds, along with all related equipment, facilities, and grounds.

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#### **HOW TO APPLY**

To apply, please submit your resume, cover letter, and references to [employment@stansburypark.gov](mailto:employment@stansburypark.gov). You may also mail your application or apply in person at the Stansbury Service Agency's office at 1 Country Club Dr., Ste 1, Stansbury Park, UT 84074.

## Porter Way Ball Park Proposed Reconstruction - Fall 2026

1. Drag and remove existing weeds in the infield area laid out for the 90' infield

Estimated time by SSA personnel, 2 men, deep drag, 4-wheeler, loader, dump truck - 6 - 8 hours

\$ 1,000

2. Regrade/ remove existing soil to depth of 1' in the vicinity of home plate, sloping infield to edge of outfield grass as marked, stockpile existing red dirt, remove "gray dirt". Spread stockpiled red dirt, spread new red blended infield dirt. Spread red topping material approx. 1/2" thick over finished infield soil.

Adobe Brothers Constructon

15,290

3. Provide 100 cy. of blended red baseball infield dirt. Includes blending, hauling from the pit to job site.

Staker / Parsons - 100 cy yards, approx 130 ton

11,310

\$ 27,600

4. Field Equipment. (All items A-G includes shipping)

A. Base anchors - 5 sets (60', 70', 90' +2 mound positionings)

\$37 / set X 5

185

B. Concrete for base anchor pads

4 bags @ \$10/bag

40

C. Dig Out base anchor tool

2 ea. @ \$20/ea.

40

D. Hex head base plugs w/indicators

1 bucket of 30

308

E. Step down pitching rubber

1 each

125

|                                                                                                                         |  |        |           |
|-------------------------------------------------------------------------------------------------------------------------|--|--------|-----------|
|                                                                                                                         |  | 698    | 28,298    |
| F. 8" high portable pitching mound - fiberglass<br>(70 foot bases)<br>Beacon Athletics                                  |  | 6,200  |           |
| G. 10" high portable pitching mound - fiberglass<br>(90' bases)<br>Beacon Athletics                                     |  | 7,330  |           |
|                                                                                                                         |  | 13,530 | 41,828    |
| 5. Storage Equipment                                                                                                    |  |        |           |
| A. 20' long Conex container                                                                                             |  | 3,740  |           |
| B. Knnack storage box model 36<br>Storage of bases amd small equipment                                                  |  | 700    |           |
|                                                                                                                         |  | 4440   | 46,268    |
| 6. Field Prep / weed control                                                                                            |  |        |           |
| A. Soil sterliant<br>6 bag @ \$125 / bag                                                                                |  | \$ 750 |           |
| B. Field nail drag<br>Anthem Sports (incl'd shipping)                                                                   |  | 600    |           |
|                                                                                                                         |  | 1,350  | 47,618    |
| 7. Temp. home run fence at 200' for softball play<br>Beacon Athjletics<br>Anthem Sports                                 |  | 3,000  | 50,618    |
| 8. SSA labor / material/sprinkler adjustments<br>Aeration of disturbed grass, reseed grass area,<br>miscellaneous tasks |  | 2,000  | 52,618    |
| 9.Site survey and layout - inhouse donation                                                                             |  | -      |           |
| Total estimated cost                                                                                                    |  |        | \$ 52,618 |

|                                 |               |                 |  |
|---------------------------------|---------------|-----------------|--|
| Project budget                  |               |                 |  |
| SSA allocated funds             | \$ 25,000     |                 |  |
| Tooele County Recreation Grant  | <u>30,000</u> |                 |  |
| Total budget amount             | \$ 55,000     | <u>55,000</u>   |  |
| Estimated remaining contingency |               | <u>\$ 2,382</u> |  |

Recommend that we not do the temporary softball fence until we verify the need for any added red dirt.



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## Stansbury Service Agency Board of Directors Meeting Minutes

**Date:** Wednesday, September 9, 2026

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

**Time:** 6:30 PM

I. Call to Order by Brett Palmer at 6:30 pm

II. Roll Call

A. Board Members

1. Brett Palmer - Present
2. John H. Wright - Present
3. Kyle Shields - Present
4. Brock Petersen - Present
5. Wayne V. Nielson - Present
6. Kasey Nobles - Present remotely via Zoom

B. Staff

1. James Hanzelka - Present
2. Ingrid Swenson - Present
3. Daisy LeBleu - Present
4. Shawn Chidester – Present

III. Pledge of Allegiance led by Brett Palmer

IV. Sheriff Update

- A. The Sheriff's Office was not present; no report was given.

V. Public Comments

- A. Steve Lempp, 22 Lakeview, reported that he had counted 13 dead doves in two cul-de-sacs in Stansbury Park and had seen additional community discussion about similar deaths. He contacted the state biologist responsible for the region and a local veterinarian. He said the state biologist was not concerned at the reported level but noted that doves can contract viruses and that dogs or cats that come into contact with dead birds could potentially be affected.

VI. Review of Public Comments

- A. No public comments from the August 19, 2026, Board Meeting required follow-up.

VII. General Manager Updates:

A. Operations

1. **Cybersecurity:** James Hanzelka reported continued cybersecurity issues, including a county-level PDF-related incident that temporarily affected Agency

operations and a computer that the County security team identified as unmonitored. James reported this is hopefully resolved.

2. **Community Events:** James reported the fireworks-replacement drone show is scheduled for September 19 at Porter Way. The location was selected because a lake-based show would require boat support to retrieve the drones. Upcoming events include an adult Halloween party on October 24, a library-sponsored children's Halloween activity on October 23, the Turkey Trot on November 14, and the Christmas Market on December 12.
3. **Microphone Upgrade:** Vista Clear misordered equipment and did not have the required fittings. The vendor apologized and provided a discount, but this has delayed delivery and installation.
4. **Staffing:** James Hanzelka reported significant seasonal staffing losses in the mowing and facilities crews as employees returned to school. The Agency hired an experienced full-time Level 3 irrigation technician, extended an offer to an experienced full-time Level 2 technician, and plans to retain and promote selected seasonal employees over the winter. He reported that the Agency has been recruiting for approximately six weeks but continues to experience applicants who do not appear for interviews or do not remain after hire. Parks and golf staff continue to share personnel when operationally necessary.
5. **Lake Vegetation and Shoreline Clippings:** James reported that grass and weed clippings collecting along the lake shoreline are a current concern. He showed the Board small remote-controlled, shallow-draft collection craft, including the Water Gator and Water Bug concepts, as alternatives to larger manned equipment that cannot effectively reach shallow fingers of the lake. James favored a larger-capacity remote craft and continues to evaluate operating procedures and potential purchase costs.
6. **Capital Maintenance:** The Gordon Well No. 1 VFD is complete and will be moved from Capital Maintenance to Capital Projects because it is a depreciable asset. The north clubhouse wall repair and other water-intrusion repairs are completed. The remaining roof leakage appears to involve the membrane beneath rooftop HVAC equipment; the current proposal for membrane work is \$29,945 and does not include moving or replacing the HVAC equipment. Staff also received a \$39,530 proposal to rebuild the deteriorated clubhouse utility structure and install more durable doors and is seeking additional comparable bids.

## B. Projects

1. **Mill Pond Bridge:** Staff is waiting for additional subsurface drilling related to the Rocky Mountain Power relocation after the existing power cable was found deeper than expected. BMEI proposed an alternate route, but the proposed location raised SPID concerns. Following an on-site review, Rocky Mountain Power will place the box where it can be accommodated, and the easement will be adjusted to reflect the final location. Reaveley Engineers is under contract to complete the design plans and provide an updated engineer's estimate.
2. **Millpond Park:** Staff is waiting for an electrical update to complete the bid package. Staff hopes to put the project out to bid this fall once the engineering package is complete and an updated cost estimate is available.
3. **Oscarson Park:** Bluline is developing a lower-cost phased concept focused on the grading plan and alternatives such as seeding rather than sod. The Board discussed whether to include angled parking, estimated at approximately \$50,000, in the initial work phase. John H. Wright supported developing a complete long-range design that could be constructed in phases without later removing completed infrastructure. Brock Petersen raised concerns about available funding, while Brett Palmer raised concerns about the long-term maintenance costs and demands associated with adding additional park facilities.
4. **Other Capital Projects:** The backflush project is nearing completion. The West Bank off-loading area has been deferred until next year, and staff will look for grant funding to help offset the cost. Staff continues evaluating replacement trucks, including state surplus options, and has delayed expansion of the camera system until the Agency's Wi-Fi system is functioning as needed. Staff have applied for a rebate for the Gordon Well No. 1 VFD, with a potential rebate of approximately \$14,000.

#### C. Finances

1. **Summary:** As of August 31, 2026, total Agency cash was \$4,549,867.30, including \$754,415.25 in the Impact Fees account. James Hanzelka reported that approximately \$650,000 is held in reserves and that available operational funding is approximately \$3.3 million.

#### VIII. Discussion Items:

##### A. Discussion of the Soundwall Trail

1. **Funding and Project Scope:** James Hanzelka reviewed the project funding and reported that the original agreement with UDOT was approximately \$761,000, with approximately \$152,000 funded by the Agency from impact fees and

\$609,000 funded by UDOT. Approximately \$50,000 has already been spent on planning. He reported that the responsive bid came in at approximately \$1.24 million, which would increase the Agency's share to approximately \$680,000 if no additional funding is obtained. Removing the additional irrigation work reduces the project cost to approximately \$945,000. If UDOT approves an 80/20 funding split at that amount, the Agency's share would be approximately \$189,000 and UDOT's share approximately \$756,000.

2. **Property, Irrigation, and Trail Utility:** The Board discussed whether the Agency should pay for additional irrigation on property along the proposed trail that is largely identified as UDOT property. Members discussed the condition of the Frontage Road entrance to the community, the benefit of improving the area's appearance, and the potential public benefit of the trail connection. The Board also discussed uncertainty regarding future State and County trail plans and whether the project remains worthwhile if the current UDOT funding arrangement cannot be maintained. James Hanzelka noted that UDOT has stated it would restore areas disturbed by trail construction but would not pay for the additional irrigation line proposed to improve coverage along the roadway.
3. **Bid Responsiveness and Construction Schedule Requirement:** Brett Palmer raised the possibility of obtaining a legal opinion regarding the substantially lower second bid, which had been treated as nonresponsive because a construction schedule was not submitted with the bid. Shawn Chidester explained that the standard contract conditions require a construction schedule within ten days after the contract is signed, while the pre-bid process had requested that contractors submit a schedule with their bids. The Board discussed whether the missing schedule could be treated as an informality and whether the lower bidder could legally be considered.
4. **Board Direction:** The Board directed that the available options continue to be explored before a final decision is made. Members supported obtaining a legal opinion regarding whether the lower bid could be considered and reviewing available UDOT funding options so the Board could make a decision with accurate costs and information. No formal action was taken.

#### IX. Action Items:

##### A. 2026.09.01 A

1. Board Review and possible approval of the August 19, 2026, Board Meeting Minutes.
  1. The Board requested two corrections: replace the word "sightseeing" with "line of sight" in the discussion of visibility near the SR-36 entrance, and correct the spelling of Sher Shields' name.

**Motion** by Brock Petersen to approve the August 19, 2026, Board Meeting Minutes with the modifications changing "sightseeing" to "line of sight" and correcting the name to Sher Shields. Seconded by Kyle Shields.

**Vote as Follows:**

Wayne Nielson - Aye; John H. Wright - Aye; Kyle Shields - Aye; Brett Palmer - Aye; Kasey Nobles - Aye; Brock Petersen - Aye. Motion Passed Unanimously

**B. 2026.09.02 A**

1. Board Review and possible approval of legal services for Jayme Blakesley from Hayes Godfrey Bell, PC.
  1. The engagement letter identifies the firm as Hayes Godfrey Bell, P.C. and Jayme L. Blakesley as the attorney. The proposed rates are \$240 per hour for general legal services and \$275 per hour for litigation services, plus applicable expenses. The Board discussed how the firm could supplement existing counsel, provide special-district expertise, and reduce potential conflicts of interest when the Agency and another represented entity have competing interests. James Hanzelka explained that retaining the firm would not make it the Agency's exclusive legal counsel.

**Motion** by John H. Wright to retain Hayes Godfrey Bell, P.C. for legal matters relating to the special service districts. Seconded by Wayne Nielson.

**Vote as Follows:**

Wayne Nielson - Aye; John H. Wright - Aye; Kyle Shields - Aye; Brett Palmer - Aye; Kasey Nobles - Aye; Brock Petersen - Aye. Motion Passed Unanimously

**C. 2026.09.03 A**

1. Board Review and possible approval of making additional water right credits available to Developers.
  1. The Board discussed the Agency's remaining water-right credits from the original Terracor water-right accounting, including approximately 62 acre-feet currently available. A developer under consideration is expected to require approximately 5.95 acre-feet for a proposed seven-lot development, subject to final development plans. The Board also discussed a separate request from Ivory Homes, the \$40,000 per acre-foot value of the water rights, and the requirement that developments purchasing the water rights annex into the Stansbury Recreation Service Area and Stansbury Greenbelt Service Area.

**Motion** by John H. Wright to approve the sale of up to 11 acre-feet of water rights to two developers at \$40,000 per acre-foot, with each developer required to annex into both the

Stansbury Recreation Service Area and Stansbury Greenbelt Service Area. Seconded by Kyle Shields.

**Vote as Follows:**

Wayne Nielson - Aye; John H. Wright - Aye; Kyle Shields - Aye; Brett Palmer - Aye; Kasey Nobles - Aye; Brock Petersen - Aye. Motion Passed Unanimously

**D. 2026.09.04 A**

1. Board Review and possible approval of Job Posting for General Manager.

1. Brock Petersen disclosed that he had a potential interest in the General Manager position and stated that he would recuse himself from further discussion and voting on Items 2026.09.04 A and 2026.09.05 A. He also declined any appointment to the hiring committee and requested that the committee be composed of Board members without a disclosed interest in the position.
2. The Board reviewed two proposed posting formats and generally preferred the non-colored version. Because not all Board members had received or reviewed the consolidated comment sheet, members agreed that additional review was needed before the posting was approved. A special meeting was scheduled for Monday, September 14, 2026, at 6:30 PM to consider the posting.

**Motion** by Kyle Shields to postpone approval of the General Manager job posting until after the September 14, 2026, meeting at 6:30 PM. Seconded by John H. Wright.

**Vote as Follows:**

Wayne Nielson - Aye; John H. Wright - Aye; Kyle Shields - Aye; Brett Palmer - Aye; Kasey Nobles - Aye; Brock Petersen - Abstain. Motion Passed

**E. 2026.09.05 A**

1. Board Review and possible approval of appointing a Board Committee Lead and two other board members to serve on the hiring committee and to provide recommendations to the Service Agency Board of Directors for the General Manager Position.

1. Brett Palmer asked Kasey Nobles to serve as the hiring committee lead, and Kasey agreed. Kasey asked Wayne Nielson and John H. Wright to serve with him, and both agreed.

**Motion** by Kyle Shields to appoint Kasey Nobles as hiring committee lead, with Wayne Nielson and John H. Wright serving as committee members, to provide recommendations to the

Stansbury Service Agency Board of Directors for the General Manager position. Seconded by John H. Wright.

**Vote as Follows:**

Wayne Nielson - Aye; John H. Wright - Aye; Kyle Shields - Aye; Brett Palmer - Aye; Kasey Nobles - Aye; Brock Petersen - Abstain. Motion Passed

**F. 2026.09.06**

1. Board Review and possible approval of the Porter Way Baseball Field Plan.
  1. Staff reported that the field was not graded correctly and has approximately a four-foot drop from home plate to the outfield. The proposed work will slope away from the backstop, cut the infield a 1' after removing 3" of existing red dirt, so the total cut that bid is 1.25 feet, establish a substantially level infield, feather the grade into the outfield, reuse existing infield material where practical, and add material as needed.
  2. The project has \$30,000 in County grant funding and \$25,000 in programmed Agency funds. The supporting estimate totals \$52,618. The Board discussed the field's ability to support multiple youth baseball and softball configurations, temporary pitching mounds and storage, and future options for more extensive outfield improvements.

**Motion** by Kyle Shields to approve the Porter Way Baseball Field Plan as outlined for an amount not to exceed \$55,000. Seconded by Brock Petersen.

**Vote as Follows:**

Wayne Nielson - Aye; John H. Wright - Aye; Kyle Shields - Aye; Brett Palmer - Aye; Kasey Nobles - Aye; Brock Petersen - Aye. Motion Passed Unanimously

**Board member reports and requests.**

Open comment session for individual Board Members to present final thoughts on any subject covered in the meeting, updates on individual projects not covered by the General Manager, and requests for future Board actions.

- Kyle Shields: Kyle asked whether the Agency had pursued part-time employees to help address staffing shortages. James Hanzelka reported that part-time recruiting had also produced limited results. Kyle also asked about dredging the lake's shallow problem areas and whether the Utah Division of Wildlife Resources could provide assistance. James agreed to ask DWR about available support. Kyle thanked Agency employees and Board members for their work and acknowledged the difficult decisions involved in Agency operations.
- John H. Wright: John asked for an update on prior discussions regarding golf carts on Stansbury Park roadways. James Hanzelka reported that he is pursuing a path forward involving a Stansbury-specific ordinance and that the County appeared amenable to that approach. John also asked

about the lake mower/harvester. James reported that the equipment is generally operating well but remains limited by water depth and maneuverability in the lake's shallow fingers. John asked about the delayed sound-system upgrade. James explained that another company had indicated the existing system would essentially need to be replaced, making the current vendor the most practical option. When John asked whether the upgrade would address hearing-assistance needs, James confirmed that it would. John also asked about the seasonal snow-cone vendor, and James reported that operations were expected to end around September 15, with approximately 15 additional days afterward to remove the stand.

- Wayne V. Nielson: No additional comments or requests.
- Kasey Nobles: No additional comments or requests.
- Brock Petersen: No additional comments or requests.
- Brett Palmer: No additional Board report; he thanked those present for their service.

#### **Motion to Adjourn**

**Motion** by Kyle Shields to adjourn the Stansbury Service Agency Board of Directors Meeting.  
Seconded by John H. Wright.

#### **Vote as Follows:**

Wayne Nielson - Aye; John H. Wright - Aye; Kyle Shields - Aye; Brett Palmer - Aye; Kasey Nobles - Aye; Brock Petersen - Aye. Motion Passed Unanimously

Meeting Adjourned at 8:56 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 23rd day of September, 2026.



Brett Palmer, Stansbury Service Agency Board Chair