



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