



Snyderville Basin Special Recreation District  
Board Meeting Minutes  
**Thursday, July 22, 2021**  
Virtual Meeting via Zoom  
Meeting ID: 865 3647 4722  
5715 Trailside Drive  
Park City, Utah

**Board Members in Attendance:** Nate Brown, Ben Castro, Brandi Connolly, David Kottler, Len McGee, Larry Moffitt, Carrie Westberg. Board members participated electronically via Zoom and at anchor location.

**Absent:** None

**Staff Present:** Director Dana Jones, Brian Kadziel, Justine Kadziel, Ben Liegert, Allie McKinney, Megan Suhadolc, Matt Wagoner. Staff participated electronically via Zoom and at anchor location.

**Attending Guests:** Susie Becker, David Thomas

**CALL TO ORDER AND PUBLIC INPUT**

The meeting of July 22, 2021 was called to order by Chair Castro at 6:03 pm.

No public input. Chair Castro closed public input at 6:04 pm

**OATH OF OFFICE**

Chair Castro welcomed Len McGee as the newest Board member. McGee introduced himself. Chair Castro administered the oath of office for Len McGee. "I do solemnly swear that I will support, obey, and defend the Constitution of the United States and the Constitution of this State, and that I will discharge the duties of my office with fidelity."

**PUBLIC HEARING: PROPOSED PARKS, TRAILS, OPEN SPACE, AND RECREATION IMPACT FEE ANALYSIS AND ENACTMENT RESOLUTION**

Board members received a staff report from Director Jones and Suhadolc in their Board packets prior to the meeting. Susie Becker with Zion's Bank Public Finance reviewed the Impact Fee Facility Plan "IFFP" and Impact Fee Analysis "IFA". Suhadolc stated that the Summit County Council approved the Impact Fee Facility Plan in June 2021. Becker compared current Impact Fees with the proposed Impact Fees, stating that on average the current Impact Fees are lower than the new proposed fees. The model designed to calculate the fee has been changed so that bond credits are built into the fee and everyone pays the same fee based on single-family, multi-family, or commercial. The old model considered bond credits, which were based on the

valuation of the specific development, at the end of the calculation. Becker referenced Utah Code 11-36a-403, stating a local political subdivision or private entity may include a provision in an Impact Fee enactment that provides an Impact Fee exemption for development activity attributable to low-income housing, the state, a school district or a charter school. Moffitt asked if the Board or the District would be responsible for deciding an Impact Fee exemption regarding the aforementioned code. Becker stated that the Board could make that decision as the Board sees fit. Regarding affordable housing, Suhadolc stated that in the past, the Director has made the decision and used Summit County guidelines to assist with the decision. The Board and Suhadolc discussed the relation between the Ice Arena and Impact Fees. Thomas stated that Impact Fees must be calculated on a rational basis and used proportionate. Thomas explained that the monies must be used within six years on any of the named projects, it is not expected that every item in the Facilities Plan will be built. Suhadolc stated that the adopted Impact Fees will not go into effect for ninety days. Kottler and Becker discussed the changes in the Impact Fee calculations. Connolly and Becker discussed how funds gained through a Grant or donation are not included in the Impact Fee calculation.

No public input. Chair Castro closed public hearing at 6:25 pm.

#### **DISCUSSION AND POSSIBLE APPROVAL OF THE IMPACT FEE ANALYSIS AND ENACTMENT RESOLUTION**

Board members received a staff report from Director Jones and Suhadolc in their Board packets prior to the meeting. There were no additional comments or questions after the public hearing.

**MOTION:** To adopt Resolution 2021-01, a resolution adopting an impact fee analysis and imposing impact fees, providing for the calculation and collection of such fees, providing for appeal, accounting, and severability of the same, and other related matters.

[KOTTLER/BROWN] All in favor: Brown, Chair Castro, Connolly, Kottler, McGee, Moffitt, Westberg. None Opposed. Abstain: None. Absent: None. Motion carries

#### **CONSENT AGENDA**

##### **1. REQUEST TO APPROVE MINUTES FROM 06/10/2021 and 06/22/2021**

Kottler abstains from the approval of meeting minutes from 06/22/2021. Brown abstains from the approval of meeting minutes from 06/10/2021.

##### **2. REQUEST TO APPROVE THE PRIOR MONTH'S EXPENDITURES**

Connolly and Suhadolc discussed the contract with Nexus IT. Connolly and Liegert discussed DJB gas invoices regarding the Fieldhouse pools. Brown and Suhadolc discussed the debt service payments and interest.

**MOTION:** To approve the two-point Consent Agenda [WESTBERG/MOFFITT] All in favor: Brown, Chair Castro, Connolly, Kottler, McGee, Moffitt, Westberg. None Opposed. Abstain: McGee. Kottler abstains from 06/22/2021. Brown abstains from 06/10/2021. Absent: None. Motion carries.

#### **DISCUSSION AND POSSIBLE APPROVAL OF CONTRACT FOR TRAILSIDE BIKE PARK JUMP LINE PROJECT**

Board members received a staff report from Wagoner in their Board packets prior to the meeting. Wagoner explained that in 2020, the District was awarded a Summit County Restaurant Tax Grant for improvements to the Trailside Bike Park. The application proposed to increase the functionality of the jump line as a progressive-oriented feature of the park. Wagoner stated that the new design includes a greater variety of features from beginner to advanced difficulty that will create more opportunities for safe, incremental skill building. In the existing jump line area, a newly constructed dual slalom course will add another unique feature to the bike park. Wagoner explained that a rebuild of the pump track was also proposed but eliminated because the proposal was only partially funded. Wagoner stated that the District has worked closely with contractors who specialize in the construction of bike specific trails and parks to develop the concept for the jump line and dual slalom course. Wagoner explained that contractors were identified who were local to the project site and able to complete the project within the grant timeline. Wagoner stated that the District procurement policy states that for construction projects between \$25,000 and \$100,000 two competitive quotes must be sought and the lowest of the two will be awarded the contract. The District received two quotes for the project and Shapeshift Terrain Parks, LLC was the lowest quote to meet the specifications at \$71,560.00. Wagoner stated that \$50,000 will be applied from the Restaurant Tax Grant and the remainder will come from the general trails development capital fund.

Westberg and Wagoner discussed the possibility of installing the eliminated pump track portion of the project in the future. Chair Castro asked if there are any other dual slalom courses or facilities within the area. Wagoner stated that there are not. Connolly and Wagoner discussed how construction will affect the Bike Park usage. Brown congratulated Wagoner on procuring the tax grant funds for the District.

**MOTION:** To approve the contract for construction of the trailside Bike Park jump line and dual slalom course to Shapeshift Terrain Parks, LLC not to exceed \$71,560.00 and to authorize the District Director to execute the necessary documents. [BROWN/CONNOLLY] All in favor: Brown, Chair Castro, Connolly, Kottler, McGee, Moffitt, Westberg. None Opposed. Abstain: None. Absent: None. Motion carries

**DISCUSSION AND POSSIBLE APPROVAL OF CHANGE ORDER TO BOWEN COLLINS AND ASSOCIATES, INC. CONTRACT**

Board members received a staff report from Director Jones in their Board packets prior to the meeting. Director Jones explained that Bowen Collins has been the engineer for the design phase of the new community park on Amenti, stating that the firm was procured last year under the small purchase threshold for engineering services, in conjunction with our pre-qualified list. Director Jones explained that due to short staffing and lack of project management experience for projects of this size, the District would like to hire out the construction management and administration for the duration of the project. Director Jones stated that Bowen Collins' contract needs to be amended to include additional tasks and keep them on through the duration of the project. Director Jones stated that the additional work will exceed the \$100,000 small purchase threshold.

Director Jones explained that Bowen Collins submitted a breakdown of costs for the following additional services. Continued work on ongoing engineering, construction administration during



design and construction management during the construction phase of the project, coordinate final design drawings with the County and sewer district for approval, assist with bidding and procurement of a contractor and provide recommendations for a selected contractor, provide construction management to include RFI, pay request, change order, and submittal reviews part-time for seven months of anticipated construction, attendance at weekly construction progress meetings for seven months of anticipated construction, and construction observation twenty hours per week. Director Jones stated that the cost for these additional services as listed is estimated to be \$89,170. The District recommends that the contract with Bowen Collins be amended under the sole source exception relating to transitional costs as per the procurement policy.

Kottler and Director Jones discussed the District's sole source procurement policy and how to proceed properly. Connolly and Director Jones discussed Bowen Collins experience regarding project management and the cost breakdown provided by Bowen Collins.

**MOTION:** To approve the change order for Design/Construction Management Services on the Amenti Property to Bowen Collins & Associates not to exceed \$89,170 and authorize the District Director to execute the necessary documents [MOFFITT/KOTTLER] All in favor: Brown, Chair Castro, Connolly, Kottler, McGee, Moffitt, Westberg. None Opposed. Abstain: None. Absent: None. Motion carries

**DISCUSSION AND POSSIBLE APPROVAL OF CHANGE ORDER TO THE TRAILSIDE COURT RESURFACING CONTRACT WITH SAFE PLAY PRO**

Board members received a staff report from Director Jones and Liegert in their Board packets prior to the meeting. Liegert stated that on April 15, 2021, the Board approved the contract for the Trailside court resurfacing project for the tennis, pickleball/tennis, and basketball courts totaling \$57,090. Liegert explained that Safeplay Pro has completed the resurfacing on both the tennis and tennis/pickleball courts and stated that during the preparation and cleaning of the basketball court, Safeplay Pro found extensive delamination to the original surface. Liegert stated that, due to the excessive damage, additional work will need to be done to complete the resurfacing project. Liegert explained that the extra work will remove the original surface from the concrete and create a better area for the new surface to bond to. Liegert stated that the additional work is estimated to be \$12,500 and that funds from the capital replacement account will be used for the change order. Liegert stated that \$38,110 in grant funds is available in the budget for this project. Liegert stated that the District is waiting for a final cost estimate from the contractor and therefore requesting a do not exceed amount to be set in place at this time.

Connolly and Liegert discussed the material of the surface. Kottler and Liegert discussed the expectation regarding the contract, cost estimate and timing of the project. Brown and Liegert discussed the replacement schedule of the courts and typical usage of the basketball courts.

**MOTION:** To approve the change order for the Trailside Park Court Resurfacing Project with Safe Play Pro not to exceed \$14,000 and authorize the District Director to execute the necessary documents. [WESTBERG/ KOTTLER] All in favor: Brown, Chair Castro, Connolly, Kottler, McGee, Moffitt, Westberg. None Opposed. Abstain: None. Absent: None. Motion carries

172 **DISCUSSION AND POSSIBLE APPROVAL OF CHANGE ORDER TO ALPINE**  
173 **FORESTRY CONTRACT**

174 Board members received a staff report from Wagoner in their Board packets prior to the meeting.  
175 Wagoner discussed how as part of the Summit Park Forest Health and Fuels Reduction project  
176 the shaded fuel break in Toll Canyon was scheduled for retreatment by 4 Leaf Ranch grazing  
177 operations. Wagoner stated that, due to the emerging drought conditions in the winter of  
178 2020/2021, the District decided to suspend goat grazing for the coming season. The District is  
179 proposing that the retreatment be performed by hand crews this year by amending the contract  
180 that is currently in place with Alpine Forestry. Wagoner explained that this change is allowable  
181 by the grant that is funding this work. Wagoner stated that additional grant funds have been  
182 allocated to accelerate the schedule of pile burning associated with the larger forestry project in  
183 Summit Park. Wagoner explained that because Alpine Forestry is already under contract for fuels  
184 reduction work and pile burning, the District suggests that Alpine be awarded these additional  
185 funds to complete work and accelerate the pile burning in the project area.

186  
187 Wagoner stated that the District requests an increase to Alpine Forestry contract not to exceed  
188 limit, from \$83,000 to \$147,500. Wagoner stated that the proposed increase will be for \$22,000  
189 for work related to retreatment of shaded fuel break within Toll Canyon Open Space and for  
190 \$42,500 to complete burn pile operations in both Summit Park and Toll Canyon Open Space for  
191 the 2021-22 burning season. Wagoner stated that the total increase to the contract is \$64,500 and  
192 that the District has secured grant monies from the WRI state program 5551 cooperative  
193 agreement to cover the full amount requested in this change order. Wagoner stated that grant  
194 funds will be received by the District upon reimbursement request.

195  
196 Chair Castro and Wagoner discussed how to address the public relations aspect of this project  
197 and the timeline to get the information out to the public. Chair Castro and Wagoner discussed the  
198 press release regarding this project. Connolly and Wagoner discussed the cost of the goats for  
199 this project versus the cost of labor.

200  
201 **MOTION:** To approve the change order for the Alpine Forestry contract to a total not to exceed  
202 \$147,500 and authorize the District Director to execute the necessary documents.  
203 [CONNOLLY/WESTBERG] All in favor: Brown, Chair Castro, Connolly, Kottler, McGee,  
204 Moffitt, Westberg. None Opposed. Abstain: None. Absent: None. Motion carries

205  
206 **DISCUSSION AND POSSIBLE APPROVAL OF CONTRACT FOR RUN-A-MUK**  
207 **FENCING PROJECT**

208 Board members received a staff report from Wagoner in their Board packets prior to the meeting.  
209 Wagoner stated that the Run-A-Muk off leash area contains lengths of legacy fencing that were  
210 not designed or intended to function as a complete barrier and that there is approximately 5,000  
211 linear feet of sub-standard fencing that needs to be removed. Wagoner explained that the new  
212 fencing will be of a higher quality and the layout will increase the area available for future  
213 expansion of the trail system. Wagoner stated that the contractor will install approximately 4,150  
214 feet of new fencing and remove 4,950 feet of old t-post and mesh/barbed wire fencing. Wagoner  
215 explained that the off-leash area will remain open as old fencing will not be removed until the  
216 new fencing is complete. Wagoner explained that the District's procurement policy states that for  
217 construction projects between \$25,000 and \$100,000, two competitive quotes must be sought and

the lowest of the two will be awarded the contract. Wagoner stated that quotes were solicited from two qualified contractors and ReWell was the lowest that met the specifications of the project. Wagoner stated that the cost is covered in the 2021 Open Space Maintenance budget.

Brown and Wagoner discussed the budget funds regarding this project. Connolly and Wagoner discussed the preservation and addition of gates for the project. Chair Castro and Wagoner discussed the cost of the project and bid from ReWell. Connolly and Wagoner discussed the materials that will be used for this project.

**MOTION:** To approve a contract with ReWell for the Run-A-Muk fence modification project in the amount of \$76,700 and authorize the District Director to execute the necessary documents. [BROWN/MOFFITT] All in favor: Brown, Chair Castro, Connolly, Kottler, McGee, Moffitt, Westberg. None Opposed. Abstain: None. Absent: None. Motion carries

### **DISCUSSION AND POSSIBLE APPROVAL OF ADDITIONAL WORK FOR APEX TRAIL CONSTRUCTION**

Board members received a staff report from Wagoner in their Board packets prior to the meeting. Wagoner stated that the District has used Apex Trail Construction in the past to work on the Discovery Trail System Project in 2020 and the partial rebuild of the aging Arcylon trail in 2021. Wagoner explained that seasonal hiring has been a challenge this year, leaving the District with reduced seasonal workforce and creating a need for assistance with regular trail maintenance. Wagoner stated that contracting maintenance work on natural surface trails is not a regular practice for the District, however the District would like to test the concept through employing Apex Trail Construction on a small project in the Discovery Area at the cost of \$1,200. Wagoner explained that this would increase the total amount of work for 2021 to just over the \$20,000 threshold, requiring Board approval. Wagoner stated that funding will come from the budget for contracted services, which is well under anticipated spending.

Moffitt and Wagoner discussed the location of the trail in Discovery. Chair Castro and Wagoner discussed the possibility and scope of contracting trail maintenance out in the future.

**MOTION:** To approve the additional work by Apex Trail Construction LLC, for a total cost of \$20,450. [WESTBERG/BROWN] All in favor: Brown, Chair Castro, Connolly, Kottler, McGee, Moffitt, Westberg. None Opposed. Abstain: None. Absent: None. Motion carries

### **DIRECTOR'S UPDATE**

Board members received the District Director monthly update from Director Jones in their Board packets prior to the meeting. Director Jones stated that Wagoner is working on RAP tax grant proposals for Run-A-Muk parking and restroom expansion as well as trail head restroom expansion and updates. Director Jones stated that Liegert is working on RAP tax grant proposals to replace the turf at Matt Knoop Park as well as upgrading the Willow Creek pond. Director Jones discussed the upgrading of the Willow Creek playgrounds and courts to be more inclusive and to include ADA upgrades. Director Jones discussed the growth of programs and events, stating that demand is anticipated to continually grow. Director Jones commended District staff on their efforts despite low staffing numbers. Director Jones stated that the District is currently in the process of hiring two of the District's management positions. Director Jones discussed the

bi-weekly trails report implementation. Director Jones stated that the District's management team has begun to work on developing the District's 2022 budget using a zero-based budget model. Director Jones explained that this has allowed the District to examine each of the spending categories for accuracy and build a budget that is tied to programs and services creating a need for description and justification to allocate funds economically and strategically. Director Jones stated that throughout the budget process the District will be evaluating priorities and evaluating the needs for staff including recruitment, retention, and longevity. Director Jones explained that in comparison to other recreation departments across the country, the percentage of the budget allocated to staffing for the District is lower than the average.

Westberg and Kadziel discussed the recently implemented increase in aquatic programs. The Board and Kadziel discussed local aquatic programs in the area. The Board discussed public safety and liability to the District on the trails as a public entity.

## **UPDATES FROM DISTRICT COMMITTEES**

### **STANDING COMMITTEES:**

**District Director Liaison & Annual Review Committee:** Chair Castro stated that the committee discussed most of what was mentioned in the Director's update as well as E-bikes use on trails. Chair Castro stated that the committee discussed doing a salary survey in conjunction with the County. Chair Castro stated that the committee discussed the bonus program as well as vaccination policies.

**Personnel Committee:** Chair Castro stated that the committee reviewed job descriptions and openings.

**Trails Committee:** Did not meet.

**Open Space Committee:** Kottler stated that the committee toured Toll Canyon and observed the beaver dam analogues. Kottler stated that the committee discussed general open space management and the hiring of a new open space supervisor.

**Parks & Recreation Committee:** Did not meet.

**BOSAC (County appointed) –** Did not meet.

### **AD HOC COMMITTEE:**

**Capital Investment and Strategic Action Plan Committee:** Did not meet.

## **BOARD MEMBER COMMENTS AND REVIEW OF ACTION ITEMS**

Brown commended the District, specifically trails and open space staff, on the recent projects implemented such as the beaver dam analogues. Brown stated that the projects seem to work well specifically mentioning seeing the positive physical progress being made.

The Board discussed the openings in the Capital Investment and Strategic Action Plan Committee and the Parks and Recreation Committee. McGee expressed interest in either or both of those committees.

Kottler thanked Wagoner and trails staff for the improved signage on trails stating that it has improved trail etiquette. Kottler stated that the budget season is a good opportunity for the Board members to express individual policy priorities. Two areas that Kottler mentioned reviewing for the future budget are non-enforcement related trail etiquette education and non-active/less-active



senior programming. The Board and Kadziel discussed non-active/less-active programs and expansion.

Connolly commended Kadziel and Recreation Staff on their hard work with summer programs.

**CLOSED SESSION: PERSONNEL**

At 7:50 pm, staff was dismissed, and Chair Castro called for a motion to enter into executive session to discuss personnel.

Chair Castro signed a closed meeting affidavit for discussion of personnel.

Those in attendance were: Nate Brown, Chair Ben Castro, Brandi Connolly, Director Dana Jones, David Kottler, Len McGee Larry Moffitt, David Thomas, Carrie Westberg.

**MOTION:** To enter into executive session for the purpose of discussing personnel.

[KOTTLER/BROWN] All in favor: Brown, Chair Castro, Connolly, Kottler, McGee, Moffitt, Westberg. None Opposed. Absent: None. Motion carries.

At 8:41 pm, Chair Castro called for a motion to close executive session for the purpose of discussing personnel.

**MOTION:** To close the executive session for the purpose of discussing personnel.

[CONNOLLY/MCGEE] All in favor: Brown, Chair Castro, Connolly, Kottler, McGee, Moffitt, Westberg. None Opposed. Absent: None. Motion carries.

At 8:41 pm, Chair Castro called for a motion to adjourn the electronic meeting.

**MOTION:** To adjourn the electronic meeting of July 22, 2021. [WESTBERG/MCGEE] All in favor: Brown, Chair Castro, Connolly, Kottler, McGee, Moffitt, Westberg. None Opposed. Absent: None. Motion carries.

**MOTIONS:**

**MOTION:** To adopt Resolution 2021-01, a resolution adopting an impact fee analysis and imposing impact fees, providing for the calculation and collection of such fees, providing for appeal, accounting, and severability of the same, and other related matters.

[KOTTLER/BROWN] All in favor: Brown, Chair Castro, Connolly, Kottler, McGee, Moffitt, Westberg. None Opposed. Abstain: None. Absent: None. Motion carries

**MOTION:** To approve the two-point Consent Agenda [WESTBERG/MOFFITT] All in favor: Brown, Chair Castro, Connolly, Kottler, McGee, Moffitt, Westberg. None Opposed. Abstain: McGee. Kottler abstains from 06/22/2021. Brown abstains from 06/10/2021. Absent: None. Motion carries.

**MOTION:** To approve the contract for construction of the trailside Bike Park jump line and dual slalom course to Shapeshift Terrain Parks, LLC not to exceed \$71,560.00 and to authorize the District Director to execute the necessary documents. [BROWN/CONNOLLY] All in favor:



Brown, Chair Castro, Connolly, Kottler, McGee, Moffitt, Westberg. None Opposed. Abstain: None. Absent: None. Motion carries

**MOTION:** To approve the change order for Design/Construction Management Services on the Amenti Property to Bowen Collins & Associates not to exceed \$89,170 and authorize the District Director to execute the necessary documents [MOFFITT/KOTTLER] All in favor: Brown, Chair Castro, Connolly, Kottler, McGee, Moffitt, Westberg. None Opposed. Abstain: None. Absent: None. Motion carries

**MOTION:** To approve the change order for the Trailside Park Court Resurfacing Project with Safe Play Pro not to exceed \$14,000 and authorize the District Director to execute the necessary documents. [WESTBERG/ KOTTLER] All in favor: Brown, Chair Castro, Connolly, Kottler, McGee, Moffitt, Westberg. None Opposed. Abstain: None. Absent: None. Motion carries

**MOTION:** To approve the change order for the Alpine Forestry contract to a total not to exceed \$147,500 and authorize the District Director to execute the necessary documents. [CONNOLLY/WESTBERG] All in favor: Brown, Chair Castro, Connolly, Kottler, McGee, Moffitt, Westberg. None Opposed. Abstain: None. Absent: None. Motion carries

**MOTION:** To approve a contract with ReWell for the Run-A-Muk fence modification project in the amount of \$76,700 and authorize the District Director to execute the necessary documents. [BROWN/MOFFITT] All in favor: Brown, Chair Castro, Connolly, Kottler, McGee, Moffitt, Westberg. None Opposed. Abstain: None. Absent: None. Motion carries

**MOTION:** To approve the additional work by Apex Trail Construction LLC, for a total cost of \$20,450. [WESTBERG/BROWN] All in favor: Brown, Chair Castro, Connolly, Kottler, McGee, Moffitt, Westberg. None Opposed. Abstain: None. Absent: None. Motion carries

**MOTION:** To enter into executive session for the purpose of discussing personnel. [KOTTLER/BROWN] All in favor: Brown, Chair Castro, Connolly, Kottler, McGee, Moffitt, Westberg. None Opposed. Absent: None. Motion carries.

**MOTION:** To close the executive session for the purpose of discussing personnel. [CONNOLLY/MCGEE] All in favor: Brown, Chair Castro, Connolly, Kottler, McGee, Moffitt, Westberg. None Opposed. Absent: None. Motion carries.

**MOTION:** To adjourn the electronic meeting of July 22, 2021. [WESTBERG/MCGEE] All in favor: Brown, Chair Castro, Connolly, Kottler, McGee, Moffitt, Westberg. None Opposed. Absent: None. Motion carries.

Minutes prepared by Allie Mckinney

Clerk/Board Member Approval: \_\_\_\_\_

