



Snyderville Basin Special Recreation District
Board Meeting Minutes
Thursday, April 15, 2021
Virtual Meeting via Zoom
Meeting ID: 882 0229 6451
5715 Trailside Drive
Park City, Utah

Board Members in Attendance: Rick Bleil, Nate Brown, Ben Castro, Brandi Connolly, David Kottler, Larry Moffitt, Carrie Westberg. Board members participated electronically via Zoom.

Absent: None.

Staff Present: Stacy Carpenter Director Dana Jones, Brian Kadziel, Jessica Kirby, Ben Liegert, Allie McKinney, Melissa O'Brien, Ben Pearson, Matt Strader, Megan Suhadolc, Matt Wagoner. Staff participated electronically via Zoom.

Attending Guests: Brad Barlage, Angela Hicks, Magali Lequent, Scott McIntosh, Staci McIntosh, Jorge Velarde

CALL TO ORDER AND PUBLIC INPUT

The meeting of April 15, 2021 was called to order by Chair Castro at 6:01pm.

Chair Castro read the statement of determination: *"Consistent with provisions of the Utah Open and Public Meetings Act, Utah Code Ann. §54-2-207(4), the Chair of the Administrative Control Board (the "Board") of the Snyderville Basin Special Recreation District has issued a written determination supporting Snyderville Basin Special Recreation District's decision to convene electronic meetings of the Board without a physical anchor location. Due to the health and safety risks related to the ongoing COVID-19 pandemic and considering public health orders limiting in-person gatherings, members of the public should not attend Board meetings in person. However, members of the public are invited and encouraged to view and participate in the Board's electronic meetings as described in the Memorandum entitled Determination Regarding Electronic Meetings Without an Anchor Location, dated April 1, 2021."*

Brad Barlage, a Summit Park resident, shared his concerns surrounding parking and the increase in traffic in the neighborhood caused by trail users, particularly the Park View, Crest View, and Matterhorn areas. He stated that there has not been adequate consideration given to Summit Park residents regarding the impact of the increased access. He expressed his concern that the increase in trail users will amount to an increase in trash and congregation of users at trailheads. He suggested additional parking at the entrance of the neighborhood, with a large parking area at

34 Crest View that provides a connection to existing trails. Barlage added that he would prefer to
35 see restrooms at the Park View and Short Stack trailheads before additional parking.

36
37 Jorge Velarde, a Bear Hollow resident, shared many of Barlage's sentiments. He is concerned
38 with trail users parking illegally, and often in front of fire hydrants, at the top of Bear Hollow
39 Drive. Velarde shared that people are trespassing and building campfires on his property. He is
40 interested in gaining a better understanding as to what the District plans to do at these trailheads
41 and parking areas after hearing of the impact on the neighborhood residents.

42
43 Scott McIntosh, a Bear Hollow resident, voiced his concern about the lack of public input taken
44 regarding the parking at the top of Bear Hollow Drive. His position is that the area adjacent to
45 the UOP gate was never intended for parking and would like for the District to close such spaces
46 until additional research and discovery has been completed.

47
48 Magali Lequent, a Summit Park resident, expressed concern that since street parking on St.
49 Moritz has been limited, local Summit Park residents are not able to access Toll Canyon to hike.
50 She believes that if the public is able to park on the streets, with some limits, this would help to
51 disperse users. She suggested the option of a permit system or even cameras in the parking lots.
52 Lequent also believes a parking lot at the base of the neighborhood could be a good idea. She
53 stated her opinion that non-residents may be driving faster in the neighborhood causing a safety
54 concern for pedestrians, pets, and wildlife.

55
56 Angela Hicks, a resident of Summit Park, stated her concern about increased use of the trails and
57 open space within Summit Park. She is bothered by the noise, waste, and impact on the eco-
58 system that seem to have increased and is curious to know what the District plans to do to protect
59 the eco-system. Hicks believes that the increased number of parking stalls will not make a
60 difference and she would like to see more enforcement in the area. She also stated that there is
61 not access for neighborhood residents.

62
63 Chair Castro thanked the public for its input and said that concerns brought in front of staff and
64 Board would be taken into consideration.

65
66 Chair Castro closed public input at 6:19pm.

67 68 69 **CONSENT AGENDA**

70 1. REQUEST TO APPROVE MINUTES FROM 3/11/2021

71 No questions/comments

72 2. REQUEST TO APPROVE THE PRIOR MONTH'S EXPENDITURES

73 Carrie Westberg asked if the Blackridge Metal purchase is an update to current bike racks
74 or a purchase of new bike racks. Wagoner stated that The District is purchasing new bike
75 racks for trailheads and updating old bike racks for parks.

76
77 **MOTION:** To approve the two-point Consent Agenda. [Brown/Moffit] All in favor: Bleil,
78 Brown, Chair Castro, Connolly, Kottler, Moffitt, Westberg. None Opposed. Abstain: None.
79 Absent: None. Motion carries.

80 **DISCUSSION AND POSSIBLE APPROVAL OF BOARD TREASURER AND**
81 **AUTHORIZED SIGNER FOR THE DISTRICT'S ACCOUNTS WITH ZIONS BANK**

82 Board members received a staff report from Megan Suhadolc in their Board packets prior to the
83 meeting.

84
85 Suhadolc stated that, due to the fact that Bleil is moving out of the District's service area, it is
86 necessary to appoint a new treasurer and signer on the District's checking accounts. Bleil
87 nominates Kottler as the treasurer.

88
89 **MOTION:** To approve Kottler as the Board Treasurer, replacing Bleil. [Bleil/Connolly] All in
90 favor: Brown, Chair Castro, Connolly, Kottler, Moffitt, Westberg. None Opposed. Abstained:
91 Bleil Absent: None. Motion carries.

92
93 **MOTION:** To authorize Kottler as signer for the District's Zions Bank accounts, replacing Bleil.
94 [Brown/Connolly] All in favor: Brown, Chair Castro, Connolly, Kottler, Moffitt, Westberg.
95 None Opposed. Abstained: Bleil Absent: None. Motion carries.

96
97 **DISCUSSION AND POSSIBLE APPROVAL OF CONTRACT TO REPAIR AND**
98 **RESURFACE COURTS AT TRAILSIDE PARK**

99 Board members received a staff report from Director Dana Jones and Ben Liegert in their Board
100 packets prior to the meeting.

101
102 Liegert stated that the District issued a Request for Proposals and only one contractor submitted
103 a proposal. The District has used this contractor before. Liegert stated that all references gave
104 positive feedback regarding his work. Liegert explained that the District was awarded
105 \$59,196.00 through the 2020 RAP Recreation Grant. These funds are to be used towards
106 resurfacing the courts, purchasing windscreens, and updating nets. In addition, the capital
107 replacement budget allocates \$44,000 for the project The proposal for court resurfacing and
108 purchasing windscreens was \$57,090.00. In order to purchase upgraded pickleball nets on
109 wheels, Liegert anticipates using \$4,000-\$5,000 from the capital replacement budget in addition
110 to the awarded grant funds.

111
112 **MOTION:** To approve and award the contract for the Trailside Park Court Resurfacing Project
113 to Safe Play Pro and to allow the District Director to execute documents that pertain to that
114 transaction. [Westberg / Moffitt] All in favor: Bleil, Brown, Chair Castro, Connolly, Kottler,
115 Moffitt, Westberg. None Opposed. Absent: None. Motion carries.

116
117 **DISCUSSION AND POSSIBLE APPROVAL OF FULL WARRANTY PURCHASE FOR**
118 **AIR CONDENSING UNIT AT THE FIELDHOUSE**

119 Board members received a staff report from Director Dana Jones in their Board packets prior to
120 the meeting.

121
122 Director Jones explained that on March 11,2021, the Board approved the purchase of the air
123 condensing unit for the Fieldhouse from Comfort Systems USA. That contract includes
124 installation labor, one year of labor and parts, and a five-year compressor warranty, excluding
125 labor costs. Also offered was an extended warranty that would cost \$7,971 over the originally

approved price. Director Jones received a 30-day extension period from Comfort Systems USA to allow the District to get approval from the Board and include the warranty.

Kottler requested examples of previous extended warranty purchases that the District has made for similar items. Director Jones was unaware of previously purchased extended warranties, however explained that the labor was likely to be the expensive portion if something were to go wrong with the condenser unit. Moffit asked where the funds will come from. Director Jones explained that the funds will come out of the RAP tax grant and the capital replacement budget. Connolly asked Director Jones to clarify if the warranty that is included in the purchase contract excludes labor. Director Jones clarified that the purchase contract provides one year of parts and labor warranty and that the condenser unit is warrantied for five years excluding labor.

Kottler asked for examples of repairs have we had to do on condensers previously. Director Jones clarified that the concern is that it could be costly to repair. Brown requested clarification on the location of the condenser unit. Wagoner clarified that the unit is on the side of the building. Brown asked if parts and labor are included in the five-year extended warranty. Director Jones stated that parts and labor are included with the extended warranty. Liegert stated that it is not going to be quick if they have to come out and fix it and that the labor portion must be considered on a unit of this size. Brown asked what the lifetime expectancy is on this condenser unit. Suhadolc stated that it is a fifteen to twenty year life expectancy. Connolly questioned if there are any additional terms in the contract requiring the District to use Comfort Systems USA technicians to service the machine annually. Bleil suggested the District explain to Comfort Systems USA that there is push back from the Board and request a lower price. Brown asked for clarity on the original budget and plan.

Director Jones explained that the District's original capital replacement budget for this project was \$110,000. Director Jones stated that the District was awarded \$98,000 in RAP tax grant funds and that the additional \$28,000 was budgeted to be used for landscaping and trail connections behind the Fieldhouse. Connolly asked what the average annual maintenance cost is on the current condenser unit. Kottler suggested that the District not purchase the extended warranty consistent with historical practice. Chair Castro suggested that the Board consider the purchase the extended warranty.

MOTION: To approve the addition of the five-year extended warranty to the existing approved purchase of the air condensing unit for the Fieldhouse in the amount of \$7,971 for a total purchase price of \$79,980.00 from Comfort Systems USA using funds designated for such from the Summit County RAP tax grant and allow the District Director to execute the related documents. [Moffit/Connolly] All in favor: Bleil, Chair Castro, Moffitt, Westberg. Opposed: Brown, Connolly, Kottler. Absent: None. Motion carries.

TRAILS AND OPEN SPACE SHORT-TERM ACCESS IMPROVEMENT PLAN UPDATE

Board members received a staff report from Matt Wagoner in their Board packets prior to the meeting.

171 Director Jones clarified that the District is currently implementing a short-term access
172 improvement plan and stated the importance of implementing a major trails master plan in the
173 future. Director Jones stated that one of the benefits of engaging in a larger master planning
174 process is that it would allow input from multiple people/user groups. Director Jones explained
175 that the master plan is projected for 2022. Connolly asked if the District is planning to hire a
176 consultant, to which Director Jones suggested the District hire a consultant to oversee the entire
177 plan. Connolly asked if the masterplan would combine other projects within Basin Recreation.
178 Director Jones answered that such was under discussion but her initial inclination is that the trails
179 master plan be separate from the recreation plans and the District does not do both master plans
180 in the same year. Connolly suggested doing the research project for both together with sub-
181 consultants who specialize in Trails and Parks as to be mindful of the residents of Snyderville
182 Basin. Director Jones agreed but clarified that these two projects will be drawing two different
183 user groups. Chair Castro asked for clarification as to why the District is working on these
184 particular items so quickly. Director Jones explained that the County Council is requesting
185 analysis of problems and data points. Director Jones stated that these items are typically more
186 specific to a trails master plan as opposed to a short-term action plan, which the District is
187 currently implementing. Wagoner reiterated that the Council is requesting a more detailed
188 analysis to back up decisions that the District is making and agrees that a long-term master plan
189 is still required.

190
191 Wagoner stated that the data received thus far is limited and could continue to be studied long-
192 term. Wagoner stated that the short-term access plan will address immediate issues, and then
193 transition into a multi-year plan. Wagoner discussed the phases of the Short-term action plan and
194 explained that its primary focus is on restricting and directing parking. Wagoner explained that
195 phase one is comprised of three major focuses: establishing boundaries around the neighborhood
196 access points, limiting the overflow parking, and enforcing. Wagoner states that phase two
197 focuses on expanding access into areas in a way that does not impact neighbors. Wagoner
198 explained that phase three focuses on reducing the need for personal vehicle parking altogether.
199 Wagoner stated that the combination of the aforementioned phases is an all-angles approach.
200 Kottler asked if the District is anticipating that the multidisciplinary group is going to remain
201 involved. Wagoner explained that the multidisciplinary group will provide review of the short-
202 term action plan feeding into the long-term approach. Chair Castro explained that due to the
203 other agencies' current obligations, the District will be taking the lead on this project. Brown
204 asked for more clarification on the time frame. Wagoner and Chair Castro clarified that County
205 Council is requesting more detailed analysis, and while the focus has primarily been Sun Peak
206 and Summit Park, the District will need to expand to other areas of focus as well.

207
208 Chair Castro, Wagoner, and Brown discussed the improvements that have been made since
209 summer 2020, as well as the expectations from the Council and community. Moffit asked if the
210 buses will be up and running by summer. Director Jones stated that they will not be up and
211 running by summer and discussed the possibility of partnering with the City and Mountain Trails
212 to implement a trails transit system. Moffit asked when the District needs to begin the long-term
213 master planning process. Director Jones explained that the District would like to budget for it in
214 2022. Connolly again suggested combining the planning for all aspects of the District. Moffit
215 asked for examples of changes that will be made this summer, specifically directional trails, and
216 single use trails. Wagoner explained that the District is currently working on these improvements

in a couple locations. Westerberg asked if there is a hiking only area in the Discovery Loop area. Wagoner confirmed that there is, along with multi-use and biking only trails.

DIRECTOR'S UPDATE

Director Jones explained, following the policy amendments, per diem and payment will come through payroll now, not in check form. Director Jones discussed the District's mask protocol update. Director Jones explained that the District has chosen to adhere to Summit County and State of Utah guidelines, and that masks and social distancing are encouraged. Bleil asked if the District reinstituted optional masking to increase enrollment. Director Jones explained that it was strictly to follow the State of Utah and Summit County guidelines. Bleil asked how membership status' have change, including cancellations and postponements, since the District implemented the policy. Director Jones stated that there has been one request for refund due to the change in protocol. Director Jones continued to explain that approximately 50% of patrons are wearing masks and 50% of patrons are not. Director Jones stated that Fieldhouse Staff is noticing fewer complaints, anger, and negative commentary surrounding the situation. Bleil asked what the District's policy is surrounding masks and when will the District require mandatory masking, if ever again. Director Jones stated that the District does not have a specific mask policy, other than to follow the State of Utah and Summit County health orders. Bleil asked about the District's contact tracing protocol. Director Jones explained that the District has been instructed to allow the Summit County Health Department to remain solely responsible for contact tracing. Bleil asked if the District can provide the Summit County Health Department the necessary data if an exposure were to occur. Director Jones confirmed that the District would provide that.

The Board discussed when it was appropriate for Staff to bring issues to the Board for consideration. The Board concluded that there is not currently a written requirement in policy mandating Board approval or consideration in cases of a public health and safety crisis. Chair Castro suggested the District consider such when the Board discusses Policy and Procedure changes.

Director Jones updated the Board on the District's Summer Camp Registration and seasonal hiring, Connolly asked what the camp protocol would be for this summer. Kadziel stated that the District will mimic last year's COVID camps to maintain smaller camp sizes.

Moffitt asked if the District has submitted the CUP application to Summit County regarding the Amenti Property. Liegert confirmed that the District has submitted the application and that it is under review.

UPDATES FROM DISTRICT COMMITTEES

STANDING COMMITTEES:

District Director Liaison & Annual Review Committee: Chair Castro stated that the District Director Liaison and Annual Review Committee discussed mask protocols, Fieldhouse operations, implementing a permit system, next "in person" Board meeting, and high-level reorganizational items.

Personnel Committee: Did not meet.

Trails Committee: Did not meet.

Open Space Committee: Did not meet.
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

Chair Castro thanked Bleil for his time, service, and insight on the Board. Brown congratulated Kirby on her award.

CLOSED SESSION: PERSONNEL

At 7:56 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: Rick Bleil, Nate Brown, Chair Ben Castro, Brandi Connolly, David Kottler, Larry Moffit, Carrie Westberg, Director Dana Jones.

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

At 8:22pm, 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.
[Bleil/Connolly] All in favor: Bleil, Brown, Chair Castro, Connolly, Kottler, Moffitt, Westberg. None Opposed. Absent: None. Motion carries.

At 8:24pm, Chair Castro called for a motion to adjourn the electronic meeting.

MOTION: To adjourn the electronic meeting of April 15, 2021. [Moffitt/Brown] All in favor: Bleil, Brown, Chair Castro, Connolly, Kottler, Moffitt, Westberg. None Opposed. Absent: None. Motion carries.

Minutes prepared by Allie McKinney.

MOTIONS:

MOTION: To approve Kottler as the Board Treasurer, replacing Bleil. [Bleil/Connolly] All in favor: Brown, Chair Castro, Connolly, Kottler, Moffitt, Westberg. None Opposed. Abstained: Bleil Absent: None. Motion carries.

MOTION: To authorize Kottler as signer for the District's Zions Bank accounts, replacing Bleil.
[Brown/Connolly] All in favor: Brown, Chair Castro, Connolly, Kottler, Moffitt, Westberg.
None Opposed. Abstained: Bleil Absent: None. Motion carries.

MOTION: To approve and award the contract for the Trailside Park Court Resurfacing Project
to Safe Play Pro and to allow the District Director to execute documents that pertain to that
transaction. [Westberg / Moffitt] All in favor: Bleil, Brown, Chair Castro, Connolly, Kottler,
Moffitt, Westberg. None Opposed. Absent: None. Motion carries.

MOTION: To approve the addition of the five-year extended warranty to the existing approved
purchase of the air condensing unit for the Fieldhouse in the amount of \$7,971 for a total
purchase price of \$79,980.00 from Comfort Systems USA using funds designated for such from
the Summit County RAP tax grant and allow the District Director to execute the related
documents. [Moffitt/Connolly] All in favor: Bleil, Chair Castro, Moffitt, Westberg. Opposed:
Brown, Connolly, Kottler. Absent: None. Motion carries.

Clerk/Board Member Approval:  _____