



Snyderville Basin Special Recreation District  
Board Meeting Minutes  
**Thursday, June 10, 2021**  
Virtual Meeting via Zoom  
Meeting ID: 894 1531 3515  
5715 Trailside Drive  
Park City, Utah

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

**Absent:** Nate Brown

**Staff Present:** Stacy Carpenter, Director Dana Jones, Brian Kadziel, Ben Liegert, Allie Mckinney, Melissa O'Brien, Ben Pearson, Megan Suhadolc, Matt Wagoner. Staff participated electronically via Zoom and at anchor location.

**Attending Guests:** None

**CALL TO ORDER AND PUBLIC INPUT**

The meeting of June 10, 2021 was called to order by Chair Castro at 6:02 pm.

No public input. Chair Castro closed public input at 6:02 pm

**PUBLIC HEARING: PROPOSED REVISIONS TO THE DISTRICT FEE SCHEDULE**  
**DISCUSSION AND POSSIBLE APPROVAL OF CHANGES TO THE DISTRICT FEE SCHEDULE**

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

Director Jones stated that the District has identified several areas where there is a need to charge fees to recover additional costs for services that are not covered on the existing fee schedule. The fee ranges proposed for these services are in line with other local, public facilities. The Fee Schedule has been revised to consolidate like services and to clarify services offered to constituents and visitors. Director Jones stated that current fees charged for District programs and services will not be increased at this time.

Chair Castro opened the discussion for public comment regarding the District Fee Schedule at 6:06 pm. No public input. Chair Castro closed public input at 6:06 pm

Moffitt and Director Jones discussed the minimum and maximum fees included on the fee schedule. Chair Castro asked if there were any surprises with the fee schedule that the District didn't know about but should have known about. Director Jones stated that there were not any surprises that came up and that it is pretty straight forward.

**MOTION:** To approve changes to the District Fee Schedule [Moffitt/Connolly] All in favor: Chair Castro, Connolly, Kottler, Moffitt, Westberg. None Opposed. Abstain: None. Absent: Brown. Motion carries

### **REVIEW AND APPROVAL OF THE 2020 ANNUAL FINANCIAL REPORT PRESENTED BY GREG OGDEN, CPA**

Board members received an Annual Financial Report from Greg Ogden, CPA in their Board packets prior to the meeting.

Director Jones stated that Greg Ogden was ill and not in attendance to present the Annual Financial Report. Director Jones read an email from Greg Ogden in lieu of his attendance. Director Jones discussed two issues outlined in Ogden's Financial Report. The first being that the Fraud Risk Assessment was not completed on time. Director Jones stated that, as per Ogden, this is a common issue among other districts this year. Director Jones stated that the Risk Assessment has been completed and that Suhadolc will present later in the Board meeting. The second issue being that Ogden suggests that documentation of meal and tool purchases be expanded to include the purpose of the purchases and who will have the responsibility of safeguarding the tools. In his email, Ogden praised the District's professionalism and commitment to correct things, and offered to attend a subsequent Board meeting if needed.

Chair Castro suggested the Board be more prompt in completing assignments such as conflict of interest letters, as to not hamper the responsibilities of the District when reporting to Ogden. The Board agreed that there was no need to have Ogden present at a future date.

**MOTION:** To approve the SBSRD Annual Financial Report for the year ended December 31, 2020. [Kottler/Westberg] All in favor: Chair Castro, Connolly, Kottler, Moffitt, Westberg. None Opposed. Abstain: None. Absent: Brown. Motion carries.

### **CONSENT AGENDA**

#### **1. REQUEST TO APPROVE MINUTES FROM 05/13/2021**

Westberg noted that lines 137 & 139 should reflect that Westberg commented instead of Connolly.

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

Westberg and Wagoner discussed the relationship and purchase with the vendor Dakine. Kottler and Wagoner discussed the Streetlight data purchase.

**MOTION:** To approve the two-point Consent Agenda with the changes to 05/13/2021 meeting minutes as proposed by Westberg. [Westberg/Moffitt] All in favor: Chair Castro, Connolly,

78 Kottler, Moffitt, Westberg. None Opposed. Abstain: Kottler from the 05/13/2021 meeting  
79 minutes. Absent: Brown. Motion carries.

80  
81 Connolly left the meeting at 6:20pm.

82  
83 **REQUEST TO APPROVE PROPOSED 2021 PROPERTY TAX RATES FOR**  
84 **OPERATIONS & MAINTENANCE AND DEBT SERVICE**

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

87  
88 Suhadolc stated that the tax rate revenue for operations & maintenance is calculated as .000549.  
89 Suhadolc explained that the rate has decreased from 2020 due to the fact that property values in  
90 the District increased. Suhadolc stated that the combined debt service tax rate is proposed to be  
91 .000358. Suhadolc proposed the combined property tax rate of .000907 for 2021 regarding  
92 operations & maintenance and debt service. Suhadolc explained that operations tax rates cannot  
93 be raised unless the District participates in Truth & Taxation, which the District did not  
94 participate in for 2021. Suhadolc recommended that the District follow the Summit County  
95 Auditor's suggested tax rate.

96  
97 Moffitt and Suhadolc discussed refinancing bond payments. Suhadolc stated entity 6031 is a new  
98 debt service entity created for the District to use in the tax rate system.

99  
100 **MOTION:** To approve a combined property tax rate of .000907 for 2021 for operations &  
101 maintenance and debt service. This rate is estimated to generate revenue of \$6,170,364 for  
102 operations & maintenance and \$4,509,281 for debt service. [Kottler/Moffitt] All in favor: Chair  
103 Castro, Kottler, Moffitt, Westberg. None Opposed. Abstain: None. Absent: Brown, Connolly.  
104 Motion carries.

105  
106 **2020 FRAUD RISK ASSESSMENT PRESENTATION**

107 Board members received the 2020 Fraud Risk Assessment completed by Director Jones and  
108 Suhadolc in their Board packets prior to the meeting.

109  
110 Suhadolc discussed the requirements of the 2020 Fraud Risk Assessment. Suhadolc stated that  
111 the District earned 290 out of 395 points on the assessment, placing the District in a moderate  
112 risk category. Suhadolc stated that the District will implement more mitigation controls to help  
113 when duties cannot be separated. Suhadolc stated that the District will incorporate an annual  
114 requirement for employees and Board members to commit in writing to abide by a statement of  
115 ethical behavior. Suhadolc stated that administrative staff will partake in annual training related  
116 to accounting and other financial areas. Suhadolc stated that the implementation of these  
117 practices will help improve the District's score thereby lowering the overall risk in future risk  
118 assessments.

119  
120 Chair Castro and Suhadolc discussed the possibility of combining the District's annual written  
121 statement of ethical behavior with the Board's conflict of interest statement. Suhadolc suggested  
122 that for 2021 the documents be separate and then in future years, they be combined.

124 Kottler and Suhadolc discussed the District's potential future risk assessment score after  
125 implementing the discussed changes. Suhadolc stated that the items in the assessment are just  
126 recommendations and not requirements.

127  
128 Moffitt and Suhadolc discussed the signing requirements for the District's statement of ethical  
129 behavior and that it would not be necessary to have the statement notarized.

### 130 131 **DIRECTOR'S UPDATE**

132 Board members received the District Director monthly update from Director Jones in their Board  
133 packets prior to the meeting.

134  
135 Director Jones recognized and thanked Melissa O'Brien for her professionalism and commitment  
136 to the District over the past five and a half years. Director Jones offered O'Brien a two-year full  
137 membership to the Fieldhouse to express the District's gratitude for O'Brien's extensive  
138 knowledge and contributions to the District.

139  
140 Director Jones updated Board members on the Amenti project progress. Director Jones stated  
141 that the District has requested information from Bowen Collins in regards to their role as Project  
142 Manager of the Amenti Project moving forward and what that would look like for the project.

143  
144 Director Jones explained discussions that the District has had with user groups regarding trail  
145 care and use in the District. Director Jones explained that the District is working with the new  
146 Director of Mountain Trails Foundation to create cohesiveness and consistency for the public on  
147 all trails in Summit County.

148  
149 Director Jones discussed the National Trails Day Event and stated that there were twenty  
150 volunteers who helped create a new hiking only trail.

151  
152 Director Jones discussed the District's hiring updates. Director Jones compared the District's  
153 current staff count to the prior two years.

154  
155 Director Jones discussed the District's response to the Governor's order for water use reduction.  
156 Board members received a copy of the District's Water Reduction Plan in their packet.

157  
158 Director Jones requested the Board's input for the structure of future Board Meetings. Director  
159 Jones stated that the meeting options consist of a hybrid Zoom option where the District provides  
160 an anchor location for the public to attend, or an in-person only option. The Board and Director  
161 Jones discussed the details of the hybrid option. The Board stated favor for the hybrid option  
162 pending the ability to improve technical issues.

### 163 164 **UPDATES FROM DISTRICT COMMITTEES**

#### 165 **STANDING COMMITTEES:**

166 **District Director Liaison & Annual Review Committee:** Chair Castro stated that the  
167 District Director Liaison and Annual Review Committee discussed the Auditor information and  
168 vacation chain of command. Chair Castro stated the committee discussed open and recently filled  
169 employment positions, directional trails, and updating Willow Creek dog pond. Chair Castro and



the Board discussed dates for the Board Retreat. Chair Castro suggested the Board discuss the District's e-bike policies in the future.

**Personnel Committee:** Did not meet. Chair Castro stated that the Personnel Committee reviewed and provided positive recommendations for the Planning and Legal Affairs Manager job description.

**Trails Committee:** Kottler stated that the Trails Committee toured and discussed the Discovery Project Trail. Kottler stated that the Trails Committee discussed the changes to usage of trails.

**Open Space Committee:** Did not meet.

**Parks & Recreation Committee:** The Parks & Recreation Committee discussed work force and seasonal staffing positions. The Committee discussed wages and temporary housing for employees. The Committee was informed of changes to the District's camp transportation.

**BOSAC (County appointed)** – Chair Castro stated that BOSAC is continuing to have a re-tool and to expect additional data from that.

AD HOC COMMITTEE:

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

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

Kottler thanked O'Brien for her service to the District. Kottler expressed concern for safety regarding mountain bike usage on multi-use trails. Wagoner and Kottler discussed enforcement and education on trail usage.

Westberg commended District staff for their efforts despite low employment numbers and expressed concern for burn out among staff members. Westberg congratulated O'Brien on future endeavors.

Chair Castro thanked O'Brien for her work and guidance with the District. Chair Castro thanked Wagoner and the Trail's Staff for their efforts on National Trails Day.

#### **CLOSED SESSION: PERSONNEL**

At 7:08 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: Chair Ben Castro, Director Dana Jones, David Kottler, Larry Moffit, Megan Suhadolc, Carrie Westberg.

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

At 7:25 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.  
[Kottler/Westberg] All in favor: Chair Castro, Kottler, Moffitt, Westberg. None Opposed.  
Absent: Brown, Connolly. Motion carries.

At 7:25 pm, Chair Castro called for a motion to adjourn the electronic meeting.

**MOTION:** To adjourn the electronic meeting of June 10, 2021. [Moffitt/Kottler] All in favor:  
Chair Castro, Kottler, Moffitt, Westberg. None Opposed. Absent: Brown, Connolly Motion.  
carries.

#### **MOTIONS:**

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**MOTION:** To approve changes to the District Fee Schedule [Moffitt/Connolly] All in favor:  
Chair Castro, Connolly, Kottler, Moffitt, Westberg. None Opposed. Abstain: None. Absent:  
Brown. Motion carries

**MOTION:** To approve the SBSRD Annual Financial Report for the year ended December 31,  
2020. [Kottler/Westberg] All in favor: Chair Castro, Connolly, Kottler, Moffitt, Westberg. None  
Opposed. Abstain: None. Absent: Brown. Motion carries.

**MOTION:** To approve the two-point Consent Agenda with the changes to 05/13/2021 meeting  
minutes as proposed by Westberg. [Westberg/Moffitt] All in favor: Chair Castro, Connolly,  
Kottler, Moffitt, Westberg. None Opposed. Abstain: Kottler from the 05/13/2021 meeting  
minutes. Absent: Brown. Motion carries.

**MOTION:** To approve a combined property tax rate of .000907 for 2021 for operations &  
maintenance and debt service. This rate is estimated to generate revenue of \$6,170,364 for  
operations & maintenance and \$4,509,281 for debt service. [Kottler/Moffitt] All in favor: Chair  
Castro, Kottler, Moffitt, Westberg. None Opposed. Abstain: None. Absent: Brown, Connolly.  
Motion carries.

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

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

**MOTION:** To adjourn the electronic meeting of June 10, 2021. [Moffitt/Kottler] All in favor:  
Chair Castro, Kottler, Moffitt, Westberg. None Opposed. Absent: Brown, Connolly Motion.  
carries.

Minutes prepared by Allie Mckinney

261

262 Clerk/Board Member Approval:

  
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