



Snyderville Basin Special Recreation District
Board Meeting Minutes
Thursday, May 13, 2021
Virtual Meeting via Zoom
Meeting ID: 889 5102 5877
5715 Trailside Drive
Park City, Utah

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

Absent: David Kottler

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.

Attending Guests: Susie Becker

CALL TO ORDER AND PUBLIC INPUT

The meeting of May 13, 2021 was called to order by Chair Castro at 6:05pm.

Chair Castro summarized the statement of determination. The full statement follows:

Consistent with provisions of the Utah Open and Public Meetings Act, Utah Code § 54-2-207(4), and acting in my capacity as Chair of the Administrative Control Board (the "Board"), I hereby make the following written determinations regarding public meetings during the COVID-19 outbreak without a physical anchor location:

1. *Conducting Board meetings with an anchor location that is physically accessible for members of the public to attend in person presents a substantial risk to the health and safety of those who may be present at the anchor location; and*
2. *This determination is based upon the following facts, among others:*
 - a. *Summit County remains under a state of public health emergency related to the ongoing COVID-19 pandemic, and significant, continued person-to-person transmission of the SARS-CoV-2 virus continues to occur in Summit County;*
 - b. *On October 13, 2020, Interim Executive Director of the Utah Department of Health, Rich Saunders, declared the State of Utah will retire the phased guidelines, version 5.0 and transition to the newly established COVID-19 Transmission Index. The COVID-19 Transmission Index uses three metrics, 7-day average percent positivity, 14-day case rate per 100k population, and*

34 *Statewide ICU utilization to determine levels of transmission risk within a*
35 *County. Those levels are, High, Moderate, and Low. According to Director*
36 *Saunders in the press conference, the new COVID-19 Transmission Index*
37 *became effective on October 15, 2020;*

38 *c. On October 21, 2020 the Summit County Health Director, Summit County*
39 *Manager, and Summit County Council issued Joint Public Health Order*
40 *2020-10 consistent with the COVID-19 Transmission Index;*

41 *d. On May 3, 2021 Summit County was at the Moderate level.*

42 3. *The health and safety of Board Members, District officials and employees, staff, and*
43 *members of the public is best served by holding electronic meetings of the Board with*
44 *limited in-person interaction of fewer than 20 persons.*

45 4. *The District has prepared for and demonstrated the ability to effectively conduct its*
46 *public meetings electronically, including providing members of the public means to*
47 *observe the Board's meetings and provide comments electronically.*

48
49 No Public Input. Chair Castro closed public input at 6:07pm.
50

51 **DISCUSSION AND POSSIBLE APPROVAL OF A POSITIVE RECOMMENDATION**
52 **TO SUMMIT COUNTY COUNCIL TO ADOPT THE UPDATED IMPACT FEE**
53 **FACILITIES PLAN**

54 Board members received a staff report from Suhadolc in their Board packets prior to the meeting.
55

56 Suhadolc and Becker explained what an Impact Fee is and what the Impact Fee Facilities Plan
57 ("IFFP") accomplishes. Becker focused on existing service levels, proposed service levels,
58 excess capacity, demand created by new development, consumption of excess capacity, and new
59 facilities needed and cost. Becker stated that the Fieldhouse and Ice Arena are the only two
60 facilities in the District that currently have excess capacity. Becker explained the impacts of
61 growth on service levels and the importance of addressing the growth demands.
62

63 Chair Castro asked for clarification as to why the District is calculating the Impact Fees
64 differently than the rest of the state of Utah. Becker explained that following this IFFP, the
65 District will no longer be calculating them differently. Moffitt asked for clarification. Instead of
66 calculating future bond payment credits uniquely per unit, the future bond payments have been
67 averaged and that is the credit applied to each unit. Becker explained that the updated fee is a set
68 fee and that, on average, the fee will be higher than the current fee. Chair Castro asked if the
69 IFFP mimics the effects of the increase in Truth and Taxation. Suhadolc stated that one has no
70 impact on the other. In response to a question from Connolly, Becker explained residential vs.
71 commercial impact fees required for remodels. Chair Castro requested clarification on the Impact
72 Fees regarding affordable housing. Suhadolc stated that the current Impact Fee enactment
73 includes the possibility of reducing fees for certain projects, including affordable housing. Chair
74 Castro asked for clarification on how remodels effect the Impact Fees. Becker stated that Impact
75 Fees do not apply to residential remodels because it doesn't put additional demand on the
76 system. Moffitt and Connolly asked for clarification on the Ice Arena capacity. Suhadolc stated
77 that the capacity determination is based on the fact that there is no intent to expand the Ice Arena
78 in the next 6-10 years. Connolly asked how often the District updates the Impact Fee Schedule.

Suhadolc and Becker stated that the recommendation is every 3-5 years unless there is a significant change in the community.

MOTION: To approve the positive recommendation to Summit County Council to adopt the updated Impact Fee Facilities Plan. [MOFFITT/BROWN] All in favor: Nate Brown, Ben Castro, Brandi Connolly, Larry Moffitt, Carrie Westberg. None Opposed. Abstain: None. Absent: David Kottler. Motion carries

CONSENT AGENDA

1. REQUEST TO APPROVE MINUTES FROM 04/15/2021
No questions/comments
2. REQUEST TO APPROVE THE PRIOR MONTH'S EXPENDITURES
No questions/comments

MOTION: To approve the two-point Consent Agenda. [WESTBERG/CONNOLLY] All in favor: Nate Brown, Ben Castro, Brandi Connolly, Larry Moffitt, Carrie Westberg. None Opposed. Abstain: None. Absent: David Kottler. Motion carries.

REVIEW OF FIRST QUARTER 2021 FINANCIAL REPORT

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

Suhadolc discussed the District's financial report for the 1st Quarter of 2021. Suhadolc stated that the District is on track to meet annual budgeted revenue and expenses. Suhadolc discussed the increased Property Tax Revenue for this quarter. Suhadolc stated that the Fieldhouse revenue is down in comparison to last year's first quarter, due to the continuing effects of COVID. Suhadolc explained that the Recreation program revenue is doing well and up from last year's first quarter drop. . Suhadolc stated that the District received funding from three separate RAP Grants for the Capital budget. Suhadolc discussed the District's first quarter expenses for the Capital budget.

Chair Castro and Brown commended District staff for applying for and receiving the grant funding for projects. Brown asked for clarification on the Ice Arena funding. Suhadolc and Director Jones discussed the options for the allocation process of the Ice Arena funds should an expansion not happen. Connolly asked about the Recreation budget growth since last year. Director Jones, Suhadolc and Kadziel discussed the projected program revenue.

DISCUSSION AND POSSIBLE APPROVAL OF CONTRACT WITH WILD UTAH PROJECT FOR STREAM RESTORATION PROJECTS IN EAST CANYON AND TOLL CREEKS

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

Wagoner explained that these projects include installation of 83 low-tech structures that will increase floodplain connectivity and wetland meadow habitat. Wild Utah Project will be

responsible for planning, managing implementation, and monitoring the project in collaboration with the District. Monitoring will include a before and after assessment of the stream corridor, fish abundance, and aquatic species composition. Wagoner stated that contracting with Wild Utah Project provides comprehensive project management and monitoring services to allow for a larger scale project than the District can implement alone. Wagoner added it will engage the public in volunteer stewardship, and bring scientific expertise to the table that will advance the understanding of project effectiveness.

Wagoner stated the total project budget is \$21,986 including all project management services. Wagoner explained that a Utah Nonpoint Source Water Quality Program grant will cover the entirety of the project expense.

Westberg asked for clarification on the installation's composition and decomposition. Wagoner explained the benefits of implementing BDA installations with natural resources from the habitat. Westberg asked how many installations would occur in the Toll Creek stream. Wagoner stated that the project consists of 83 structures total, with the majority of the structures in the Toll Creek stream. Wagoner and Connolly discussed volunteer engagement in this project. Brown and Wagoner discussed the data involving implementation of these structures and wildlife in the habitat. Wagoner stated that the District will track the data before and after the project completion for comparison.

MOTION: To approve the contract for services related to the East Canyon and Toll Creek Stream Restoration projects to Wild Utah Project and allow the District Director to execute the necessary documents. [WESTBERG/CONNOLLY] All in favor: Nate Brown, Ben Castro, Brandi Connolly, Larry Moffitt, Carrie Westberg. None Opposed. Absent: David Kottler. Motion carries.

DISCUSSION AND POSSIBLE APPROVAL OF CONTRACT TO CONDUCT CRACK SEAL/SEAL COAT WORK ON SPECIFIED TRAILS AND PARKING AREAS

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

Wagoner explained that crack sealing and seal coating is a preventative maintenance activity for asphalt surfaces. When performed regularly, it extends the life of the pavement by reinforcing and sealing cracks from damaging water intrusion. Wagoner explained that the District issued an invitation to bid ("ITB") and conducted a public opening. \$75,000 has been allocated for this project in 2021. The District recommends Morgan Pavement be awarded the contract in accordance with ITB procurement protocols, as the lowest bidder.

Westberg requested clarification on the gap between the highest bid and lowest bid. Wagoner explained that the cost of material contributes to the difference. Westberg asked if the District should be concerned about the quality of materials being used. Wagoner stated that the District is comfortable with Morgan Pavement's bid product. Chair Castro, Wagoner and O'Brien discussed the project schedule and contract costs. Brown stated his concern regarding the project schedule.

71 **MOTION:** To approve and award the contract for crack seal and seal coating of transportation
172 trails and trailheads to Morgan Pavement and to allow the District Director to execute documents
173 that pertain to that transaction. [BROWN/MOFFITT] All in favor: Nate Brown, Ben Castro,
174 Brandi Connolly, Larry Moffitt, Carrie Westberg. None Opposed. Absent: David Kottler. Motion
175 carries.

176
177 **DISCUSSION AND POSSIBLE APPROVAL OF CONTRACT TO REPAIR AND**
178 **REPLACE THE EAST 224 CONNECTOR/FOX POINT ASPHALT TRAIL**

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

181
182 Wagoner explained that the District's network of asphalt transportation trails was developed in
183 sections over the last two decades. The first portions that were built have started to age and need
184 to be replaced. Last year, The District prepared an asphalt replacement schedule that included
185 evaluating the condition of the existing trails, starting with those that were constructed first.
186 Wagoner stated that the 224 Connector Trail in the Newpark area of Kimball Junction is
187 identified as a priority for resurfacing and repairing sections of the sub-grade. Wagoner stated
188 that parts of the trail have been warped by the growth of roots beneath the asphalt and will be
189 completely removed to repair the bedding material that the asphalt surface is supported by.
190 Wagoner explained that the District issued a request for proposals ("RFP"). A single proposal
191 has been reviewed and found to be responsive to the RFP. Wagoner stated that \$150,000 has
192 been allocated in 2021 for this project. The District recommends that CKC Operations, LLC be
93 awarded the contract in accordance with RFP procurement protocols.

194
195 Moffit and Wagoner discussed the project schedule. Westberg and Wagoner discussed the
196 location and distance of the project. Connolly and Wagoner discussed the process of rerouting
197 traffic during construction. Moffitt suggested increased informational signage during this project.
198 Chair Castro asked why there was only one bid for this project. Wagoner explained that it is due
199 to the scale of the project.

200
201 **MOTION:** To approve and award the contract asphalt replacement on the 224 Connector Trail
202 to CKC Operations and to allow the District Director to execute documents that pertain to that
203 transaction. [CONNOLLY/WESTBERG] All in favor: Nate Brown, Ben Castro, Brandi
204 Connolly, Larry Moffitt, Carrie Westberg. None Opposed. Absent: David Kottler. Motion
205 carries.

206
207 **DISCUSSION AND POSSIBLE APPROVAL OF CHANGE ORDER TO BOWEN**
208 **COLLINS' CONTRACT FOR ADDITIONAL CONSTRUCTION MANAGEMENT**
209 **SERVICES**

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

212
213 Wagoner explained that the Discovery Trailhead project, is under construction. It was initially
214 scheduled to begin in 2019 but was delayed for two construction seasons due to site access and
15 permitting challenges. Bowen Collins & Associates has served in the construction management
216 role for the entirety of the project. Wagoner stated that, due to delays, the expenditures

17 associated with this contract are approaching the limit of the agreement. However, the ongoing
218 services of Bowen Collins are still necessary. Bowen Collins has fulfilled the terms of the
219 existing contract. Wagoner stated that the proposed change order would add \$8,000 to the
220 original contract amount of \$55,272 which will allow for the scope of services to extend through
221 the remainder of the project. Wagoner explained, including this change order, there is still
222 approximately \$50,000 left in the project budget for any additional contingencies.

223
224 Connolly and Wagoner discussed the reason for delay on this project. Chair Castro and Wagoner
225 discussed the issues with the sub-contractor for the bathroom of this project. Brown asked for
226 clarification on the source of the requested funds. Wagoner stated that the \$8,000 would come
227 out of the funds allocated for the project. Wagoner and Brown discussed the projected timeline.
228 Connolly and Wagoner discussed the role of Bowen Collins in this project.

229
230 **MOTION:** To approve the change order for construction management services of the Discovery
231 Trailhead project with Bowen Collins and Associates in the amount of \$8,000 and allow
232 the District Director to execute documents that pertain to that transaction. [BROWN/MOFFITT]
233 All in favor: Nate Brown, Ben Castro, Brandi Connolly, Larry Moffitt, Carrie Westberg. None
234 Opposed. Absent: David Kottler. Motion carries.

235
236 **DIRECTOR'S UPDATE**

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

39
240 Director Jones discussed the District's implementation of a new organizational structure, plan for
241 building two new fields, as well as developing and implementing the trail short-term access plan.
242 Director Jones explained that the District will be meeting with the Summit County Council on
243 June 2, 2021 to discuss the IFFP and the implementation of the trail short-term access plan.
244 Director Jones reviewed the short-term access plan points and thanked Ben Pearson for his work
245 at the trailheads. Director Jones explained that the District is advertising for expanding the
246 enforcement program, as well as implementing outreach events. Director Jones stated the
247 importance of increasing signage to at the trails, along with face-to-face interaction.

248
249 Brown asked if the patrons that linger at the trailheads are typically locals. Wagoner stated that
250 lingering at the trailheads is not a common issue and explained that Pearson continues to educate
251 patrons on the subject. Moffitt suggested a live stream camera system to monitor parking lots.
252 Director Jones pointed out that the airport also has sensors in the pavement to help monitor
253 availability in the parking lots.

254
255 Director Jones recognized and thanked Strader for his 19 years of dedication to the District and
256 announced his last day of employment is May 13, 2021. Director Jones stated that the District is
257 extending a four-year full membership to the Fieldhouse to honor his service and dedication.

258
259 Director Jones discussed the District re-organization plan and structure. Director Jones stated
260 that the Personnel Committee has approved the plan. Moffitt asked if this plan will increase the
61 number of staff numbers. Director Jones explained that staff numbers will increase slightly this

year and more next year. Director Jones discussed the current and upcoming vacancies in the District. Director Jones summarized the upcoming projects for the 2022.

Chair Castro asked for clarification on the District's camp protocols in response to the updated mask mandates with the State and County guidelines. Director Jones explained that the District is not making many changes due to staffing.

Director Jones discussed the District's projected RAP Tax Grant funds and project plans.

Moffitt asked if the Amenti project was approved. Director Jones stated that it has been conditionally approved. Director Jones discussed the projected plan for the Amenti project.

The Board and Director Jones discussed the District's staffing vacancies. Director Jones and Board members discussed the upcoming June 2nd County Council meeting details.

UPDATES FROM DISTRICT COMMITTEES

STANDING COMMITTEES:

District Director Liaison & Annual Review Committee: Chair Castro stated that many of the topics had already been discussed.

Personnel Committee: Chair Castro stated that many of the topics had already been discussed.

Trails Committee: Did not meet.

Open Space Committee: Did not meet.

Parks & Recreation Committee: Did not meet.

BOSAC (County appointed) – Director Jones discussed the restructuring the group to build a new strategic action plan and implementing more community engagement of this group. Chair Castro discussed the District's vacant board position.

AD HOC COMMITTEE:

Capital Investment and Strategic Action Plan Committee: Chair Castro stated that the Snyderville Basin Planning Commission and the District will be working closely moving forward. Chair Castro and Brown discussed the benefits of working closely with the Snyderville Basin Planning Commission.

BOARD MEMBER COMMENTS AND REVIEW OF ACTION ITEMS

Chair Castro asked if the District has reached out the Triple Crown stakeholders. Kadziel discussed the Triple Crown event and stated that the District has not been updated on the status of hosting for summer 2021.

At 7:55pm, Chair Castro called for a motion to adjourn the meeting.

MOTION: To adjourn the meeting of May 13, 2021. [CONNOLLY/BROWN] All in favor: Nate Brown, Ben Castro, Brandi Connolly, Larry Moffitt, Carrie Westberg. None Opposed. Absent: David Kottler. Motion carries.

08
309 **MOTIONS:**

310 **MOTION:** To approve the positive recommendation to Summit County Council to adopt the
311 updated Impact Fee Facilities Plan. [MOFFITT/BROWN] All in favor: Nate Brown, Ben Castro,
312 Brandi Connolly, Larry Moffitt, Carrie Westberg. None Opposed. Abstain: None. Absent: David
313 Kottler. Motion carries

314
315 **MOTION:** To approve the contract the contract for services related to the East Canyon and Toll
316 Creek Stream Restoration projects to Wild Utah Project and allow the District Director to
317 execute the necessary documents. [WESTBERG/CONNOLLY] All in favor: Nate Brown, Ben
318 Castro, Brandi Connolly, Larry Moffitt, Carrie Westberg. None Opposed. Absent: David Kottler.
319 Motion carries.

320
321 **MOTION:** To approve and award the contract for crack seal and seal coating of transportation
322 trails and trailheads to Morgan Pavement and to allow the District Director to execute documents
323 that pertain to that transaction. [BROWN/MOFFITT] All in favor: Nate Brown, Ben Castro,
324 Brandi Connolly, Larry Moffitt, Carrie Westberg. None Opposed. Absent: David Kottler. Motion
325 carries.

326
327 **MOTION:** To approve and award the contract asphalt replacement on the 224 Connector Trail
328 to CKC Operations and to allow the District Director to execute documents that pertain to that
329 transaction. [CONNOLLY/WESTBERG] All in favor: Nate Brown, Ben Castro, Brandi
30 Connolly, Larry Moffitt, Carrie Westberg. None Opposed. Absent: David Kottler. Motion
331 carries.

332
333 **MOTION:** To approve the change order for construction management services of the Discovery
334 Trailhead project with Bowen Collins and Associates in the amount of \$8,000 and allow
335 the District Director to execute documents that pertain to that transaction. [BROWN/MOFFITT]
336 All in favor: Nate Brown, Ben Castro, Brandi Connolly, Larry Moffitt, Carrie Westberg. None
337 Opposed. Absent: David Kottler. Motion carries.

338
339
340 Minutes prepared by Allie Mckinney

341
342 Clerk/Board Member Approval: 