



Snyderville Basin Special Recreation District  
Board Meeting Minutes  
**Thursday, August 12, 2021**  
Virtual Meeting via Zoom  
Meeting ID: 889 1282 2435  
5715 Trailside Drive  
Park City, Utah

1 **Board Members in Attendance:** Nate Brown, Ben Castro, Brandi Connolly, David Kottler, Len  
2 McGee, Larry Moffitt, Carrie Westberg. Board members participated electronically via Zoom  
3 and at anchor location.  
4

5 **Absent:** None  
6

7 **Staff Present:** Stacy Carpenter, Director Dana Jones, Brian Kadziel, Ben Liegert, Allie  
8 McKinney, Ben Pearson, Megan Suhadolc, Matt Wagoner. Staff participated electronically via  
9 Zoom and at anchor location.  
10

11 **Attending Guests:** Charles Brown  
12

13 **CALL TO ORDER AND PUBLIC INPUT**

14 The meeting of August 12, 2021 was called to order by Chair Castro at 6:02 pm.  
15

16 Charles Brown from the Cove at Sun Peak subdivision discussed his desire for the District to  
17 change the regulation and allow patrons over the age of 65 and/or with a disability to use E-bikes  
18 on trails. Brown suggested the District limit outside patron and tourist use of trails to help  
19 mitigate trail overcrowding. Chair Castro and Charles Brown discussed how the District is  
20 partnering with other local trails organizations to continue the conversation on E-bike  
21 regulations.  
22

23 Chair Castro closed public input at 6:09 pm  
24

25 **CONSENT AGENDA**

26 1. REQUEST TO APPROVE MINUTES FROM 07/22/2021  
27

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

29 Brown and Wagoner discussed The Graffiti Doctor invoices and the uptick in graffiti on the  
30 trails tunnel systems.  
31

32 **MOTION:** To approve the two-point Consent Agenda [CONNOLLY/WESTBERG] All in  
33 favor: Brown, Chair Castro, Connolly, Kottler, McGee, Moffitt, Westberg. None Opposed.  
34 Abstain: None. Absent: None. Motion carries.

35  
36 **REVIEW OF SECOND QUARTER 2021 FINANCIAL REPORT**

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

38  
39 Suhadolc stated that the District is in a good financial position for half way through the year,  
40 pointing out that the Property Tax revenue is on budget, the Fieldhouse Membership Revenue is  
41 slightly better than budgeted and the Recreation Program Revenue is much higher than budgeted  
42 for the year. Suhadolc stated that the District's expenditures are at 30.3% of the annual budgeted  
43 expense. Suhadolc stated that the District surpassed the Impact Fee annual budgeted revenue this  
44 quarter, stating that the District processed payment for 207 residential units this quarter, far  
45 surpassing the 30 residential units processed second quarter of 2020 and the 91 residential units  
46 processed in the first quarter of 2021. Suhadolc discussed the Capital Budget, stating that the  
47 District has expensed 3.2% of the budget expenditures. Suhadolc stated that the Debt Service  
48 budget is on track.

49  
50 Suhadolc and Chair Castro discussed the probability of estimating the Property Tax revenue for  
51 the fourth quarter. The Board and Suhadolc discussed the estimation process for budgeting  
52 Property Tax Revenue. The Board and Suhadolc discussed the Recreation revenue in relation to  
53 COVID. Kadziel stated that this quarter's revenue is similar to the pre-COVID revenue of 2019.

54  
55 **DISCUSSION AND POSSIBLE APPROVAL OF ADDITIONAL FULL-TIME ANNUAL**  
56 **EMPLOYEES**

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

59  
60 Director Jones mentioned the pandemic's impact on the District's programs and revenue, stating  
61 that in an effort to control costs, the District reduced the number of full-time annual employees  
62 from 33 to 31 when developing the 2021 budget. Director Jones discussed the recent re-  
63 organization, stating that the District has identified two new positions and the need to fill a  
64 position that had been held vacant. Director Jones presented the District's need for an Events and  
65 Outreach Coordinator, Fieldhouse Front Desk Lead and Parks Supervisor and verified that funds  
66 are available to support the positions.

67  
68 Moffitt and Director Jones discussed the intended impact of the Events and Outreach  
69 Coordinator position.

70  
71 **MOTION:** To approve the establishment of two new positions and the filling of one vacant  
72 position for a total of 34 full-time annual employees in the 2021 budget cycle. [WESTBERG /  
73 KOTTLER] All in favor: Brown, Chair Castro, Connolly, Kottler, McGee, Moffitt, Westberg.  
74 None Opposed. Abstain: None. Absent: None. Motion carries.

75  
76 **DISCUSSION OF ASSUMPTIONS FOR 2022 BUDGET**

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

As per the District's Policies and Procedures, Suhadolc presented and discussed with the Board a budget calendar that identifies key upcoming dates necessary to prepare and adopt the 2022 budget. Suhadolc stated that the District's general focus for the 2022 budget will be to improve programs, events, facilities, and address staffing level needs. Suhadolc stated that strategic planning will be a significant component of the 2022 operational budget. Suhadolc explained that the revenue from programs and events will be budgeted at pre-pandemic levels based on the high participation rates witnessed over the past year. Suhadolc stated the District expects Property Tax revenue to increase based on new growth trends in the District.

Suhadolc discussed the Capital budget stating that the Trailside community park project will be the largest project for 2022. Suhadolc stated that bond funds allocated for a contribution to Park City's ice arena expansion will be reallocated to a different project, which remains to be determined.

Chair Castro and Director Jones discussed the time frame and process of reallocating the bond funds from the ice arena. The Board and Director Jones discussed the zero-based budgeting. Brown and Director Jones discussed the competitiveness of the District's salary and wages in comparison to other organizations and like agencies. Kottler asked if and/or when the Board would be discussing the reallocation of funds to different projects. Chair Castro stated the Board would discuss this in the September 9, 2021 Board Meeting.

#### **DIRECTOR'S UPDATE**

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

Director Jones discussed the hiring of Mike Baker for the Planning and Legal Affairs position, promotion of Stacy Carpenter to the District Administrator position, and promotion of Matt Benge to the Open Space Supervisor position. Director Jones discussed the status of RAP Tax grant applications and stated that Liegert is working on an application for the new Trailside community park. Director Jones stated that the District hosted the Utah Recreation and Parks Association's Leadership Academy meeting this month.

Moffitt asked if the Summit County Council approved the Impact Fee schedule. Director Jones stated that the Impact Fee Schedule was approved at the Board's last meeting, it didn't need to go to County Council. Suhadolc stated that there will be a 90-day waiting period before it goes into effect. The Board and the District discussed yesterday's Summit County Council's meeting about a potential open space bond. Westberg and Director Jones discussed the bidding process for IT support.

#### **DISCUSSION AND POSSIBLE APPROVAL OF CHANGE TO AUTHORIZED SIGNERS FOR THE DISTRICT'S ACCOUNTS WITH ZIONS BANK AND THE UTAH PUBLIC TREASURER'S INVESTMENT FUND**

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

Suhadolc stated that, with the change in District Administrators, the District must remove Suhadolc and add Carpenter as an authorized signer for the District's accounts with Zion's Bank and the Utah Public Treasurer's Investment fund.

**MOTION:** To approve Stacy Carpenter and Dana Jones as authorized individuals for the District's PTIF accounts, and to approve Ben Castro, David Kottler, Dana Jones, and Stacy Carpenter as authorized signers for the District's Zions Bank accounts.

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

## **UPDATES FROM DISTRICT COMMITTEES**

### **STANDING COMMITTEES:**

**District Director Liaison & Annual Review Committee:** Chair Castro stated that a majority of what the District Director Liaison & Annual Review Committee discussed was already addressed in the Director's update. Chair Castro stated that the committee discussed changing the review period for employee evaluations. Chair Castro stated that the committee discussed ongoing issues with Sun Peak and Summit Park. Chair Castro state that the committee discussed masks, stating that at this time, the District is encouraging face masks be worn but there is not a mask mandate in place. Chair Castro stated that the committee discussed the Park City School District bond and how that may affect the District moving forward.

**Personnel Committee:** Chair Castro stated that the personnel committee discussed and made approvals for job descriptions.

**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.

Chair Castro stated that, after discussing with Director Jones, the committees are encouraged to meet monthly, prior to the Board meetings. Chair Castro stated that there has been discussion about combining the Trails Committee and the Open Space Committee next year, due to cross over between the two.

The Board and the District discussed the option of committees meeting monthly as opposed to quarterly. Director Jones stated the benefits of having the committees meet monthly. Kottler and Wagoner discussed combining the Trails Committee and the Open Space Committee. Wagoner presented the benefits of combining the two committees. Brown and Chair Castro discussed the possibility of a monthly committee email update and attendance at quarterly committee meetings. Brown, Connolly and Kottler expressed preference to allow the District's managers to determine the need for meeting frequency. The Board decided to discuss this further at the Board Retreat.

## **DISCUSSION AND POSSIBLE APPROVAL OF NEW DISTRICT COMMITTEE APPOINTMENTS**



Chair Castro stated that there is an opening for a Capital Investments and Strategic Action Plan Committee representative and Parks and Recreation Committee representative. Len McGee was identified as the appropriate representative for these committees.

**MOTION:** To approve the addition of Len McGee to the AD HOC Committee and the Parks & Recreation Committee [BROWN / KOTTLER] All in favor: Brown, Chair Castro, Connolly, Kottler, McGee, Moffitt, Westberg. None Opposed. Abstain: None. Absent: None. Motion carries.

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

Kottler and Suhadolc discussed how to utilize the bond fund balance for the 2011 trails bond. Chair Castro and Kottler discussed the agenda and topics for the upcoming Board retreat meeting. The Board discussed E-bike usage on District trails. Chair Castro stated that the E-bike usage would be discussed in the Board Retreat meeting.

Chair Castro thanked Director Jones for her efforts to reach out to the pickleball community, stating that it has created more harmony. Chair Castro commended Director Jones on her efforts to work amicably with other local trail organizations.

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

**MOTION:** To adjourn the electronic meeting of August 12, 2021. [MOFFITT / BROWN] All in favor: Brown, Chair Castro, Connolly, Kottler, McGee, Moffitt, Westberg. None Opposed. Absent: None. Motion carries.

#### **MOTIONS:**

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

**MOTION:** To approve the establishment of two new positions and the filling of one vacant position for a total of 34 full-time annual employees in the 2021 budget cycle. [WESTBERG / KOTTLER] All in favor: Brown, Chair Castro, Connolly, Kottler, McGee, Moffitt, Westberg. None Opposed. Abstain: None. Absent: None. Motion carries.

**MOTION:** To approve Stacy Carpenter and Dana Jones as authorized individuals for the District's PTIF accounts, and to approve Ben Castro, David Kottler, Dana Jones, and Stacy Carpenter as authorized signers for the District's Zions Bank accounts. [CONNOLLY/MOFFITT] All in favor: Brown, Chair Castro, Connolly, Kottler, McGee, Moffitt, Westberg. None Opposed. Abstain: None. Absent: None. Motion carries

**MOTION:** To approve the addition of Len McGee to the AD HOC Committee and the Parks & Recreation Committee [BROWN / KOTTLER] All in favor: Brown, Chair Castro, Connolly, Kottler, McGee, Moffitt, Westberg. None Opposed. Abstain: None. Absent: None. Motion carries.

215 **MOTION:** To adjourn the meeting of August 12, 2021. [MOFFITT / BROWN] All in favor:  
216 Brown, Chair Castro, Connolly, Kottler, McGee, Moffitt, Westberg. None Opposed. Absent:  
217 None. Motion carries.

218  
219 Minutes prepared by Allie Mckinney

220  
221 Clerk/Board Member Approval:  \_\_\_\_\_