



Snyderville Basin Special Recreation District
Board Meeting Minutes
Thursday, November 18, 2021
Virtual Meeting via Zoom
Meeting ID: 856 0090 0959
5715 Trailside Drive
Park City, Utah

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

Absent: Carrie Westberg

Staff Present: Mike Baker, Stacy Carpenter, Phares Gines, Director Dana Jones, Brian Kadziel, Justine Kadziel, Ben Liegert, Allie Mckinney, Dave Paskoski, Ben Pearson, Sam Schwoebel, Matt Wagoner. Staff participated electronically via Zoom and at anchor location.

Attending Guests: None

CALL TO ORDER AND PUBLIC INPUT

The meeting of November 18, 2021 was called to order by Chair Castro at 6:03 pm.

No public input. Chair Castro closed public input at 6:03 pm

CONSENT AGENDA

1. REQUEST TO APPROVE MINUTES FROM 10/21/2021 AND 10/25/2021
No comments or questions
2. REQUEST TO APPROVE THE PRIOR MONTH'S EXPENDITURES
No comments or questions

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

DISCUSSION AND POSSIBLE APPROVAL OF CHANGE ORDER TO THE DISCOVERY TRAILHEAD CONSTRUCTION CONTRACT

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

Wagoner explained that the Discovery Trailhead project is coming to completion but has had several complications delaying the project and increasing the cost. Wagoner stated that the

34 project began in the winter of 2018/2019 and originally had 10% allocated in the budget for
35 contingency. Wagoner stated that the change orders required to complete the project amount to
36 20% of the original contract amount. Wagoner explained that the 10% originally allocated may
37 have been a reasonable amount for the time, but the project has been delayed long enough that
38 those circumstances no longer apply. Wagoner explained that because the 2021 budget does not
39 account for this expense, it will be amended in conjunction with this change order and that
40 \$125,000 will be moved from the Trail Impact Fees into the 2021 amended budget to cover the
41 increased cost of construction.

42
43 Brown and Wagoner discussed the uncertainties and complications that came up in this project.
44 Moffitt and Wagoner discussed the communication regarding the change orders. The Board and
45 Wagoner discussed implementing a more consistent project progress report process to remain up
46 to date on these types of changes in the future. Kottler and Director Jones discussed the need for
47 a full-time project manager in the District. Moffitt and Wagoner discussed how a project
48 manager would have assisted in this project.

49
50 **MOTION:** To approve the change order for the Discovery Trailhead contract with Acme
51 Construction in the amount of \$124,181.89 and allow the District Director to execute the
52 necessary documents. [CONNOLLY / BROWN] All in favor: Brown, Chair Castro, Connolly,
53 Kottler, Moffitt. None Opposed. Abstain: McGee. Absent: Westberg. Motion carries.

54 55 56 **REVIEW OF 3RD QUARTER FINANCIAL REPORT**

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

59
60 Carpenter discussed the budget to revenue percentages for the third quarter, stating that the
61 District has collected 28.3% of the annual budgeted revenue, the Fieldhouse has collected 72.6%
62 of budgeted revenue, and Recreation has exceeded their annual budgeted revenue for this year by
63 65.9%. Carpenter discussed budget to expenses percentages for the third quarter, stating that
64 overall, the District has spent 49.5% of the annual budgeted expense. Carpenter pointed out that
65 the \$1,400,000 transfer to the capital fund will take place in the fourth quarter, putting the
66 District on track with expenses for the year. Carpenter gave the Board an update on the employee
67 vaccination incentive, impact fee revenue, debt service revenue, and capital budget interest
68 revenue. Carpenter stated that \$364,444 was spent in the third quarter on capital projects and
69 equipment. Brown and Carpenter discussed the significant increase in impact fees for the third
70 quarter. Chair Castro praised the District for their diligent expense control.

71 72 **CONSIDERATION AND POSSIBLE APPROVAL OF ANY RECOMMENDED** 73 **REVISIONS TO 2022 PROPOSED AND 2021 AMENDED BUDGETS**

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

76
77 Director Jones stated that after meeting with Summit County Council regarding the 2022
78 proposed budget, County Council has remaining questions regarding the District's staff salaries.
79 Director Jones explained that County Council requires more information and justification in this

80 matter. Director Jones stated that no changes were made to the numbers for the 2022 proposed
81 budget as these numbers are reflective of the necessary cost to operate the District. Director
82 Jones went through the County Council presentation regarding the 2021 budget amendments and
83 2022 budgets for adoption for the Board and asked for comments and questions regarding the
84 presentation.

85
86 Chair Castro suggested including and highlighting the intergovernmental revenue for 2019 and
87 2020 to the amended 2021 Capital Fund budget portion of the presentation. Chair Castro
88 suggested explaining the length of time the District has to use the Impact Fees and why the
89 District is using them at a higher rate towards Capital Projects. The Board and Carpenter
90 discussed the guidelines regarding use and application of Impact Fee funds. The Board suggested
91 being more concise in the 2022 proposed payroll and benefits portion of the presentation. Chair
92 Castro suggested adding in the Summit County COLA annual increases to the presentation. The
93 Board asked for clarification on the differences between the bonus program and the merit
94 program. The Board stressed the high dependency on staff to operate at an optimum performance
95 level. Director Jones stressed the positive impact it could have if the Board were to forward a
96 positive recommendation on to the Summit County Council regarding the adoption of the 2022
97 proposed budget.

98
99 **MOTION:** To approve the tentative 2022 and amended 2021 budgets as discussed tonight and
100 forward a positive recommendation for approval to the Summit County Council. [KOTTLER /
101 BROWN] All in favor: Brown, Chair Castro, Connolly, Kottler, McGee, Moffitt. None Opposed.
102 Abstain: None. Absent: Westberg Motion carries.

103 104 **DIRECTOR'S UPDATE**

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

107
108 Director Jones stated that the District will be bringing some policy changes to the Board in
109 January in an attempt to streamline and clarify current policy. Director Jones congratulated the
110 District and Fieldhouse on receiving the 2021 Park City Best Award. Director Jones stated that
111 beginning in December, the District will be working with Neighbors of Park City Magazine to
112 collaborate and create content.

113 114 **UPDATES FROM DISTRICT COMMITTEES**

115 **STANDING COMMITTEES:**

116 **District Director Liaison & Annual Review Committee:** Chair Castro stated that the
117 committee discussed the budget, ice rink, policies, and password information for survey monkey.

118 **Personnel Committee:** Did not meet.

119 **Trails Committee:** Did not meet.

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

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

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

123 124 **AD HOC COMMITTEE:**

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

126 **ESTABLISH NOMINATING COMMITTEE FOR NEXT YEAR'S OFFICERS**

127 Moffitt, Kottler, and Brown volunteered to meet and bring a recommendation for next year's
128 officers to the next board meeting.

130 **DISCUSSION OF THE 2022 BOARD MEETING SCHEDULE**

131 Board members received a draft version of the 2022 Board Meeting Schedule in their Board
132 packets prior to the meeting.

133
134 Director Jones stated that excluding April and October, the schedule is formatted to meet the
135 second Thursday of each month. Director Jones stated that the dates in April and October were
136 moved one week prior due to conflicts with the Park City School District Calendar. Director
137 Jones stated that the third Thursday of the month, Mountain Regional Water uses the Trailside
138 Board Room for their board meetings. No questions or comments.

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

141 Connolly suggested increasing encouragement of safety precautions for K-5th graders in District
142 programs due to the increase in COVID-19 cases spiking through that age group. The Board and
143 Director Jones discussed increasing the signage to recommend following COVID safety
144 precautions.

145
146 Kottler and Wagoner discussed the bike rack design.

148 **CLOSED SESSION: LEGAL**

149
150 At 8:05 pm, staff was dismissed, and Chair Castro called for a motion to enter into executive
151 session to discuss legal/contracts.

152
153 The executive session to discuss legal/contracts was recorded.

154
155 Board members in attendance: Nate Brown, Ben Castro, Brandi Connolly, David Kottler, Len
156 McGee, Larry Moffitt.

157
158 Staff in attendance: Mike Baker, Stacy Carpenter, Director Dana Jones, Brian Kadziel, Justine
159 Kadziel, Matt Wagoner.

160
161 **MOTION:** To enter into executive session for the purpose of discussing legal. [MOFFITT /
162 CONNOLLY] All in favor: Brown, Chair Castro, Connolly, Kottler, McGee, Moffitt. None
163 Opposed. Absent: Westberg. Motion carries.

164
165 At 8:40 pm, Chair Castro called for a motion to close executive session for the purpose of
166 discussing legal.

167
168 **MOTION:** To close the executive session for the purpose of discussing legal. [CONNOLLY /
169 MCGEE] All in favor: Brown, Chair Castro, Connolly, Kottler, McGee, Moffitt. None Opposed.
170 Absent: Westberg. Motion carries.

At 8:40 pm, Chair Castro called for a motion to adjourn the meeting.

MOTION: To adjourn the meeting of November 18, 2021. [MOFFITT / KOTTLER] All in favor: Brown, Chair Castro, Connolly, Kottler, McGee, Moffitt. None Opposed. Absent: Westberg. Motion carries.

MOTIONS:

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

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Minutes prepared by Allie McKinney

Clerk/Board Member Approval: 