Snyderville Basin Special Recreation District
Board Meeting Minutes
Thursday, January 13, 2022
Virtual Meeting via Zoom
Meeting ID: 857 7918 3389
5715 Trailside Drive
Park City, Utah

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

Absent: None

Staff Present: Mike Baker, Stacy Carpenter, Steve Good, Director Dana Jones, Brian Kadziel, Justine Kadziel, Ben Liegert, Allie Mckinney, Ben Pearson, Matt Wagoner. Staff participated electronically via Zoom and at anchor location.

Attending Guests: None

CALL TO ORDER AND PUBLIC INPUT

The meeting of January 13, 2022, was called to order by Chair Castro at 6:03 pm.

Director Jones explained that a public comment regarding one of the agenda items was submitted via email. Director Jones stated that it would be read during that agenda item discussion. Chair Castro closed public input at 6:04 pm

OATH OF OFFICE

Chair Castro welcomed Ryan Bruce as the newest Board member. Bruce introduced himself. Chair Castro administered the oath of office for the following: Ben Castro, Carrie Westberg and Ryan Bruce, "I do solemnly swear that I will support, obey, and defend the Constitution of the United States and the Constitution of this State, and that I will discharge the duties of my office with fidelity."

ELECTION OF 2022 DISTRICT OFFICERS

Chair Castro reported the new 2022 District officers: Brandi Connolly – Chair, Ben Castro – Vice Chair, Nate Brown – Treasurer, and Larry Moffitt – Clerk.

MOTION: To elect the slate of Snyderville Basin Special Recreation District Administrative Control Board officers as stated for 2022: Brandi Connolly – Chair, Ben Castro – Vice Chair, Nate Brown – Treasurer, and Larry Moffitt – Clerk. [BROWN / MCGEE] All in favor: Brown,

Bruce, Castro, Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain: None. Absent: None. Motion carries.

ESTABLISMENT OF SBSRD AD HOC AND STANDING COMMITTEES

Director Jones reviewed the 2022 Ad Hoc and Standing Committees. After discussion, Board members were placed on the following committees:

AD HOC COMMITTEES:

Capital Investment & Strategic Action Plan Committee – Castro (Committee Chair), Chair Connolly, McGee

STANDING COMMITTEES:

District Director Liaison & Annual Review Committee – Chair Connolly (Committee Chair), Moffitt, Westberg

Personnel Committee – Bruce, Chair Connolly, McGee (Committee Chair)

Trails Committee – Castro, McGee, Moffitt (Committee Chair)

Open Space Committee – Brown (Committee Chair), Bruce, Castro

Parks & Recreation Committee – Brown, Bruce (Committee Chair), Westberg

BOSAC (County Appointed): Castro

*The approval of the committee nominations for the SBSRD 2022 Ad Hoc and Standing Committees will occur in the February 10, 2022 Board meeting.

CONSENT AGENDA

1. REQUEST TO APPROVE MINUTES FROM 12/09/21

2. REQUEST TO APPROVE THE PRIOR MONTH'S EXPENDITURES

Castro and Carpenter discussed the charges on Megan Suhadolc's credit card.

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

REQUEST TO APPROVE AUTHORIZED SIGNERS FOR THE DISTRICT'S ACCOUNTS WITH ZIONS BANK AND THE UTAH PUBLIC TREASURERS' INVESTMENT FUND

Board members received a staff report from Carpenter in their Board packets prior to the meeting. Carpenter stated that the District is required to authorize at least two individuals to: (1) add or delete users to access and/or transact with PTIF accounts; (2) add, delete, or make changes to bank accounts tied to PTIF accounts; (3) open or close PTIF accounts; and (4) execute any necessary forms in connection with such changes on behalf of the District. Director Dana Jones and Stacy Carpenter are currently the authorized individuals.

Carpenter explained that per Chapter 11, Section 3.A.c. of the District's Policies and Procedures, authorized individuals to sign checks include the Board Chair, Board Treasurer, District Director, and Board's designee. Currently, the District's four authorized signers for Zions Bank

accounts are Ben Castro, David Kottler, Dana Jones, and Stacy Carpenter. Nate Brown will be serving as Board Treasurer in 2022 and should be added as an authorized signer, replacing the former Treasurer, David Kottler. Brandi Connolly should be added as an authorized signer, replacing Ben Castro as the Board Chair.

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

DISCUSSION AND POSSIBLE APPROVAL OF 2021 AUDIT ENGAGEMENT LETTER WITH GREG OGDEN, CPA

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

Carpenter explained that in accordance with the District's Policies and Procedures, each year the Board selects an independent auditor to perform an annual independent audit in accordance with Government Auditing Standards. Carpenter stated that the current independent auditor for the District is Greg Ogden, CPA. Carpenter discussed Ogden's experience and prior performance, proposing Ogden for the 2021 annual independent audit. The Board and Carpenter discussed Ogden's rate. The Board and Director Jones discussed the possibility of putting out an RFP closer to the 4th quarter of this year for the 2022 annual independent audit.

MOTION: To enter into the agreement with Greg Ogden, CPA for the 2021 annual independent audit. [BROWN / MOFFIT] All in favor: Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain: None. Absent: None. Motion carries.

DISCUSSION AND POSSIBLE APPROVAL OF FIELDHOUSE WEIGHT ROOM EQUIPMENT

Board members received a staff report from B. Kadziel and Liegert in their Board packets prior to the meeting.

B. Kadziel stated that the District would like to replace 14 of the older weight room equipment stations that have been in use at the Fieldhouse for over 10 years and are showing serious signs of wear and overuse. B. Kadziel stated that the District received two quotes from vendors, both state contracts. B. Kadziel explained that the Fieldhouse is currently using Nautilus Equipment's Commercial Equipment in the upper fitness area and that this company is no longer producing replacement parts which makes repairing equipment nearly impossible. B. Kadziel stated that staff toured Utah Valley University Recreation Center and Orem Recreation Center to view the two equipment options. B. Kadziel explained that after reviewing the different manufacturers usability and ease of repair and maintenance, the District recommends purchasing the Precor Resolute Machines from Pacific Fitness Products for $58,330.00. Director Jones stated that a patron, Scott Siemon, submitted an email regarding this agenda item. Director Jones read the email which stated Siemon's desire and encouragement for the Board to approve the request to upgrade the Fieldhouse equipment. The Board, B. Kadziel and Liegert discussed which

equipment needed replacement. The Board and B. Kadziel discussed the time frame for delivery of the equipment. The Board, B. Kadziel and Liegert discussed implementing a more in-depth replacement schedule for equipment. The Board and Liegert discussed the sale of the old equipment. The Board and Liegert discussed the current allocation of funds for equipment replacement and how it will be used in 2022.

MOTION: To approve the purchase of the 14 weight stations from Pacific Fitness Products, LLC in the amount of $58,330.00 using funds designated for such in the capital replacement budget and allow the District Director to execute the related documents. [MCGEE / WESTBERG] All in favor: Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain: None. Absent: None. Motion carries.

DISCUSSION AND POSSIBLE APPROVAL OF 3-YEAR EQUIPMENT LEASE FOR FIELD PAINTING MACHINE

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

Liegert stated that the Parks Department began looking into options for field painting in 2021, specifically the benefits of a new piece of technologically advanced equipment known as the Turf Tank Field Painter. Liegert explained that the Turf Tank is a GPS guided robotic field painting machine. Liegert stated that through discussions with various entities who have recent experience implementing the Turf Tank into their operations, the District has verified that those using the equipment found it to be efficient, reliable and an overall benefit to their respective organizations. Liegert stated that the purchase price for the equipment is over $50,000 and recommends entering into a 3-year equipment lease with Turf Tank at a cost of $27,500 to verify if the product will meet the District's expectations and anticipated performance. Liegert stated that the lease option includes paint, software updates and warranty coverage for parts and service.

The Board and Liegert discussed the benefit of entering into a 3-year lease versus purchasing the product. The Board and Liegert discussed the process and time expenditures for preparing the fields for tournaments. The Board and Liegert discussed the District's anticipated cost recovery if using the Turf Tank equipment. The Board, Director Jones and Liegert discussed the equipment's GPS Satellite technology. The Board and Liegert discussed the size, transportation, and durability of the Turf Tank. The Board and Liegert discussed software updates for the machine. Liegert stated that if the Board were to choose to not continue annual funding for this equipment, the District can be released from the lease agreement.

MOTION: To approve of the District entering into a sole source agreement in the amount of $27,500 for a three-year equipment lease of the Turf Tank one robotic field painter and authorize the District Director to execute documents required to do so. [BROWN / MCGEE] All in favor: Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain: None. Absent: None. Motion carries.

DIRECTOR'S UPDATE

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

Director Jones introduced the Management Team to Bruce. Director Jones discussed the benefits for Board Members including Fieldhouse memberships for Board members, spouses and children, and program benefits. Director Jones and Baker discussed the easement for a transportation trail through the Promontory development. Baker stated that a portion of 3-mile Canyon trail surrounding the Promontory golf course will be affected by the expansion of the golf course. Baker explained that the District is working with Promontory to re-route the trail in order to accommodate the new construction of the golf course. Baker and Director Jones stated that the Board can expect more discussion on this in the February Board meeting. Director Jones suggested having the Trails Committee meet prior to the February Board meeting. Director Jones discussed the current discounts offered at the Fieldhouse stating that the District is in the process of re-organizing that structure. Director Jones stated that the District is working with Summit County to clarify and formalize the process of providing a Fieldhouse discount to Summit County employees. Director Jones discussed the state mandated Special Service Districts training for Board members. Director Jones stated that the District will be participating in the County's Open Meetings training this year. Director Jones discussed the County's mask mandate currently in effect. Director Jones stated that the District is working on updating the District's policies and procedures and explained that the Board can expect to see those updates in March. Director Jones stated that Wagoner will be presenting an Access Plan update at the February Board meeting as well as the February County Council meeting. Director Jones and Brown discussed the Park City School District discount at the Fieldhouse.

UPDATES FROM DISTRICT COMMITTEES

STANDING COMMITTEES:

District Director Liaison & Annual Review Committee: Castro stated that Director Jones covered a lot of the topics in the Director's update.

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

The Board and B. Kadziel discussed the fall pickleball clinic attendance numbers. Moffitt congratulated the Trails team for volunteering to groom trails December 25th. Castro congratulated Ben Pearson and the District regarding the article published in the Park City Magazine about trails enforcement. Chair Connolly congratulated the Recreation Department on a positive review from a Jr. Jazz Basketball Coach. Brown thanked Castro for his service as Board Chair for the past four years and welcomed Chair Connolly.

CLOSED SESSION: PERSONNEL; LEGAL

At 7:31 pm, Chair Connolly called for a motion to enter into executive session to discuss legal matters.

The executive session to discuss legal matters was recorded.

Board members in attendance: Nate Brown, Ryan Bruce, Ben Castro, Chair Brandi Connolly, Len McGee, Larry Moffitt, Carrie Westberg.

Staff in attendance: Mike Baker, Stacy Carpenter, Director Dana Jones, Brian Kadziel, Justine Kadziel, Ben Liegert, Matt Wagoner.

MOTION: To enter into executive session for the purpose of discussing legal matters. [BROWN / WESTBERG] All in favor: Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain: None. Absent: None. Motion carries.

At 8:10 pm, Chair Connolly called for a motion to close executive session for the purpose of discussing legal matters.

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

At 8:11 pm, Chair Connolly called for a motion to enter into executive session to discuss personnel matters.

Chair Connolly signed a closed meeting affidavit for discussion of personnel.

Board members in attendance: Nate Brown, Ryan Bruce, Ben Castro, Chair Brandi Connolly, Len McGee, Larry Moffitt, Carrie Westberg.

Staff in attendance: Director Dana Jones

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

At 8:45 pm, Chair Connolly called for a motion to close executive session for the purpose of discussing personnel matters.

MOTION: To close the executive session for the purpose of discussing personnel matters. [WESTBERG / CASTRO] All in favor: Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain: None. Absent: None. Motion carries.

At 8:46 pm, Chair Connolly called for a motion to adjourn the meeting.

MOTION: To adjourn the meeting of January 13, 2022 [BROWN / WESTBERG] All in favor: Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain: None. Absent: None. Motion carries.

MOTIONS:

MOTION: To elect the slate of Snyderville Basin Special Recreation District Administrative Control Board officers as stated for 2022: Brandi Connolly – Chair, Ben Castro – Vice Chair, Nate Brown – Treasurer, and Larry Moffitt – Clerk. [BROWN / MCGEE] All in favor: Brown, Bruce, Castro, Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain: None. Absent: None. Motion carries.

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

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

MOTION: To enter into the agreement with Greg Ogden, CPA for the 2021 annual independent audit. [BROWN / MOFFIT] All in favor: Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain: None. Absent: None. Motion carries.

MOTION: To approve the purchase of the 14 weight stations from Pacific Fitness Products, LLC in the amount of $58,330.00 using funds designated for such in the capital replacement budget and allow the District Director to execute the related documents. [MCGEE / WESTBERG] All in favor: Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain: None. Absent: None. Motion carries.

MOTION: To approve of the District entering into a sole source agreement in the amount of $27,500 for a three-year equipment lease of the Turf Tank One robotic field painter and authorize the District Director to execute documents required to do so. [BROWN / MCGEE] All in favor: Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain: None. Absent: None. Motion carries.

MOTION: To enter into executive session for the purpose of discussing legal matters. [BROWN / WESTBERG] All in favor: Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain: None. Absent: None. Motion carries.

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

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

MOTION: To close the executive session for the purpose of discussing personnel matters. [WESTBERG / CASTRO] All in favor: Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain: None. Absent: None. Motion carries.

MOTION: To adjourn the meeting of January 13, 2022 [BROWN / WESTBERG] All in favor: Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain: None. Absent: None. Motion carries.

Minutes prepared by Allie McKinney

Clerk/Board Member Approval: _____