



Snyderville Basin Special Recreation District
Board Meeting Minutes
Thursday, January 12, 2023
Board Room – Trailside Park and
Virtual Meeting via Zoom
Meeting ID: 826 0871 8576
5715 Trailside Drive
Park City, Utah

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

Absent: Carrie Westberg

Staff Present: Director Dana Jones, Phares Gines, Brian Kadziel, Justine Kadziel, Matt Wagoner, Brad Rogers. Staff participated electronically via Zoom and at anchor location.

Attending Guests: Kelly Vendetti in person, Sloane Johnson participated electronically.

CALL TO ORDER AND PUBLIC INPUT

The meeting of January 12, 2023 was called to order by Chair Connolly at 6:01 pm.

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

OATH OF OFFICE

There is no change to Board Members in 2023, therefore no oaths of office need to be administered.

ELECTION OF 2023 DISTRICT OFFICERS

Clerk Moffitt reported the new 2023 District officers: Brandi Connolly – Chair, Carrie Westberg – Vice Chair, Nate Brown – Treasurer, and Ryan Bruce – Clerk.

MOTION: To elect the slate of Snyderville Basin Special Recreation District Administrative Control Board officers as stated for 2023: Brandi Connolly – Chair, Carrie Westberg – Vice Chair, Nate Brown – Treasurer, and Ryan Bruce – Clerk. [CASTRO / MCGEE] All in favor: Brown, Bruce, Castro, McGee, Moffitt, Chair Connolly. None Opposed. Abstain: None. Absent: Westberg. Motion carries

INTRODUCTION OF NEW OFFICERS

Chair Connolly recognized the new officers Bruce and Westberg, and recognized Brown in his continuing capacity as Treasurer.

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35 **ESTABLISHMENT OF SBSRD AD HOC AND STANDING COMMITTEES**

36 Chair Connolly asked for feedback regarding the 2023 Ad Hoc and Standing Committees. Brown
37 made a recommendation to update the name of the Parks Committee to the Parks & Facilities
38 Committee. There were no objections. After discussion, Board members were placed on the
39 following committees:
40

41 **STANDING COMMITTEES:**

42 **Parks & Facilities** – Brown (Committee Chair), McGee, Westberg

43 **Trails & Open Space Committee** – Castro (Committee Chair), Bruce, Chair Connolly

44 **Recreation Committee** – Moffitt (Committee Chair), Bruce, Brown

45 **District Director Liaison Committee**– McGee (Committee Chair), Brown, Chair Connolly,
46 Westberg as alternate

47 **Personnel Committee** – Bruce (Committee Chair), Moffitt, Westberg
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49 **AD HOC COMMITTEES:**

50 **Strategic Planning & Steering Committee** – Castro (Committee Chair), Chair Connolly,
51 McGee
52

53 Committees were encouraged by Chair Connolly to meet, if not monthly, then every other
54 month.
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56 **MOTION:** To establish the Standing and Ad Hoc committees as discussed [MOFFITT /
57 BRUCE] All in favor: Brown, Bruce, Castro, McGee, Moffitt, Chair Connolly. None Opposed.
58 Abstain: None. Absent: Westberg. Motion carries.
59

60 **CONSENT AGENDA**

61 1. REQUEST TO APPROVE MINUTES FROM 12/08/22.

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63 2. REQUEST TO APPROVE THE PRIOR MONTH'S EXPENDITURES.
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65 Bruce asked for clarification on a few expenditure items regarding salary breakouts and HVAC
66 repairs.
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68 **MOTION:** To approve the two-point Consent Agenda [BRUCE / CASTRO] All in favor:
69 Brown, Bruce, Castro, McGee, Moffitt, Chair Connolly. None Opposed. Abstain: None. Absent:
70 Westberg. Motion carries.
71

72 **DISCUSSION AND POSSIBLE APPROVAL OF 2022 AUDIT ENGAGEMENT LETTER**
73 **WITH GREG OGDEN, CPA**

74 Board members received a copy of the audit engagement letter in their Board packets prior to the
75 meeting.
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77 Director Jones reminded the Board that the appointment of an independent auditor, to perform an
78 annual audit, is the responsibility of the Board in accordance with the District's Policies and
79 Procedures as discussed last year. Rogers explained that Greg Ogden, CPA, has been conducting

Basin audits for a number of years; he is familiar with the organization. Rogers also mentioned that Ogden's rate increased by \$100 for 2023. Chair Connolly asked if using a consistent auditor year to year is the best practice. Rogers' opinion was that in this instance, having an auditor who is familiar with the organization and has a history with Basin is best equipped to provide this service. In addition, Rogers mentioned that Basin plans to hire a second audit firm in 2023 to conduct a procedural audit and provide a second set of eyes on Basin operations.

MOTION: To enter into the agreement with Greg Ogden, CPA for the 2022 annual independent audit. [BROWN / MOFFIT] All in favor: Brown, Bruce, Castro, McGee, Moffitt, Chair Connolly. None Opposed. Abstain: None. Absent: Westberg. Motion carries.

DISCUSSION AND POSSIBLE APPROVAL OF FIELDHOUSE SECURITY CONTRACT

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

B Kadziel explained that the Fieldhouse is running at or near capacity most days of the week. Staff cannot sufficiently monitor all corners of the Fieldhouse at all times. They would like to implement a roving security guard to help provide this consistent oversight. The proposal consists of a six (6) month trial period with Prime Security. McGee asked if this would be the same person and if they would be readily identifiable. B Kadziel responded that they would wear their own uniform, furnished by the contractor. Castro asked what referrals or recommendations we had for this company. B Kadziel used an online resource for recommendations and compared that against existing State contracts. Castro commented that he would like to see and have Basin check the references for this contractor as this is a new and untested venture. Bruce expressed concern about the narrow scope of work, specifically the escalation and enforcement language, as they seem insufficiently defined. B Kadziel explained that the contractor wants to abide by Fieldhouse policy and not serve as a "bouncer" for the facility. By contracting with this security company, Fieldhouse staff hope to proactively prevent issues before problems occur. Bruce expressed that any limitations on enforcement or escalation should be clearly defined in the contract; otherwise, SBSRD is exposed to risk. Castro also expressed concern with the clause on ownership of intellectual property developed by Basin. Wagoner discussed that SBSRD has already developed operational procedures for the Ranger program. Director Jones tried to summarize the Board's concerns, which include, 1) a thorough check of the contractor's references, 2) a clearly defined scope of work including the escalation of force. Director Jones described that from previous experience, security companies fall into two categories: 1) staff who were ineligible for law enforcement careers, and 2) retired law enforcement officers. This contractor appears to use retired law enforcement officers. Bruce asked if there was a provision for changing the officer if a problem arose. McGee inquired if SBSRD could vet the guard before they were posted to the Fieldhouse. Chair Connolly explained that without resolution to these concerns or a redlined contract, another meeting will need to be scheduled to address these issues and potentially approve a contract. Chair Connolly closed the discussion until the issues discussed can be resolved, with the potential for another meeting to be scheduled and convened to review and approve the Fieldhouse security contract.

MOTION: No motion made.

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127 **DISCUSSION REGARDING AGREEMENTS RELATING TO THE SUMMIT**
128 **COMMUNITY GARDENS**

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

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132 Director Jones introduced two guests, Sloane Johnson, and Kelly Vendetti, both with Summit
133 Community Gardens (SCG). Summit County owns the land where the gardens are located. Since
134 last month, many meetings have been held with SCG staff and Mountain Regional Water
135 (MRW) to review the agreement(s) between all the involved entities. MRW will work to install a
136 separate water meter for the gardens which will be beneficial to both SBSRD and SCG as water
137 rates decrease. SCG will also reinstate an SBSRD employee as an SCG board member. Johnson
138 described the garden's current operations and community outreach efforts. SCG is also
139 appreciative of SBSRDs past efforts to conserve water. Vendetti described SCGs efforts to
140 educate the community. McGee asked about RAP grants. Moffitt inquired about watering
141 schedules and conservation efforts. Johnson explained that they have drip system irrigation on
142 timers. In 2022, there were malfunctions that lead to increased water use; those issues have been
143 resolved. Bruce asked if this was part of an open space agreement. Castro explained that Uinta
144 Headwaters once served as the fiscal agent for the gardens prior to SBSRDs involvement. Chair
145 Connolly expressed concern that SBSRD staff were unaware of or unable to timely locate
146 previous agreements with SCG and Summit County earlier in the process. Chair Connolly
147 encouraged staff to contact the County Clerk if needed to locate and properly file these
148 agreements. Director Jones indicated that new rates are being negotiated with MRW. The
149 installation of the new meter will be dependent on the weather. Chair Connolly closed the
150 discussion.

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152 **DISCUSSION REGARDING FIELDHOUSE MEMBERSHIP CHANGES**

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

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156 Director Jones stated that in past Board meetings, there has been discussion about the wide
157 variety of Fieldhouse discounts and how they can be streamlined and simplified. B Kadziel
158 indicated that many of these discount agreements were added in a piecemeal fashion over the
159 years with little oversight or consistency. This has caused confusion among patrons and partners.
160 Some discounts were eliminated, but the established agreements with Summit County, other
161 special districts, Intermountain Healthcare employees (e.g., nurses and doctors), and Park City
162 School District employees. Some of the discount rates among these established agreements were
163 adjusted somewhat to make them more consistent. Castro asked of Park City School District
164 employees who live in the SBSRD boundaries should receive a deeper discount. Moffitt asked if
165 we knew the usage numbers for discount passes. B Kadziel indicated that for 2022, the usage
166 was near 220 people. Chair Connolly described the concerns expressed by Summit County that
167 all the agencies who are part of the collective health insurance cooperative (along with SBSRD)
168 should maintain discounted or free Fieldhouse access to help maintain a health workforce. Castro
169 asked if discounts should be extended to Park City municipal employees. Chair Connolly
170 explained that they do not extend MARC discounts to County employees; the MARC looks after
171 municipal employees and SBSRD takes care of County employees and service districts. Chair

Connolly thanked B Kadziel for taking on this project and also encouraged longer gestation periods in the future between publishing proposed changes and then implementing them. Brown inquired if any consideration had been given to increasing revenues through Fieldhouse memberships. B Kadziel explained that \$18,498 in discounts were provided in 2022. Castro asked about whether discounts should be considered or reviewed as part of the strategic planning process. Chair Connolly expressed that compared to other nearby recreation centers, Basin is competitively priced. Chair Connolly closed the discussion.

DIRECTOR'S UPDATE

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

Director Jones stated that crews have been remarkably busy with snow removal and maintaining safe routes to schools, even during the holidays. A manager's retreat is scheduled in the coming week and an all-staff meeting at the end of the month to provide training to staff. Chair Connolly asked if our grooming equipment is adequate. Gines described that what we have is sufficient for our current workload, but if more trails are added, we will need additional and more capable equipment. This winter has been a "perfect storm" of circumstances that have tested staff and equipment, but staff has done a stellar job keeping up. Moffitt inquired about the 2022 budget, specifically the tax deposit from the County. Director Jones indicated that they are in process and a portion of the deposit has since been received. Bruce asked for clarification on another budget item regarding the Fieldhouse. B Kadziel explained that due to the popularity of drop-in sports programs, they have added a nominal fee to help control crowd sizes. Director Jones also discussed that SBSRD was audited by Utah Retirement Systems (URS) in the closing weeks of 2022. Rogers described that the State adjusted Title 49 a few years ago. As such, URS required that SBSRD add language to our personnel policy which specifically addresses the District Director's eligibility for retirement, as an appointed employee. A draft of the proposed policy update was distributed to Board members. This draft will be formally submitted to the Board at a later date, along with other proposed adjustments, for approval. Chair Connolly also asked that the Board be apprised of future training opportunities, specifically within NeoGov. Director Jones mentioned that Summit County announced the hiring of a new County Manager, Shane Scott, who was the city manager for Kaysville City. He starts in February. The County Council also has two new council members.

UPDATES FROM DISTRICT COMMITTEES

STANDING COMMITTEES:

Parks Committee: Did not meet.

Trails & Open Space Committee: Did not meet.

Recreation Committee: Did not meet.

Personnel Committee: Did not meet.

District Director Liaison & Annual Review Committee: Chair Connolly stated that the committee reviewed the discussion regarding the community gardens and Fieldhouse discounts.

BOSAC (County appointed) – Castro stated that BOSAC met, but the items would need to be discussed in closed session.

AD HOC COMMITTEE:

Capital Investment and Strategic Action Plan Committee: Castro stated that the committee reviewed the items provided by the vendor.

BOARD MEMBER COMMENTS AND REVIEW OF ACTIONS ITEMS

Castro thanked staff for all their recent efforts with snow removal. Asked if discussions should be considered regarding the interlocal agreement for snow removal on the safe routes for schools. Chair Connolly also mentioned the discussion surrounding UDOT's plans for the Kimball Junction interchange. Castro encouraged the Board Chair reengage with the Planning Commission and Pat Putt's office regarding future plans within the District.

CLOSED SESSION: PROPERTY ACQUISITION

At 7:58 pm, Chair Connolly called for a motion to enter into executive session for the purpose of discussing property acquisition matters.

The executive session to discuss property acquisition was recorded.

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

Staff members in attendance: Dana Jones, Phares Gines, Matt Wagoner, Brad Rogers

MOTION: To enter into executive session to discuss property acquisition matters. [CASTRO / BROWN] All in favor: Brown, Bruce, Castro, McGee, Moffitt, Chair Connolly. None Opposed. Abstain: None. Absent: Westberg. Motion carries

Staff members Dana Jones, Phares Gines, Matt Wagoner, Brad Rogers were dismissed at 8:10 pm

At 9:03 pm, Chair Connolly called for a motion to close executive session for the purpose of discussing property acquisition matters.

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

CLOSED SESSION: PERSONNEL

At 9:03 pm, Chair Connolly called for a motion to enter into executive session for the purpose of discussing personnel.

Vice Chair Castro signed a closed meeting affidavit for discussion of personnel.

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

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

At 9:14 pm, Chair Connolly 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. [MOFFITT / BROWN] All in favor: Brown, Bruce, Castro, McGee, Moffitt, Chair Connolly. None Opposed. Abstain: None. Absent: Westberg. Motion carries

At 9:15 pm, Chair Connolly called for a motion to adjourn the meeting.

MOTION: To adjourn the meeting of January 12, 2023. [MCGEE / CASTRO] All in favor: Brown, Bruce, Castro, McGee, Moffitt, Chair Connolly. None Opposed. Abstain: None. Absent: Westberg. Motion carries

Minutes prepared by Brad Rogers.

MOTIONS:

MOTION: To elect the slate of Snyderville Basin Special Recreation District Administrative Control Board officers as stated for 2023: Brandi Connolly – Chair, Carrie Westberg – Vice Chair, Nate Brown – Treasurer, and Ryan Bruce – Clerk. [CASTRO / MCGEE] All in favor: Brown, Bruce, Castro, McGee, Moffitt, Chair Connolly. None Opposed. Abstain: None. Absent: Westberg. Motion carries


MOTION: To establish the Standing and Ad Hoc committees as discussed [MOFFITT / BRUCE] All in favor: Brown, Bruce, Castro, McGee, Moffitt, Chair Connolly. None Opposed. Abstain: None. Absent: Westberg. Motion carries.

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

MOTION: To enter into the agreement with Greg Ogden, CPA for the 2022 annual independent audit. [BROWN / MOFFITT] All in favor: Brown, Bruce, Castro, McGee, Moffitt, Chair Connolly. None Opposed. Abstain: None. Absent: Westberg. Motion carries.

MOTION: To enter into executive session to discuss property acquisition matters. [CASTRO / BROWN] All in favor: Brown, Bruce, Castro, McGee, Moffitt, Chair Connolly. None Opposed. Abstain: None. Absent: Westberg. Motion carries

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

309 **MOTION:** To enter into executive session for the purpose of discussing personnel. [CASTRO /
310 MCGEE] All in favor: Brown, Bruce, Castro, McGee, Moffitt, Chair Connolly. None Opposed.
311 Abstain: None. Absent: Westberg. Motion carries
312
313 **MOTION:** To close the executive session for the purpose of discussing personnel. [MOFFITT /
314 BROWN] All in favor: Brown, Bruce, Castro, McGee, Moffitt, Chair Connolly. None Opposed.
315 Abstain: None. Absent: Westberg. Motion carries
316
317 **MOTION:** To adjourn the meeting of January 12, 2023. [MCGEE / CASTRO] All in favor:
318 Brown, Bruce, Castro, McGee, Moffitt, Chair Connolly. None Opposed. Abstain: None. Absent:
319 Westberg. Motion carries
320
321 Minutes prepared by Brad Rogers
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323 Clerk/Board Member Approval:  _____