



Snyderville Basin Special Recreation District  
Board Meeting Minutes  
**Thursday, June 8, 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, Brandi Connolly, Len McGee, Larry Moffitt, and Carrie Westberg. Board members participated electronically via Zoom and at anchor location.

**Absent:** None

**Staff Present:** Nick Darby, Kelly Fink, Phares Gines, Steven Good, Director Dana Jones, Brian Kadziel, Justine Kadziel, Dave Paskoski, Ben Pearson, Brad Rogers, and Matt Wagoner. Staff participated electronically via Zoom and at anchor location.

**Attending Guests:** David Thomas, Summit County Attorney; Darin Barr, Ballard King & Associates; Annaka Egan, Mark Kane, and Drew Pollak-Bruce, SE Group; Kyrene Gibb, Y2 Analytics; and Tim Anker, Real Estate Broker. Guests participated electronically via Zoom and at anchor location.

**CALL TO ORDER AND PUBLIC INPUT**

The meeting of June 8, 2023, was called to order by Chair Connolly at 6:02pm.

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

**REVIEW AND APPROVAL OF THE 2022 ANNUAL FINANCIAL REPORT**

Was to be presented by Greg Ogden, CPA. This agenda item must be moved to July's meeting due to an issue with property tax deposits that prevented finalizing the audit.

To kill time, Chair Connolly asked about the new face in the room. Director Jones introduced new employees: Nick Darby, the new administrative supervisor (who was present) and others. These new hires are also mentioned in the director's update.

**DISCUSSION AND POSSIBLE APPROVAL OF MINUTES FROM 5/11/2023**

This agenda item was moved up to accommodate the SE Group Update scheduled for 6:30pm. One change to the minutes was suggested: Ryan Bruce mentioned that Ben Castro abstained from approving the 4/06/23 meeting minutes in the last board meeting. This correction will be made.

**MOTION:** To approve minutes from 5/11/2023. [CASTRO / MOFFITT] All in favor: Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain: None. Absent: None. Motion carries.

**DISCUSSION AND POSSIBLE APPROVAL OF THE PRIOR MONTH'S EXPENDITURES**

This agenda item was also moved up to accommodate the SE Group Update scheduled for 6:30pm. Brad Rogers reviewed the prior month's expenditures included in the Board packet. He specifically highlighted the under expenditures for personnel, due in part to overbudgeting for health insurance, under expenditures caused by delayed projects due to the extended wet winter season, and overages caused by the extended winter season, such as fuel and maintenance expenses for equipment.

**MOTION:** To approve prior month's expenditures. [BRUCE / McGEE] All in favor: Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain: None. Absent: None. Motion carries.

**REQUEST TO APPROVE PROPOSED 2023 PROPERTY TAX RATES FOR OPERATIONS & MAINTENANCE AND DEBT SERVICE**

This agenda item was also moved up to accommodate the SE Group Update scheduled for 6:30pm. Director Jones reviewed this report and explained how these numbers are calculated. Also, these property tax rates need to be approved by the Board every June. Ben Castro asked to make a recommendation to get on the county council's agenda, to inform them about this Truth in Taxation issue. Director Jones said she would make that happen.

**MOTION:** To approve a combined property tax rate of 0.000599 for 2023 for operations & maintenance and debt service. This rate is estimated to generate revenue of \$8,311,178 for operations & maintenance and \$4,631,981 for debt service. approve proposed 2023 property tax rates. [CASTRO / McGEE] All in favor: Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain: None. Absent: None. Motion carries.

**STRATEGIC ACTION PLAN UPDATE FROM SE GROUP**

Moved to 6:30 to be discussed.

SAP Update Agenda:

1. Timeline. Annaka Egan indicated that she was moving to part-time status but assured the Board that additional staff members are being assigned and hired to help cover this project. Chair Connolly expressed concern about seeing the 10-year Master Plan and the 5-year T&O Management Plan by the end of July as indicated on the timeline. Annaka said that a packet will be sent to the Board next week with a draft of those two plans. She hoped to schedule a follow-up session with the Board after this conversation to set a now-to-project-completion schedule and invited all of them to be as involved as they wished to be with this process.
2. Recommended "Big Strategic Moves" for the District. Annaka reviewed these nine moves.
  - a. District-wide Planning & Management.
  - b. Equity.

- c. Community Partnerships.
  - d. Agreements and Access.
  - e. Staff Development.
  - f. Silver Creek Site.
  - g. Reprogramming Facilities.
  - h. Future Facilities. Chair Connolly wanted to make a recommendation to put Silver Creek and the others under “Future Facilities,” since they’re not a given. “We could fail the bond issue.” Ben Castro added other examples such as getting a bubble. The question was asked, “What are other ways to pivot if we can’t get those bonds? To take care of the community, as a whole, we need more indoor space.”
  - i. Annual Reporting.
3. Financial and Operational Overview. Passed over to Darin Barr to cover. His report included funding options – traditional funding and alternative funding sources. Along with figuring out how to develop and construct these new facilities, it’s also important to understand the future operational impact of these facilities.
4. Statistically Valid Survey Expectations. Basin Recreation Resident Priorities Survey – passed over to Kyrene Gibb from Y2 Analytics to cover. Ben Castro and Chair Connolly voiced overall concern regarding the last survey which was also done by Y2 Analytics. The public found it very confusing and not enough data was collected for sub-analytics. Drew Pollak-Bruce jumped in to offer that now that SE is involved, established recreation planning experts, they can make sure the survey questions will be more effective. Ryan Bruce commented on feeling overwhelmed with the timeline and shared concern about getting accurate data. Drew Pollak-Bruce assured the Board that they are on track, timewise, but offered more “breathing room” if needed/wanted.
5. Next Steps. Again, Annaka will send an informational packet to the Board by next week. Target for completion: Data collection by the end of July with reporting to SE Group to incorporate any priority shifts into the plan by early August. Mark recommended scheduling a work session with the Board soon to review all the menus or options so that the Board understands them and then can help curate what they think is the right Phase One or preferred option to communicate to the public through the survey instrument.

#### **DISCUSSION AND POSSIBLE APPROVAL TO SUB-LEASE NEWPARK OFFICE SPACE**

Director Dana Jones reviewed this report and explained the need for more office space: “When the Trailside building was built, at that time, there were 10 full-time people, and now we have 38 full-time positions.” (Revised by Brad Rogers to 44 full-time staff with 46 by the end of the summer.) Yes, when the Fieldhouse was built, some moved over there, but there are still too many people in too small a space. They have been looking for some time at many different options, and this opportunity became available: leasing office space in Newpark (near the Fieldhouse) to relocate the administrative function (11 staff members) – the Trails & Open Space staff would remain at Trailside. The current tenant had a five-year lease, and the plan is to use the remainder of their lease (approximately two and a half years), “which will get us to a point where we’re ready to move forward with another facility.” Big plus: it is currently furnished and also wired from an IT standpoint – it would need only minor modifications. The monthly cost is \$7,082. If approved, Basin Recreation would take occupancy in July. Len McGee asked if there



were any savings if paid all at once. Tim Anker, Real estate broker: “There may be. They would just have to be approached.” Ben Castro asked Tim if there was an option to buy this space in the future. Tim: “No, not for this particular option.” There were also questions about the possibility of hybrid positions, which is being explored and considered as much as possible, but the nature of recreation is a lot of face-to-face.

**MOTION:** To approve the sub-lease of Newpark Office Space not to exceed the equivalent of \$7,082 per month through September 2025 and allow the District Director to execute the related documents. (Original motion modified by Chair Connolly from “for \$7,082” in case any savings can be arranged by paying it all at once.) [CASTRO / BROWN] All in favor: Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain: None. Absent: None. Motion carries.

#### **DISCUSSION AND POSSIBLE APPROVAL OF SITE WORK FOR THE WILLOW CREEK PARK PLAYGROUND**

Matt Wagoner reviewed this report in Ben Liegert’s absence: The state contract for the new playground installation did not include removal of the old playground equipment and other site work prep that is needed. Chair Connolly asked when the work is supposed to start. Matt Wagoner: “Within the month, but we’ll confirm that.”

**MOTION:** To approve and award the contract for the 2023 Willow Creek Playground removal and site preparation to Terrafirma LLC not to exceed the amount of \$207,685 and to allow the District Director to execute the related documents. [WESTBERG / MOFFITT] All in favor: Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain: None. Absent: None. Motion carries.

Chair Connolly requested that, as soon as it’s known, the timeline of this project be communicated to the Willow Creek HOA, and she offered to help with that.

#### **DISCUSSION AND POSSIBLE APPROVAL OF ALPINE FORESTRY CONTRACT AMENDMENT**

Phares Gines reviewed this report: Due to the heavy winter season, the District will exceed the not-to-exceed contract sooner than planned for tree removal and burn piles. Ryan Bruce asked if there was a possibility in the future of increasing training for the staff to be able to handle those kinds of trees or some of those trees. Phares explained that some training could happen, but it’s a very specialized service and they have plenty to work on as it is. Carrie Westberg commented that this was a good example of offloading work from the staff so that they could focus their time and attention on other needed areas, and Nate Brown agreed. This has been encouraged by the Board before.

**MOTION:** To increase the existing Alpine Forestry contract not-to-exceed limit for 2023 from \$83,000.00 to \$123,000.00 and allow the District Director to execute the related documents. [BRUCE / BROWN] All in favor: Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain: None. Absent: None. Motion carries.

172 **DISCUSSION AND POSSIBLE APPROVAL OF CRACK SEAL/SEAL COAT**  
173 **CONTRACT**

174 Phares Gines reviewed this report: As part of our preventative maintenance program for our  
175 asphalt trails, a crack seal coat is applied on a four-year cycle. This area is really hard on asphalt,  
176 but this program has been successful. Only one contractor responded with a bid for this work this  
177 year, and they responded at the last minute before the deadline. Our policy requires we get at  
178 least two quotes, but since it was advertised according to policy, we can accept this sole bid.  
179 Phares commended Dave Paskoski for going over the entire four-year trail schedule and  
180 realigning sections and streamlining the process, ultimately saving the District money. Chair  
181 Connolly recommended establishing a long-term relationship with a seal coat contractor and use  
182 them year after year, much like the established relationship with Alpine Forestry.  
183

184 **MOTION:** To approve and award the contract for the 2023 Trails CS/SC project to Kilgore  
185 Paving and to allow the District Director to execute the related documents for the amount not to  
186 exceed \$100,846.42. [BROWN / MOFFITT] All in favor: Brown, Bruce, Castro, Chair  
187 Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain: None. Absent: None. Motion  
188 carries.  
189

190 Comment/request from Ben Castro about putting pressure on the Newpark HOA to better  
191 maintain the parking lot near the Fieldhouse. That is on them to do, and it seems like it's getting  
192 worse all the time. Director Jones will follow up on that.  
193

194 **DISCUSSION AND POSSIBLE APPROVAL OF FIELDHOUSE CARDIO AND**  
195 **WEIGHT EQUIPMENT PURCHASE AND INSTALLATION**

196 Brian Kadziel reviewed this report: This is Phase Two of our RAP grant funds from 2022.  
197

198 **MOTION:** To approve the purchase of the specified cardio and fitness equipment from Pacific  
199 Fitness Products, LLC in the amount of \$44,065.00 and allow the District Director to execute the  
200 related documents. [McGEE / BRUCE] All in favor: Brown, Bruce, Castro, Chair Connolly,  
201 McGee, Moffitt, Westberg. None Opposed. Abstain: None. Absent: None. Motion carries.  
202

203 **LEADERSHIP PARK CITY – 2023 CITY TOUR OVERVIEW FROM CHAIR**  
204 **CONNOLLY**

205 PowerPoint shared by Chair Connolly of her trip to Fort Collins, Colorado. She was also joined  
206 by staff member Lily Chirico on this city tour.  
207

208 **DIRECTOR'S UPDATE**

209 Board members received a staff report from Director Jones in their Board packets prior to the  
210 meeting. Staff have been doing a great job of dealing with flooding and trying to get the fields  
211 open and make sure everything is operating. Everybody has been amazing at being able to pivot  
212 and make things work. The Trailside East project is almost wrapped up. There are a few small  
213 things to finish up, but that's it. Director Jones and Phares Gines have been working with Utah  
214 Open Lands on several open space issues and some other things that are coming up. Ryan Bruce  
215 requested to get the ranger monthly newsletter. Phares offered to help him with that.  
216  
217

## **DISTRICT COMMITTEE UPDATES**

**Parks and Facilities:** Report from Nate Brown: Yes, they did meet. He mentioned the positive send off of Paul Cain and welcoming in Allan Hilton. They've been dealing with some issues at Trailside East: parking along the road and containment of sports equipment. They're working on fencing options to mitigate damage and/or loss of equipment. Regarding the pond project, they're probably going to need to ask for an extension on that to do that project properly due to some new water issues there. Clean up work is needed on the fencing (natural fences and regular fences) due to the unseasonable winter. Joining the meeting this time remotely, Nate also shared his frustration about the Owl system. The sound is not great. Carrie Westberg agreed. (She also joined the meeting remotely.)

**Trails and Open Space:** Report from Ben Castro: They just had national trails day this last weekend. They also talked about the crack seal contract. At Pinebrook, they presented about fuel mitigation. They built a greenhouse and are wanting to grow some native plants for upcoming seasons. There are also a couple of different volunteer days planned: Run-a-muck (dog waste pick up) and volunteering with Ecology Bridge for the garlic mustard games where volunteers pick and bag garlic mustard, then it is weighed for prizes. There are also going to be some interpretive hikes in July on the third Thursday.

**Recreation:** Report from Larry Moffit: They did meet, and a lot of what they talked about was already discussed during this meeting. Weather is affecting the camps. If there's lightning within 10 miles, they bring everybody inside. Hiring was successful for summer camps. Lastly, they're working on some policy updates: the refund policy for people who cancel camps before the start and also private instruction. They're working to have that ready for the 2024 season.

**Director Liaison:** Report from Len McGee: They talked about spring runoff and damage to trails. Some admin positions have been filled, and Dana and Brad have done a great job in a difficult hiring market. David Thomas is working on some trail easement agreements, but they're waiting on some trail descriptions for that. The rest of their discussion were things that were covered tonight.

**Personnel:** Ryan Bruce: Did not meet. Nothing to report.

**Strategic Planning:** Ben Castro: He mentioned that they have a bi-monthly meeting and so much was being discussed and decided. That is why they asked the SE Group to come tonight – to update the entire Board.

**BOSAC Committee:** Ben Castro: Did not meet. Nothing to report.

**Audit Committee:** Nate Brown: Did not meet. Nothing to report.

**Interlocal Agreement Committee:** Report from Len McGee: They met to discuss in May, with the recommendation of reaching out to the other two stakeholders, to inform them of the District's intent to begin making revisions to the agreement. The committee will meet later this month and plan to include both Ben Liegert and Brian Kadziel to discuss parks and recreation operations as it relates to the agreement.

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

Discussion about a special board meeting on the calendar with SE Group after they receive their packets next Tuesday. A meeting was scheduled Friday, 6/23, 8:00-9:30.

Regarding the survey, the question was asked, "Are they planning to do a Spanish-speaking survey for the Spanish-speaking community?" Chair Connolly mentioned that the Solomon Fund is happy to help with that, if needed.

Len McGee asked about doing password changes. Brad Rogers mentioned that they can reset it.

Members of the Board were asked to complete their "Conflict of Interest" forms. Ben Castro was available to notarize forms immediately following the meeting, if needed.

At 9:23pm, Chair Connolly called for a motion to adjourn the meeting.

**MOTION:** To adjourn the meeting of June 8, 2023. [CASTRO / MOFFITT] All in favor: Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain: None. Absent: None. Motion carries.

**MOTIONS:**

**MOTION:** To approve minutes from 5/11/2023. [CASTRO / MOFFITT] All in favor: Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain: None. Absent: None. Motion carries.

**MOTION:** To approve prior month's expenditures. [BRUCE / McGEE] All in favor: Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain: None. Absent: None. Motion carries.

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

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Minutes prepared by Jennifer Durham

Clerk/Board Member Approval: 