



Snyderville Basin Special Recreation District
Board Meeting Minutes
Thursday, March 14, 2024
Board Room – Trailside Park
5715 Trailside Drive
Park City, Utah
Virtual Meeting via Zoom
Meeting ID: 870 3315 9879

1 **Board Members in Attendance:** Nate Brown, Ryan Bruce, Ben Castro, Brandi Connolly, Larry
2 Moffitt, Amanda Singer, and Carrie Westberg. Board members participated electronically via
3 Zoom or at the anchor location.

4
5 **Absent:** None.

6
7 **Staff Present:** Lily Chirico, Dana Jones, Phares Gines, Brian Kadziel, Justine Kadziel, Ben
8 Liegert, Brad Rogers, and Matt Wagoner. Staff participated electronically via Zoom or at the
9 anchor location. David Thomas, Chief Civil Deputy for Summit County was also present.

10
11 **Attending Guests:** Shane Norris.

12
13 **CALL TO ORDER AND PUBLIC INPUT**

14 The meeting of March 14, 2024, was called to order by Chair Connolly at 6:00pm.

15
16 Shane Norris provided public comment regarding an incident that occurred inside The
17 Fieldhouse. After introducing himself as a resident, volunteer coach, referee, and former
18 employee, Norris explained that an altercation involving himself and other parents, coaches, and
19 staff members took place at a Basin Recreation Jr. Jazz basketball game on February 14, 2024.
20 Norris went into detail explaining the incident and the communication he received from Basin
21 Recreation staff regarding its policies. He urged the Board to strengthen those safety policies so
22 that when situations arise enforcement can occur to create a better environment for its coaches
23 and participants.

24
25 Chair Connolly thanked Norris for bringing his experience to the Board's attention, and shared
26 that the Board is reviewing all policies and procedures and doing a full overhaul.

27
28 Chair Connolly closed public input at 6:11pm.

29
30 **OATH OF OFFICE FOR NEW OR RETURNING BOARD MEMBERS**

31 Chair Connolly welcomed Amanda Singer as the newest Board member. Singer introduced
32 herself and shared her excitement about the District's new Strategic Plan, which enticed her to
33 apply. Vice Chair Westberg administered the oath of office for the following new and

34 reappointed members: Ryan Bruce, Brandi Connolly, and Amanda Singer. “I do solemnly swear
35 that I will support, obey, and defend the Constitution of the United States and the Constitution of
36 this State, and that I will discharge the duties of my office with fidelity.”
37

38 Chair Connolly reminded reappointed and new members to complete any necessary coursework.
39

40 **DISCUSSION AND POSSIBLE APPROVAL OF MINUTES FROM 2/8/2024**

41 Board members received draft minutes from the 2/8/2024 Board meeting in their Board packet
42 prior to the meeting.
43

44 **MOTION:** To approve the Board meeting minutes from February 8, 2024.
45 [WESTBERG/MOFFITT] All in favor: Brown, Bruce, Connolly, Moffitt, Westberg. Opposed:
46 None. Abstain: Castro, Singer. Absent: None. Motion carries.
47

48 **DISCUSSION AND POSSIBLE APPROVAL OF THE PRIOR MONTH’S**

49 **EXPENDITURES**

50 Board members received the prior month’s expenditures in their Board packet prior to the
51 meeting.
52

53 Moffitt asked about a line item labeled ‘paycheck.’ It was answered that this is for payroll and
54 will be listed twice each month on the prior month’s expenditures.
55

56 **MOTION:** To approve the prior month’s expenditures. [BROWN/BRUCE] All in favor: Brown,
57 Bruce, Castro, Connolly, Moffitt, Singer, Westberg. Opposed: None. Abstain: None. Absent:
58 None. Motion carries.
59

60 **DISCUSSION AND POSSIBLE APPROVAL OF CONTRACT AWARD FOR WEBSITE**

61 **REDESIGN SERVICES**

62 Board members received a staff report from Lily Chirico and Justine Kadziel in their Board
63 packet prior to the meeting.
64

65 The current site, built in 2017, has become outdated and does not fully support all the
66 integrations needed to reflect the evolution and expansion of the District.
67

68 Chirico explained that the District issued a Request for Proposals (RFP) inviting qualified
69 website development firms to bid for the opportunity to renovate the existing Basin Recreation
70 website and provide ongoing support. On February 8, 16 proposals were submitted and reviewed
71 by a Selection Review Committee, made up of staff and Board members. The proposals were
72 evaluated and scored, and then fees were scored separately. From that pool of candidates, the
73 three highest scoring were selected for a second evaluation round. Their submitted project
74 references were verified, and they were asked to participate in a virtual interview.
75

76 Following those conversations, staff deliberated, and the consensus opinion was that Juicebox
77 Interactive is best suited to meet the project needs. They scored consistently high in all
78 evaluation categories, had positive references, an engaging interview, and met the proposed

79 timeline and budget. Funding for this project is allocated in the 2024 administrative operations
80 budget and includes a 10% contingency.

81
82 Prior to launching the RFP, Chirico noted that the Community Outreach Department conducted a
83 survey to gather feedback from the public regarding the current website. This survey aimed to
84 understand how users interact with the website, to identify challenges they face in their
85 experience, and to gather suggestions for improvement. Almost 100 respondents participated in
86 the survey, sharing their insights in these areas.

87
88 Castro said it was interesting to review the survey feedback and noted how many people were
89 unhappy with the current website. Chirico added that many respondents shared frustration
90 surrounding the navigation and difficulty in finding what they were looking for, even if the
91 information was on the site.

92
93 Moffitt asked about the integrations of programs such as MindBody, Daysmart, Volunteer Local,
94 and ArcGIS. Chirico said the new site will continue to use these third-party platforms; however,
95 the integration should be more seamless. J. Kadziel added that things such as court reservations
96 and program registrations will continue to be captured through the Daysmart platform.

97
98 Westberg asked if there would be a period after launch that Juicebox would continue to fine tune
99 and make improvements to the site. Chirico said Juicebox will train identified staff members on
100 updating and maintaining the website from a day-to-day perspective, as well as opt for a
101 ‘maintenance plan’ with Juicebox for ongoing maintenance.

102
103 Castro asked if there was a specific launch date, and if staff would have specific language in the
104 contract to meet said timeline. Chirico and J. Kadziel shared that the anticipated launch date is
105 Fall 2024 to ease any impacts to program registration and give ample time for the project. Staff
106 will work with Wagoner to add specific clauses about staying within the timeline to the contract.

107
108 **MOTION:** To approve and award a contract for website redesign services to Juicebox
109 Interactive in an amount not to exceed \$55,000, and to allow the District Director to execute the
110 necessary documents relating to the transaction. [CASTRO/SINGER] All in favor: Brown,
111 Bruce, Castro, Connolly, Moffitt, Singer, Westberg. Opposed: None. Abstain: None. Absent:
112 None. Motion carries.

113
114 **REVIEW OF 4TH QUARTER 2023 FINANCIAL REPORT**

115 Board members received a copy of the 4th Quarter 2023 Financial Report in their Board packet
116 prior to the meeting.

117
118 Jones reported that the District expended 95% of its budget, noting that the District has been
119 underspent over the last few years. Jones also shared that revenue from impact fees was down,
120 and that interest revenue exceeded projections. Fieldhouse membership revenue surpassed
121 expectations for 2023.

122
123 Moffitt asked where the underspent money from the budget goes, and Jones explained that it is
124 deposited back into the general PTIF account where it earns interest.

125
126 Singer asked if the District is able to carry money over from one fiscal year to the next. Chair
127 Connolly explained that because Basin Recreation is a Special Service District, underspent funds
128 do not have to be returned to the County. Jones added the only exception is funds from Impact
129 Fees must be spent within six years or returned.
130
131 Bruce noticed that Parks and Facilities were 10% underspent. Jones answered that was primarily
132 due to staffing shortages throughout the year.
133
134 Castro asked about the category named ‘Trails Other,’ and Gines provided a more detailed
135 handout to the Board highlighting the expenditures that fall within that line item such as utilities,
136 contract services, and consulting fees. Jones added that the ‘Other’ category is within most of the
137 departments and includes everything but personnel costs.
138
139 Bruce wondered if Enforcement expenses will be moved to Admin Services and Jones said that it
140 would be. All fuel costs will be moved under Admin and monitored by the Mechanic.
141
142 The Board can expect a revised and final 2023 budget after the upcoming audit, which is
143 scheduled to start in April.
144
145 **DISCUSSION AND POSSIBLE APPROVAL OF ANNUAL SERVICES CONTRACTS**
146 Board members received a staff report from Matt Wagoner in their Board packet prior to the
147 meeting.
148
149 In an effort to streamline the approval process, staff compiled contracts requiring annual renewal
150 into a single staff report for the Board’s approval. Wagoner explained that because the contracts
151 presented are all renewals, the Board should be familiar with them. Contracts up for renewal
152 include services with Alpine Forestry, Ecology Bridge, Grounds Solutions, Green Leaf, and
153 Wasatch Property Services.
154
155 Gines noted that staff did apply for a WRI Grant, however if received, it would apply to the 2025
156 budget.
157
158 Castro asked about asphalt replacement and crack seal coats. Wagoner expects to bring those
159 service contracts and others to the Board next month. Castro also wondered if there were any
160 performance metrics in place with these contracts. Wagoner explained that there are conditions
161 they must meet as part of the contract, and it is one of the reasons the District opts to renew
162 contracts annually so that it can determine satisfaction of the vendor’s work.
163
164 Discussion followed on the potential return of goats to Willow Creek Park for weed mitigation.
165 Gines said the Open Space department continues to monitor the areas treated in 2020 and 2021.
166 Before exploring the option to utilize goats for weed mitigation, Gines wants to establish a multi-
167 year monitoring document that demonstrates the effectiveness of using goats for weed mitigation
168 to make an informed decision. He shared that the initial findings on the goat’s effectiveness
169 looks promising.
170

171 **MOTION:** To approve the annual service contract amounts as summarized in the staff report,
172 and to allow the District Director to execute the necessary documents relating to the transaction.
173 [BRUCE/MOFFITT] All in favor: Brown, Bruce, Castro, Connolly, Moffitt, Singer, Westberg.
174 Opposed: None. Abstain: None. Absent: None. Motion carries.

175
176 **DISCUSSION AND POSSIBLE APPROVAL OF REVISIONS TO DISTRICT POLICIES**
177 **FOR RECOMMENDATION TO COUNTY COUNCIL**

178 Board members received proposed changes to District Policies and Procedures in their Board
179 packet prior to the meeting. Policies will be looked at and potentially revised at Board meetings
180 throughout the year.

181
182 This month, staff brought proposed changes to policies that were considered urgent, smaller in
183 scope, or that were key to the overall restructuring of the policies. Wagoner reminded the Board
184 that staff hopes to consolidate policies from three documents down to two.

185
186 Castro noticed almost one third of the Operations policies were redlined. Wagoner explained
187 large amounts of overlap between the Personnel and Operations policies, and how some policies
188 were overly specific.

189
190 Bruce said the Board should pay close attention to the proposed changes to the cancellation and
191 refund policy, as that area had the most significant changes. He also noted the Board should
192 expect the revised Operations policy to be considerably shorter. Wagoner explained the proposed
193 cancellation policy changes, which include a more uniform timeline across recreation programs
194 and camps, will improve ease of use for staff and patrons. Facility and rental cancellation
195 policies will remain separate. J. Kadziel explained how stakeholder operations and large events
196 differ from regular facility rentals due to the dynamic nature of their scheduling.

197
198 Castro asked if a deposit is taken for these reservations. J. Kadziel answered that deposits are
199 taken for events, but not for stakeholders. Brown asked if the District is losing opportunities with
200 the current 48-hour policy. J. Kadziel said it is a possibility, however there is not a lot of time
201 returned from user groups during that timeframe inside The Fieldhouse.

202
203 Wagoner added that staff are in the process of revising the joint user agreement, event, and
204 private-commercial use policies, which could impact operations.

205
206 Rogers then explained the proposed personnel policy changes. He reiterated that staff tried to be
207 very diligent about which changes to propose, and that this month attention was given to those
208 policies that either urgently needed revision or were simple in nature.

209
210 Proposed modifications include changes to the nepotism section, language updates to titles,
211 additions to classifications, adjustments to the minimum posting length for part-time positions,
212 allowance for flexibility of extending probationary periods, and modifications to position
213 abandonment. Staff are also looking at adjusting the PTO accrual schedule, updating the
214 administrative leave policy, and aligning the District's bereavement policy with County policy.

215

216 Rogers also noted the deletion of the miscellaneous section. The District hopes to create
217 something called a ‘District Directive’ that would house some of these smaller topics, but it is a
218 conversation that needs to go before County Council.

219
220 Chair Connolly added that another reason for parsing out and returning to certain policies
221 multiple times is due to budget implications, which will be revisited in the fall. Brown noted that
222 many of these proposed changes have already been shared with County officials to receive as
223 much feedback as possible before asking for approval.

224
225 Jones said the District is scheduled to present to County Council on Wednesday, March 20.
226

227 **MOTION:** To approve the revisions to the District policies as noted in the March Board packet,
228 with added notes from Section 18 Page 6, for forwarding to recommendation to County Council.
229 [CASTRO/BROWN] All in favor: Brown, Bruce, Castro, Connolly, Moffitt, Singer, Westberg.
230 Opposed: None. Abstain: None. Absent: None. Motion carries.

231
232 **DIRECTOR’S UPDATE**

233 Board members received the monthly update from District Director, Dana Jones in their Board
234 packet prior to the meeting.

235
236 Jones shared that Open Space Supervisor Matt Bengé has submitted his notice to the District to
237 pursue a different career. His last day will be April 12 and the position will soon be posted.

238
239 With Heinrich Deters, Property, Real Estate, Trails & Open Space Manager for Park City
240 Municipal, Jones was on KPCW radio to discuss the ongoing e-bike survey. All households in
241 Park City and the Snyderville Basin received a postcard with information and a survey link, to
242 which 850 responses were received. On March 14, the survey was opened to the public to give
243 those who are trail users but may not be residents the chance to provide feedback. The survey
244 will be open for two more weeks before the company will begin tabulating data. The survey link
245 has been shared on Basin Recreation’s social media channels, and fliers were hung at trailheads
246 and local bike shops. Chair Connolly requested that the survey link also be posted to the
247 District’s website. Jones hopes the survey findings will be presented at either the May Board
248 meeting or at the City Council meeting, which Board members could attend.

249
250 Jones communicated that staff are submitting two grant proposals for a restaurant tax grant. This
251 includes one grant for The Fieldhouse equipment replacement and for the Matt Knoop Park turf
252 replacement project.

253
254 Jones added that staff continues working with Mountain Mediation who will do an abbreviated
255 communication training on April 10 with any staff who have not received the training.

256
257 **DISTRICT COMMITTEE UPDATES**

258 Chair Connolly requested Board Committee updates from the following:

259
260 **STANDING COMMITTEES**

261 **Audit & Policy Review:** Brown shared that most content has been discussed, but reiterated and
262 commended staff on all the work put into the policy updates.

263
264 **District Director Liaison:** Bruce shared there have been many positive comments about the new
265 Project Planning Supervisor and Mechanic & Fleet Associate Manager who were recently hired.
266 Onboarding has been going smoothly, and processes have been extended to new Board
267 orientation. Lastly, staff has been pursuing SE Group more aggressively to obtain renderings for
268 Silver Creek Village so that Board members can received an update.

269
270 **Parks & Facilities:** did not meet.

271
272 **Personnel:** Bruce shared that the committee reviewed the policy updates from the personnel
273 perspective and that all comments were incorporated.

274
275 **Recreation:** did not meet.

276
277 **Strategic Planning & Interlocal Agreements:** Castro shared that the committee is working to
278 meet with the Snyderville Planning Commission to talk about the District's strategic plan, Silver
279 Creek Village, and other projects. The hope is to meet within the next month and bring items to
280 review and discuss at the April Board meeting. The committee also discussed the Interlocal
281 Agreement for Joint Use of Facilities for Recreation and is working to gain a deeper
282 understanding of the agreement for revision.

283
284 **Trails & Open Space:** did not meet but Westberg shared that Gines provided an update to the
285 committee discussing the work dedicated to gaining permits and processes for upcoming
286 projects. The Run-A-Muk project has been extended at length due to the permitting process.
287 Brown asked about the purpose of the wildlife cameras and Gines explained that it is strictly for
288 internal information that can be shared with other organizations and databases regarding wildlife
289 management.

290
291 Chair Connolly encouraged Singer to attend the various committee meetings throughout the
292 month to determine where her interest and/or expertise could be utilized.

293
294 **BOARD MEMBER COMMENTS AND REVIEW OF ACTION ITEMS**

295 Castro asked about the open meetings training and Chair Connolly said that David Thomas will
296 host the training at the April Board meeting.

297
298 Chair Conolly thanked staff for its hard work with the policy updates.

299
300 Brown noted fewer snow removal discussions compared to last year and Liegert said it's a
301 drastic difference compared to 2023, and that currently all three turf fields are plowed and open.

302
303 Chair Connolly shared that she received a few complaints about the timing of the upcoming Matt
304 Knoop Park turf field replacement. She explained to the complainants that the timing has to do
305 with vendors availability, among other reasons. Liegert noted the District has discussed
306 internally at length how to minimize the impact to users, and noted the addition of Trailside East

307 Park fields should ease the burden. Chair Connolly suggested this is all part of a larger
308 discussion on community needs and whether those needs are being met.

309
310 **ADJOURN**

311 At 7:38pm, Chair Connolly called for a motion to adjourn the meeting.

312
313 **MOTION:** To adjourn the meeting of March 14, 2024. [BROWN/WESTBERG] All in favor:
314 Brown, Bruce, Castro, Connolly, Moffitt, Singer, Westberg. Opposed: None. Abstain: None.
315 Absent: None. Motion carries.

316
317 **MOTIONS:**

318 **MOTION:** To approve the Board meeting minutes from February 8, 2024.
319 [WESTBERG/MOFFITT] All in favor: Brown, Bruce, Connolly, Moffitt, Westberg. Opposed:
320 None. Abstain: Castro, Singer. Absent: None. Motion carries.

321
322 **MOTION:** To approve the prior month's expenditures. [BROWN/BRUCE] All in favor: Brown,
323 Bruce, Castro, Connolly, Moffitt, Singer, Westberg. Opposed: None. Abstain: None. Absent:
324 None. Motion carries.

325
326 **MOTION:** To approve and award a contract for website redesign services to Juicebox
327 Interactive in an amount not to exceed \$55,000, and to allow the District Director to execute the
328 necessary documents relating to the transaction. [CASTRO/SINGER] All in favor: Brown,
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330 None. Motion carries.

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333 and to allow the District Director to execute the necessary documents relating to the transaction.
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338 with added notes from Section 18 Page 6, for forwarding to recommendation to County Council.
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341
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344 Brown, Bruce, Castro, Connolly, Moffitt, Singer, Westberg. Opposed: None. Abstain: None.
345 Absent: None. Motion carries.

346
347 Minutes prepared by Lily Chirico

348
349 Clerk/Board Member Approval: 