



Snyderville Basin Special Recreation District  
Board Meeting Minutes  
**Thursday, April 11, 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:** Ryan Bruce, Ben Castro, Brandi Connolly, Larry Moffitt,  
2 Amanda Singer, and Carrie Westberg. Board members participated electronically via Zoom or at  
3 the anchor location. Ben Castro left the meeting at 6:42pm.  
4

5 **Absent:** Nate Brown.  
6

7 **Staff Present:** Lily Chirico, Dana Jones, Steve Good, Brian Kadziel, Justine Kadziel, Dave  
8 Paskoski, 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:** None.  
12

13 **ADMINISTRATIVE CONTROL BOARD UTAH OPEN AND PUBLIC MEETINGS ACT**  
14 **TRAINING BY DAVE THOMAS, SUMMIT COUNTY CHIEF CIVIL DEPUTY**

15 David Thomas, Chief Civil Deputy for Summit County, conducted an annual training on the  
16 Utah Open and Public Meetings Act (OPMA). Thomas explained the Act, the role of the  
17 Executive Officer and Administrative Control Board, open meetings, and liability and immunity.  
18 Thomas also covered funding sources, meeting notice requirements, and ethics. Throughout the  
19 training, Thomas pointed out changes made to statutes during the recent legislative session.  
20 These updates include the option to remove an anchor location, conduct of open and closed  
21 meetings, what is not considered a meeting, and regulations on discussion outside of meetings.  
22

23 Ben Castro left the meeting at 6:42pm.  
24

25 **CALL TO ORDER AND PUBLIC INPUT**

26 The meeting of April 11, 2024, was called to order by Chair Connolly at 6:43pm.  
27

28 There was no public input given.  
29

30 Chair Connolly closed public input at 6:43pm.  
31

32 **DISCUSSION AND POSSIBLE APPROVAL OF MINUTES FROM 3/14/2024**

33 Board members received draft minutes from the 3/14/2024 Board meeting in their Board packet  
34 prior to the meeting.

35  
36 **MOTION:** To approve the Board meeting minutes from March 14, 2024.  
37 [WESTBERG/SINGER] All in favor: Bruce, Connolly, Moffitt, Singer, Westberg. Opposed:  
38 None. Abstain: None. Absent: Brown, Castro. Motion carries.

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

42 Board members received the prior month's expenditures in their Board packet prior to the  
43 meeting.

44  
45 Based on the OPMA training, Chair Connolly suggested the District stop paying to publish  
46 Board meeting agendas in the Park Record, as publishing in a newspaper is no longer required,  
47 and instead utilize social media.

48  
49 **MOTION:** To approve the prior month's expenditures. [BRUCE/SINGER] All in favor: Bruce,  
50 Connolly, Moffitt, Singer, Westberg. Opposed: None. Abstain: None. Absent: Brown, Castro.  
51 Motion carries.

52  
53 **DISCUSSION AND POSSIBLE APPROVAL OF BOARD MEMBER APPOINTMENT**  
54 **TO STANDING COMMITTEES**

55 Chair Connolly recommended appointing Singer to the following committees: Recreation,  
56 Strategic Planning & Interlocal, and Personnel. Singer will replace Westberg on the Strategic  
57 Planning & Interlocal Committee, with Westberg being an alternate.

58  
59 **MOTION:** To approve changes to the Standing Committee members. [MOFFITT/BRUCE] All  
60 in favor: Bruce, Connolly, Moffitt, Singer, Westberg. Opposed: None. Abstain: None. Absent:  
61 Brown, Castro. Motion carries.

62  
63 **DIRECTOR'S UPDATE**

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

66  
67 Jones shared that the District has been in communication with the Planning Commission  
68 regarding the Run-A-Muk project, and hopes to be on its agenda in May.

69  
70 Staff in all departments are preparing for spring operations. Jones noted the pickleball courts at  
71 Trailside Park are open, and that the Willow Creek courts will open next week.

72  
73 Registration opened for summer camps on April 10, bringing in \$309,542 in the first 24 hours.  
74 Some camps filled in minutes and have extensive waitlists, and the Recreation department is  
75 exploring ways to expand those camps in the future but noted the continual difficulty with  
76 transportation. Bruce asked if there were any complaints about the new cancellation policy, and  
77 B. Kadziel shared there were not.

78

79 Jones added that there are many agenda items for the May Board meeting. Wagoner will be  
80 stepping in on May 9 while Jones is out of town.

81  
82 Staff are participating in a six-week ‘March into May’ step competition. Jones said nearly all  
83 full-time staff members are participating and the competition is high.

84  
85 Singer asked how teachings from the Leadership training with Salt Lake Community College  
86 were being implemented into daily work. Jones noted staff have some take home assignments,  
87 but only a select group of staff are in the training.

88

89 **DISTRICT COMMITTEE UPDATES**

90 Chair Connolly requested Board Committee updates from the following:

91

92 **STANDING COMMITTEES**

93 **Audit & Policy Review:** Bruce shared the Committee met with County Council and learned that  
94 the Board Governance section in the District’s policies will have further edits. The Committee  
95 will pass those edits through David Thomas, Chief Civil Deputy for Summit County, and the  
96 entire Administrative Control Board. Bruce added that the Staff Personnel and Operations  
97 policies were approved by County Council. Jones said broad policy changes were shared with  
98 employees at a recent all-staff meeting, but further details will be distributed soon. Chair  
99 Connolly added that the Board will continue to review policies every other month at Board  
100 meetings, but the Board will wait to bring changes to County Council until more changes are  
101 consolidated, likely this fall.

102

103 **District Director Liaison:** Bruce shared that information regarding the Strategic Action Plan is  
104 on the way and the Strategic Planning and Interlocal Agreements Committee will see that soon.  
105 Results from the e-bike survey done in partnership with Park City Municipal will be presented  
106 by the consultants at the May 3 City Council meeting. Any action items from the survey results  
107 will fall to the Strategic Planning and Interlocal Agreements Committee to execute. Discussion  
108 followed on the possibility of a public hearing for e-bike comments, the differences between a  
109 policy and County Ordinance, and timelines of implementation. The District hopes to implement  
110 any ordinance changes in a similar timeframe to the City.

111

112 **Parks & Facilities:** Moffitt shared they discussed upcoming summer projects including the turf  
113 field replacement at Matt Knoop Park, the new shade structures between the courts at Willow  
114 Creek Park, and a new water fountain near the Willow Creek Park playground. Moffitt added  
115 that there was some negative feedback on timing of the project but that there was communication  
116 and explanation given to all who reached out. The construction schedule was based on  
117 availability of the contractor, as well as weather conditions.

118

119 **Personnel:** Bruce shared that job descriptions sent by Rogers were reviewed and approved.

120

121 **Recreation:** Moffitt shared that The Fieldhouse is reporting double digit increases in month-over-  
122 month users. They also discussed the new cancellation policy, upcoming projects such as the  
123 front desk renovation, and potentially resurfacing the stairs inside the facility.

124

125 **Strategic Planning & Interlocal Agreements:** Chair Connolly shared that they met with  
126 members from the Planning Commission to discuss potential developments on the Silver Creek  
127 property. They discussed a timeline and what needs to be done to continue moving forward.  
128 Chair Connolly said there was lots of discussion about the engineering and road plans in the area  
129 and capacity over the next 10 years. Singer noted they also discussed the grading and traffic  
130 patterns during construction. Wagoner added the Planning Commission recommended a  
131 preliminary traffic study. From an Interlocal Agreements perspective, Chair Connolly explained  
132 that staff have been meeting with the City and Park City School District to discuss revisions to  
133 the Interlocal Agreement for Joint Use of Facilities for Recreation. Jones said the discussions  
134 have been scaled down to include a smaller number of individuals, and J. Kadziel is the District's  
135 representative.

136  
137 **Trails & Open Space:** Westberg shared they discussed the hiring of a new Open Space  
138 Supervisor. Over 400 starts of native plant plugs are being planted in the Trailside Greenhouse.  
139 Grooming operations are winding down, and work progresses on obtaining permits and writing  
140 grants for upcoming projects. Jones added that the project to widen Old Ranch Road is being  
141 pushed to 2025. The committee also discussed the Bitner to Silver Creek Road trail, as Gines  
142 believes it should be widened. Next month, staff hopes to secure contracts for Asphalt Crack  
143 Seal & Seal Coat. On June 1<sup>st</sup>, the District will celebrate National Trails Day with a volunteer  
144 event. The committee also discussed meeting the new Director of the Swaner Preserve &  
145 EcoCenter. Next month, Chair Connolly encourages the committee to work with staff to  
146 understand a maintenance timeline for hard-surface trails.

147  
148 **BOARD MEMBER COMMENTS AND REVIEW OF ACTION ITEMS**

149 The annual Easter Egg Scramble was held on March 30 at Matt Knoop Park. Bruce noted the  
150 popularity and success of the event and commented on how quickly all the eggs were picked up.  
151 J. Kadziel added that they will either restructure the event or add significantly more eggs next  
152 year.

153  
154 Singer noted how kind and patient District staff and Board have been and thanked everyone for  
155 their help during her transition.

156  
157 **ADJOURN**

158 At 7:22pm, Chair Connolly called for a motion to adjourn the meeting.

159  
160 **MOTION:** To adjourn the meeting of April 11, 2024. [SINGER/WESTBERG] All in favor:  
161 Bruce, Connolly, Moffitt, Singer, Westberg. Opposed: None. Abstain: None. Absent: Brown,  
162 Castro. Motion carries.

163  
164 **MOTIONS:**

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165 **MOTION:** To approve the Board meeting minutes from March 14, 2024.  
166 [WESTBERG/SINGER] All in favor: Bruce, Connolly, Moffitt, Singer, Westberg. Opposed:  
167 None. Abstain: None. Absent: Brown, Castro. Motion carries.

168

169 **MOTION:** To approve the prior month's expenditures. [BRUCE/SINGER] All in favor: Bruce,  
170 Connolly, Moffitt, Singer, Westberg. Opposed: None. Abstain: None. Absent: Brown, Castro.  
171 Motion carries.

172  
173 **MOTION:** To approve changes to the Standing Committee members. [MOFFITT/BRUCE] All  
174 in favor: Bruce, Connolly, Moffitt, Singer, Westberg. Opposed: None. Abstain: None. Absent:  
175 Brown, Castro. Motion carries.

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177 **MOTION:** To adjourn the meeting of April 11, 2024. [SINGER/WESTBERG] All in favor:  
178 Bruce, Connolly, Moffitt, Singer, Westberg. Opposed: None. Abstain: None. Absent: Brown,  
179 Castro. Motion carries.

180  
181 Minutes prepared by Lily Chirico

182  
183 Clerk/Board Member Approval:  \_\_\_\_\_