



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

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

4  
5 **Absent:** None

6  
7 **Staff Present:** Mike Baker, Stacy Carpenter, Steve Good, Director Dana Jones, Brian Kadziel,  
8 Justine Kadziel, Ben Liegert, Allie Mckinney, Ben Pearson, Matt Wagoner. Staff participated  
9 electronically via Zoom and at anchor location.

10  
11 **Attending Guests:** None

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

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

15  
16 Director Jones explained that a public comment regarding one of the agenda items was submitted  
17 via email. Director Jones stated that it would be read during that agenda item discussion. Chair  
18 Castro closed public input at 6:04 pm

19  
20 **OATH OF OFFICE**

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

26  
27 **ELECTION OF 2022 DISTRICT OFFICERS**

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

30  
31 **MOTION:** To elect the slate of Snyderville Basin Special Recreation District Administrative  
32 Control Board officers as stated for 2022: Brandi Connolly – Chair, Ben Castro – Vice Chair,  
33 Nate Brown – Treasurer, and Larry Moffitt – Clerk. [BROWN / MCGEE] All in favor: Brown,

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

36

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

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

40

41 AD HOC COMMITTEES:

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

44

45 STANDING COMMITTEES:

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

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

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

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

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

52 **BOSAC (County Appointed):** Castro

53

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

56

57 **CONSENT AGENDA**

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

59

60 2. REQUEST TO APPROVE THE PRIOR MONTH'S EXPENDITURES

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

62

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

66

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

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

76

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

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

84  
85 **MOTION:** To approve Dana Jones and Stacy Carpenter as authorized individuals for the  
86 District's PTIF accounts, and to approve Brandi Connolly, Nate Brown, Dana Jones, and Stacy  
87 Carpenter as authorized signers for the District's Zions Bank accounts. [CASTRO / MCGEE] All  
88 in favor: Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg. None Opposed.  
89 Abstain: None. Absent: None. Motion carries.

90  
91 **DISCUSSION AND POSSIBLE APPROVAL OF 2021 AUDIT ENGAGEMENT LETTER**  
92 **WITH GREG OGDEN, CPA**

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

95  
96 Carpenter explained that in accordance with the District's Policies and Procedures, each year the  
97 Board selects an independent auditor to perform an annual independent audit in accordance with  
98 Government Auditing Standards. Carpenter stated that the current independent auditor for the  
99 District is Greg Ogden, CPA. Carpenter discussed Ogden's experience and prior performance,  
100 proposing Ogden for the 2021 annual independent audit. The Board and Carpenter discussed  
101 Ogden's rate. The Board and Director Jones discussed the possibility of putting out an RFP  
102 closer to the 4<sup>th</sup> quarter of this year for the 2022 annual independent audit.

103  
104 **MOTION:** To enter into the agreement with Greg Ogden, CPA for the 2021 annual independent  
105 audit. [BROWN / MOFFIT] All in favor: Brown, Bruce, Castro, Chair Connolly, McGee,  
106 Moffitt, Westberg. None Opposed. Abstain: None. Absent: None. Motion carries.

107  
108 **DISCUSSION AND POSSIBLE APPROVAL OF FIELDHOUSE WEIGHT ROOM**  
109 **EQUIPMENT**

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

112  
113 B. Kadziel stated that the District would like to replace 14 of the older weight room equipment  
114 stations that have been in use at the Fieldhouse for over 10 years and are showing serious signs  
115 of wear and overuse. B. Kadziel stated that the District received two quotes from vendors, both  
116 state contracts. B. Kadziel explained that the Fieldhouse is currently using Nautilus Equipment's  
117 Commercial Equipment in the upper fitness area and that this company is no longer producing  
118 replacement parts which makes repairing equipment nearly impossible. B. Kadziel stated that  
119 staff toured Utah Valley University Recreation Center and Orem Recreation Center to view the  
120 two equipment options. B. Kadziel explained that after reviewing the different manufacturers  
121 usability and ease of repair and maintenance, the District recommends purchasing the Precor  
122 Resolute Machines from Pacific Fitness Products for \$58,330.00. Director Jones stated that a  
123 patron, Scott Siemon, submitted an email regarding this agenda item. Director Jones read the  
124 email which stated Siemon's desire and encouragement for the Board to approve the request to  
125 upgrade the Fieldhouse equipment. The Board, B. Kadziel and Liegert discussed which

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

131  
132 **MOTION:** To approve the purchase of the 14 weight stations from Pacific Fitness Products,  
133 LLC in the amount of \$58,330.00 using funds designated for such in the capital replacement  
134 budget and allow the District Director to execute the related documents. [MCGEE /  
135 WESTBERG] All in favor: Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg.  
136 None Opposed. Abstain: None. Absent: None. Motion carries.

137  
138 **DISCUSSION AND POSSIBLE APPROVAL OF 3-YEAR EQUIPMENT LEASE FOR**  
139 **FIELD PAINTING MACHINE**

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

141  
142 Liegert stated that the Parks Department began looking into options for field painting in 2021,  
143 specifically the benefits of a new piece of technologically advanced equipment known as the  
144 Turf Tank Field Painter. Liegert explained that the Turf Tank is a GPS guided robotic field  
145 painting machine. Liegert stated that through discussions with various entities who have recent  
146 experience implementing the Turf Tank into their operations, the District has verified that those  
147 using the equipment found it to be efficient, reliable and an overall benefit to their respective  
148 organizations. Liegert stated that the purchase price for the equipment is over \$50,000 and  
149 recommends entering into a 3-year equipment lease with Turf Tank at a cost of \$27,500 to verify  
150 if the product will meet the District's expectations and anticipated performance. Liegert stated  
151 that the lease option includes paint, software updates and warranty coverage for parts and  
152 service.

153  
154 The Board and Liegert discussed the benefit of entering into a 3-year lease versus purchasing the  
155 product. The Board and Liegert discussed the process and time expenditures for preparing the  
156 fields for tournaments. The Board and Liegert discussed the District's anticipated cost recovery  
157 if using the Turf Tank equipment. The Board, Director Jones and Liegert discussed the  
158 equipment's GPS Satellite technology. The Board and Liegert discussed the size, transportation,  
159 and durability of the Turf Tank. The Board and Liegert discussed software updates for the  
160 machine. Liegert stated that if the Board were to choose to not continue annual funding for this  
161 equipment, the District can be released from the lease agreement.

162  
163 **MOTION:** To approve of the District entering into a sole source agreement in the amount of  
164 \$27,500 for a three-year equipment lease of the Turf Tank one robotic field painter and authorize  
165 the District Director to execute documents required to do so. [BROWN / MCGEE] All in favor:  
166 Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain:  
167 None. Absent: None. Motion carries.

168  
169 **DIRECTOR'S UPDATE**

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

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

#### 192 **UPDATES FROM DISTRICT COMMITTEES**

##### 193 **STANDING COMMITTEES:**

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

196 **Personnel Committee:** Did not meet.

197 **Trails Committee:** Did not meet.

198 **Open Space Committee:** Did not meet.

199 **Parks & Recreation Committee:** Did not meet.

200 **BOSAC (County appointed) –** Did not meet.

##### 201 **AD HOC COMMITTEE:**

202 **Capital Investment and Strategic Action Plan Committee:** Did not meet.

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

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

#### 210 **CLOSED SESSION: PERSONNEL; LEGAL**

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

218 The executive session to discuss legal matters was recorded.  
219  
220 Board members in attendance: Nate Brown, Ryan Bruce, Ben Castro, Chair Brandi Connolly,  
221 Len McGee, Larry Moffitt, Carrie Westberg.  
222  
223 Staff in attendance: Mike Baker, Stacy Carpenter, Director Dana Jones, Brian Kadziel, Justine  
224 Kadziel, Ben Liegert, Matt Wagoner.  
225  
226 **MOTION:** To enter into executive session for the purpose of discussing legal matters. [BROWN  
227 / WESTBERG] All in favor: Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg.  
228 None Opposed. Abstain: None. Absent: None. Motion carries.  
229  
230 At 8:10 pm, Chair Connolly called for a motion to close executive session for the purpose of  
231 discussing legal matters.  
232  
233 **MOTION:** To close the executive session for the purpose of discussing legal matters. [MCGEE  
234 / BROWN] All in favor: Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg.  
235 None Opposed. Abstain: None. Absent: None. Motion carries.  
236  
237 At 8:11 pm, Chair Connolly called for a motion to enter into executive session to discuss  
238 personnel matters.  
239  
240 Chair Connolly signed a closed meeting affidavit for discussion of personnel.  
241  
242 Board members in attendance: Nate Brown, Ryan Bruce, Ben Castro, Chair Brandi Connolly,  
243 Len McGee, Larry Moffitt, Carrie Westberg.  
244  
245 Staff in attendance: Director Dana Jones  
246  
247 **MOTION:** To enter into executive session for the purpose of discussing personnel matters.  
248 [WESTBERG / CASTRO] All in favor: Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt,  
249 Westberg. None Opposed. Abstain: None. Absent: None. Motion carries.  
250  
251 At 8:45 pm, Chair Connolly called for a motion to close executive session for the purpose of  
252 discussing personnel matters.  
253  
254 **MOTION:** To close the executive session for the purpose of discussing personnel matters.  
255 [WESTBERG / CASTRO] All in favor: Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt,  
256 Westberg. None Opposed. Abstain: None. Absent: None. Motion carries.  
257  
258 At 8:46 pm, Chair Connolly called for a motion to adjourn the meeting.  
259  
260 **MOTION:** To adjourn the meeting of January 13, 2022 [BROWN / WESTBERG] All in favor:  
261 Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain:  
262 None. Absent: None. Motion carries.  
263

264 **MOTIONS:**

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

270  
271 **MOTION:** To approve the two-point Consent Agenda [MOFFITT / WESTBERG] All in favor:  
272 Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain:  
273 Chair Connolly and Bruce for the Minutes. Absent: None. Motion carries.

274  
275 **MOTION:** To approve Dana Jones and Stacy Carpenter as authorized individuals for the  
276 District’s PTIF accounts, and to approve Brandi Connolly, Nate Brown, Dana Jones, and Stacy  
277 Carpenter as authorized signers for the District’s Zions Bank accounts. [CASTRO / MCGEE] All  
278 in favor: Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg. None Opposed.  
279 Abstain: None. Absent: None. Motion carries.

280  
281 **MOTION:** To enter into the agreement with Greg Ogden, CPA for the 2021 annual independent  
282 audit. [BROWN / MOFFITT] All in favor: Brown, Bruce, Castro, Chair Connolly, McGee,  
283 Moffitt, Westberg. None Opposed. Abstain: None. Absent: None. Motion carries.

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

290  
291 **MOTION:** To approve of the District entering into a sole source agreement in the amount of  
292 \$27,500 for a three-year equipment lease of the Turf Tank One robotic field painter and  
293 authorize the District Director to execute documents required to do so. [BROWN / MCGEE] All  
294 in favor: Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg. None Opposed.  
295 Abstain: None. Absent: None. Motion carries.

296  
297 **MOTION:** To enter into executive session for the purpose of discussing legal matters. [BROWN  
298 / WESTBERG] All in favor: Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg.  
299 None Opposed. Abstain: None. Absent: None. Motion carries.

300  
301 **MOTION:** To close the executive session for the purpose of discussing legal matters. [MCGEE  
302 / BROWN] All in favor: Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg.  
303 None Opposed. Abstain: None. Absent: None. Motion carries.

304  
305 **MOTION:** To enter into executive session for the purpose of discussing personnel matters.  
306 [WESTBERG / CASTRO] All in favor: Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt,  
307 Westberg. None Opposed. Abstain: None. Absent: None. Motion carries.

308

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

312  
313 **MOTION:** To adjourn the meeting of January 13, 2022 [BROWN / WESTBERG] All in favor:  
314 Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain:  
315 None. Absent: None. Motion carries.

316  
317 Minutes prepared by Allie McKinney

318  
319 Clerk/Board Member Approval:  \_\_\_\_\_