



Snyderville Basin Special Recreation District
Board Meeting Minutes
Thursday, October 5, 2023
Board Room – Trailside Park and
Virtual Meeting via Zoom
Meeting ID: 826 0871 8576
5715 Trailside Drive
Park City, Utah

1 **Board Members in Attendance:** Ryan Bruce, Nate Brown, Ben Castro and Brandi Connolly.
2 Board members participated electronically via Zoom and at anchor location. Carrie Westberg
3 participated on Zoom
4

5 **Absent:** Len McGee, Larry Moffitt
6

7 **Staff Present:** Phares Gines, Steven Good, Director Dana Jones, Brian Kadziel, Justine Kadziel,
8 Ben Liegert, Ben Pearson, Brad Rogers, Matt Wagoner, and Stacy Wilson. Staff participated
9 electronically via Zoom and at anchor location.
10

11 **Attending Guests:** Associates; Brad Potter, SE Group. Guests participated electronically via
12 Zoom and at anchor location.
13

14 **CALL TO ORDER AND PUBLIC INPUT**

15 The meeting of October 5, 2023, was called to order by Chair Connolly at 6:04pm.
16

17 No public input. Chair Connolly closed public input at 6:04pm.
18

19 **DISCUSSION AND POSSIBLE APPROVAL OF MINUTES FROM 9/14/2023 and**
20 **9/26/2023**

21
22 Board members received draft minutes from 9/14/2023 and 9/26/23 Board meetings in their
23 Board packet prior to the meeting.
24

25 The minutes for 9/26/23 were not ready for approval.
26

27 **MOTION:** To approve minutes from September 14, 2023 [Castro/Bruce] All in favor: Brown,
28 Bruce, Castro, Chair Connolly, Westberg. None Opposed. Abstain: None. Absent: McGee,
29 Moffitt. Motion carries.
30

31 **DISCUSSION AND POSSIBLE APPROVAL OF PRIOR MONTH'S EXPENDITURES**
32

33 Board members received the Prior Months expenditures in their Board packet prior to the
34 meeting.

35
36 **MOTION:** To approve of Prior Month’s Expenditures [Bruce/ Westberg] All in favor: Brown,
37 Bruce, Castro, Chair Connolly, Westberg. None Opposed. Abstain: None. Absent: McGee,
38 Moffitt. Motion carries.

39
40 **STRATEGIC ACTION PLAN UPDATE FROM SE GROUP**

41
42 Brad Potter presented to the board. SE Group received great feedback from the Board from the
43 previous meeting. SE Group will reach out to the Basin staff next week for their feedback as
44 well. They are planning on having a new draft of the Strategic Plan and the Trails Plan in
45 November. The Board would like to see other communities added to the plan, for comparison
46 like Boulder or Bentonville.

47
48 **DISCUSSION AND POSSIBLE APPROVAL FOR MOUNTING AND INSTALLATION**
49 **OF TRAILHEAD CAMERA’S**

50
51 Board members received a staff report for approval of the Mounting and Installation of Trailhead
52 Camera’s in the staff report prior to the meeting.

53
54 Ranger Ben Pearson presented to the board that there is a need to have cameras. The purpose of
55 these cameras is to overlook popular crowded trailheads in the Summit Park impacted areas.
56 They will be mounted on a 30-foot pole. The public would have access to view the cameras on
57 the parkcitytrail.org website. Basin is hoping this will help with overcrowding at some of the
58 busy trailheads. It will assist the public by allowing them to see how busy the parking lot is
59 before going to the actual trailheads.

60
61 **MOTION:** To award the contract for mounting and camera installation at Park View and Short
62 Stack trailheads to TNC Construction for \$24,000 and allow the District Director to execute the
63 documents relating to the transaction. [Castro/ Brown] All in favor: Brown, Bruce, Castro, Chair
64 Connolly, Westberg. None Opposed. Abstain: None. Absent: McGee, Moffitt. Motion carries.

65
66 **DISCUSSION AND POSSIBLE APPROVAL OF CHANGE ORDER FOR WILLOW**
67 **CREEK PLAYGROUND SITE WORK**

68
69 Board members received the staff report and change order for Willow Creek playground site
70 work in the board packet prior to the meeting.

71
72 Matt Wagoner presented to the board, during the Willow Creek playground project, park staff
73 evaluated the concrete around the site. Gaps and lips in the concrete that impact accessibility
74 were identified. In order to prevent delays in the project, the District Director approved a change
75 order in the amount of \$34,141.75 in accordance SBSRD policy Chapter 2, Article 2. An
76 amount below the \$50,000 threshold. The Board asked was asked if the amount would put the
77 project over the allotted contingency funds. It was explained that the contingency amount was
78 plenty for this project.

79
80 **MOTION:** To approve an addition to the contract for site work at Willow Creek Park with
81 Terrafirma LLC in the amount of \$34,141.75 [Bruce / Castro] All in favor: Brown, Bruce,
82 Castro, Chair Connolly, Westberg. None Opposed. Abstain: None. Absent: McGee, Moffitt.
83 Motion carries.

84
85 **REVIEW OF PRELIMINARY 2024 BUDGETS**

86
87 Board members received the Preliminary 2024 Budgets in their Board packet prior to the
88 meeting.

89
90 Director Dana Jones discussed the preliminary 2024 budgets as follows:

91
92 **General Fund**

93 Property tax revenue is projected to increase 4% interest income is project to increase 207% and
94 charges for services revenue are projected to increase 13% from the 2023 adopted budget.
95 Expenses are projected to increase 5%. There is an increase of two full-time employees, a
96 District Mechanic and a Ranger Supervisor. Full-time salaries have been budgeted to increase by
97 4% COLA on January 1st and 3% merit on the employee's anniversary date, which is in line with
98 the County's proposed budget.

99
100 **Capital Fund**

101 The 2024 Capital Budget reflects the District continuing to spend down bon and impact funds
102 with potential trail development projects, the completion of existing projects and the addition of
103 a bobcat skid steer and a groomer attachment to better provide winter services.

104 The 2024 capital Replacement budget highlights critical equipment replacement and the
105 Fieldhouse front desk renovation project. Much of the ongoing infrastructure repaid costs have
106 been moved into the operations budget on the advice of our auditor and controller.

107
108 **Impact Fee Fund**

109 The 2024 budget anticipates a small increase in revenue. Expenses reflect the transfer to capital
110 projects.

111
112 **Debt Service Fund**

113 The 2024 budget reflects enough property tax revenue to pay for the Districts six outstanding
114 general obligation bonds.

115
116 **2023 Budget Amendments**

117 There have not been any adjustments to the 2023 Budgets.

118
119 Chair Connolly discussed contingency fund for each of the departments in the operations budget.

120
121 **DIRECTOR'S UPDATE**

122
123 Board members received a staff report from Director Jones in the Board packet prior to the
124 meeting.

125
126 Director Jones spoke about the Willow Creek playground replacement project which will be
127 finished in the next couple weeks. There will be a small open house for the playground on
128 October 17th.

129
130 **DISTRICT COMMITTEE UPDATES**

131
132 **Parks and Facilities:** Did not meet

133
134 **Trails and Open Space:** Did not meet – Committee Chair Castro wanted to let everyone know
135 SE Group will be reaching out to Trails and Open Space.

136
137 **Recreation:** Report from Nate Brown - They discussed fall to winter transition and making sure
138 everything is up and running. He spoke about the front desk issues. He reviewed the scholarship
139 form and how families can get funding.

140
141 **Director Liaison:** Report from Chair Connolly- They went over the agenda for the board
142 meeting. She mentions that it's review season for Director Dana Jones. She would like to have
143 that done by December.

144
145 **Personnel:** Did not meet

146
147 **Strategic Planning:** Report from Ben Castro- they went over with SE Group early in this
148 meeting.

149
150 **BOSAC Committee:** Did not meet

151
152 **Audit Committee:** Did not meet

153
154 **Interlocal Agreement Committee:** Report from Carrie Westberg- They met with Park City
155 Municipal. Matt was going to facilitate with Darren at SE Group for a meeting.

156
157 **BOARD MEMBER COMMENTS AND REVIEW OF ACTION ITEMS**

158
159 Castro wanted to thank all the staff for all the hard work over the past few months.

160
161 **ADJORN**

162
163 At 7:51:pm, Chair Connolly called for a motion to adjourn the meeting.

164
165 **MOTION:** To adjourn the meeting of October 5, 2023. [Brown/Bruce] All in favor: Brown,
166 Bruce, Castro, Chair Connolly, Westberg. None Opposed. Abstain: None. Absent: McGee,
167 Moffitt. Motion carries.

168
169 **MOTIONS:**

170

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192
193 Minutes prepared by Stacy Wilson

194
195 Clerk/Board Member Approval:  _____