



**Snyderville Basin Special Recreation District  
Board Meeting Minutes**

**Thursday, November 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,  
2 Larry Moffitt, Amanda Singer, and Carrie Westberg. Board members participated  
3 electronically via Zoom or at the anchor location.

4  
5 **Absent:** None.

6  
7 **Staff Present:** Lily Chirico, Phares Gines, Dana Jones, Brian Kadziel, Justine Kadziel, Ben  
8 Liegert, Matt Wagoner, Aaron Williams. Staff participated electronically via Zoom or at the  
9 anchor location.

10  
11 **Attending Guests:** None.

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

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

15  
16 There was no public input given.

17  
18 Chair Connolly closed public input at 6:00pm.

19  
20 **DISCUSSION AND POSSIBLE APPROVAL OF MINUTES FROM 8/8/2024, 9/12/2024, AND**  
21 **10/10/2024**

22 Board members received draft minutes from the 8/8/2024, 9/12/2024, and 10/10/2024  
23 Board meetings in their Board packet prior to the meeting.

24  
25 Chair Connolly explained a quorum was not present at previous meetings to approve the  
26 August and September minutes.

27  
28 **MOTION:** To approve the Board meeting minutes from August 8, 2024.

29 [CASTRO/WESTBERG] All in favor: Castro, Moffitt, Singer, Westberg. Opposed: None.  
30 Abstain: Brown, Bruce, Connolly. Absent: None. Motion carries.

31  
32 **MOTION:** To approve the Board meeting minutes from September 12, 2024.

33 [WESTBERG/MOFFITT] All in favor: Brown, Bruce, Connolly, Castro, Moffitt, Westberg.  
34 Opposed: None. Abstain: Singer. Absent: None. Motion carries.

35  
36 J. Kadziel added that the September minutes were previously approved in the October  
37 meeting, however the Board member that made the motion should have abstained. A

38 sentence was added to the October minutes to say the motion will be revisited in the  
39 November meeting.

40  
41 **MOTION:** To approve the Board meeting minutes from October 10, 2024. [SINGER/BRUCE]  
42 All in favor: Bruce, Castro, Connolly, Singer, Westberg. Opposed: None. Abstain: Brown,  
43 Moffitt. Absent: None. Motion carries.

44  
45 **DISCUSSION AND POSSIBLE APPROVAL OF PRIOR MONTH'S EXPENDITURES**

46 Board members received the prior month's expenditures in their Board packet prior to the  
47 meeting.

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

52  
53 **REVIEW OF THE DISTRICT'S RANGER PROGRAM**

54 Aaron Williams, the Ranger Supervisor, shared an update of the District's Ranger Program  
55 with the Board.

56  
57 Williams shared some initiatives implemented since joining the District this fall, including  
58 tracking Ranger encounters, stat sheets, and a weekly highlight report. He then discussed  
59 the Ranger's approach to enforcing the new e-bike regulations.

60  
61 One tool the Rangers are testing is a digital speed limit sign that provides trail users with  
62 real-time speed. The signs are capable of sending data back to the District which allows  
63 Rangers to track speed trends over time, understand how users are interacting with the  
64 speed limit, and make adjustments to enforcement or education strategies accordingly.  
65 These signs were tested for six days each on the soft-surface multi-use pathway at Willow  
66 Creek Park and on the paved Millenium Trail. Both locations have a posted 15 mph speed  
67 limit and were chosen as popular locations for e-bike users. The average speed of all trail  
68 users was found to be 9.68 mph, well below the posted speed limit of 15 mph.

69  
70 Williams highlighted some key insights from the data gathered on trail user speeds and  
71 how it helps the District understand needs. While the data did show some users exceeding  
72 the 15-mph speed limit, Williams pointed out that the number of speed violations did not  
73 align with the number of complaints the District received. Discussion followed on the  
74 human factor of perception, reaction time, and speed-size illusion.

75  
76 Chair Connolly asked if the digital signs only provided speed feedback to e-bikes. Williams  
77 said it tracked any activity over 5 mph including walkers, runners, and bikers, however there  
78 is no way to differentiate transportation methods within the data.

79

80 The digital speed limit signs currently being tested were demo units, and based on their  
81 performance and potential benefits, the District is planning to purchase two of these signs  
82 in 2025. The cost for each sign is estimated to be around \$5,000.

83  
84 Lastly, Williams discussed the camera capabilities built into the digital speed limit signs.  
85 The cameras are designed to take photos of trail users who exceed a speed threshold set  
86 by staff. Williams noted there are flaws with the clarity and timing of the photos. Williams  
87 expressed an intention to work with law enforcement, schools, and parents to educate  
88 riders on e-bike laws.

89  
90 Williams and Board members discussed the role of Rangers in educating e-bike riders and  
91 informing the Sheriff's office about any infractions.

92  
93 Bruce expressed reassurance after reviewing the metrics and commended the Ranger  
94 team on their efforts in educating trail users.

95  
96 Brown asked how many e-bike complaints the District receives, and Williams shared that,  
97 while he had not heard of any accidents, there have been about 9 recent complaints  
98 related to e-bike usage. These complaints are spread across the District, indicating that  
99 they are not concentrated in any one specific area or trail. Brown also wondered how the  
100 data might vary in peak seasons compared to October when this test was completed.  
101 Williams has also shared the data with Park City Municipal.

102  
103 Williams expressed his belief that the digital speed limit signs have been effective in  
104 helping to slow e-bike rider speeds. He emphasized that the use of these signs  
105 demonstrates to neighborhoods across the District that Basin Recreation is actively  
106 working to educate trail users about e-bike regulations and safety.

107  
108 Williams discussed current and future educational opportunities within the Ranger  
109 program including a Jr. Ranger program, Adopt-a-Trail program, education on the trails,  
110 tabling at trailheads, and potential opportunities with the 910 Ranch. Williams said the  
111 Rangers focus on making positive trail interactions.

112  
113 Chair Connolly asked if Williams had worked with the Park City School District to promote  
114 e-bike education, to which Williams responded that he has not yet explored that avenue.  
115 He also discussed to possibility of working with bike shops to educate users at the time of  
116 purchase, however Williams said that most parents and students are purchasing e-bikes  
117 and electric motorcycles online.

118  
119 The Board thanked Williams for the data. Chair Connolly would like to share this  
120 information with County Council.

121  
122 **REVIEW OF 3<sup>RD</sup> QUARTER 2024 FINANCIAL REPORT**

123 Board members received a copy of the 3<sup>rd</sup> Quarter 2024 Financial Report in their Board  
124 packet prior to the meeting.

125  
126 Jones explained that Staff plans to provide narrative context along with the financial data in  
127 2025 to better explain the story behind the numbers and offer a clearer understanding of  
128 the financial picture. Chair Connolly expressed interest in seeing year-over-year data.

129  
130 Jones then noted that revenue is higher than projected, and expenses are within the  
131 budget. Discussion shifted to how other Special Districts present their budgets. Staff  
132 agreed to presenting the rolled-up versions of the budget to both the Board and County  
133 Council going forward.

134  
135 In terms of data presentation, Chair Connolly requested the inclusion of more graphs or  
136 line charts to visualize trends over time.

137

138 **REVIEW OF THE TENTATIVE BUDGETS ADOPTED BY THE GOVERNING BODY**

139 Board members received the tentative 2025 budgets in their Board packet prior to the  
140 meeting.

141

142 Chair Connolly appreciated the inclusion of the actual budget, the 2024 projected figures,  
143 and the variance between the 2024 Budget and Projected amounts, which were requested  
144 by County Council.

145

146 **DISCUSSION AND POSSIBLE APPROVAL OF REVISIONS TO PERSONNEL AND**  
147 **OPERATIONS POLICY MANUAL FOR RECOMMENDATION TO COUNTY COUNCIL**

148 Board members received a breakdown of proposed policy changes and a copy of the  
149 Personnel & Operations Policy Manual with redline edits in their Board packet prior to the  
150 meeting.

151

152 Jones explained that the County HR Attorney had reviewed the policy and made minor  
153 edits, but that there have been no substantial changes since the Board last approved the  
154 policy.

155

156 Bruce thanked Staff for the summary of changes and suggested including who has  
157 reviewed the document to provide additional context.

158

159 Castro asked about whether there were too many policy changes made at once. Jones said  
160 the Board and County Council suggested reviewing the policy in sections, and noted the  
161 documents were also reformatted. Moving forward, changes will be presented as needed.

162

163 Bruce pointed out that the two policies that have not yet been addressed are Commercial  
164 Use Agreements and Financial Responsibilities.

165

166 **MOTION:** To approve the revisions of the Personnel and Operations policy manual for  
167 recommendation to County Council. [BRUCE/BROWN] All in favor: Brown, Bruce, Castro,  
168 Connolly, Moffitt, Singer, Westberg. Opposed: None. Abstain: None. Absent: None. Motion  
169 carries.

170

171 **DISCUSSION OF THE 2025 BOARD MEETING SCHEDULE**

172 Board members received a calendar of proposed 2025 Board meeting dates in their Board  
173 packet prior to the meeting.

174

175 The tentative schedule is slated for the 2<sup>nd</sup> Thursday of every month, except for August  
176 when no meeting would be held.

177

178 **ESTABLISH NOMINATING COMMITTEE FOR 2025 BOARD OFFICERS**

179 Chair Connolly established Brown, Castro, and Westberg as the Nominating Committee for  
180 2025 Board Officers.

181

182 **DISCUSSION OF ROLES, RESPONSIBILITIES, AND STRUCTURES OF SBSRD STANDING**  
183 **AND AD HOC COMMITTEES**

184 Board members received a copy of the 2024 SBSRD Board Officers and Committees in their  
185 Board packet prior to the meeting.

186

187 Chair Connolly wanted to discuss the purpose of the committees, but noted they would not  
188 be finalized until January 2025, when the Board Officers are approved.

189

190 Jones outlined several potential committees that could best serve the District, including  
191 Capital Projects, Policy and Agreements, Personnel, Audit and Finance, Bond, and  
192 Director’s Liaison Committees. Jones further explained that either the District Director,  
193 Superintendent, or Business Manager could be assigned to lead these committees, with  
194 relevant Managers attending as needed to provide additional expertise or information. This  
195 proposed structure eliminates department-specific committees.

196

197 Chair Connolly noted that committee meetings provide an opportunity to discuss matters  
198 privately, and sharing detailed updates or information during Board meetings could  
199 eliminate that space for more confidential or in-depth discussions. Jones suggested that  
200 such discussions could still take place during the Director’s Liaison meetings.

201

202 Singer asked about the elimination of the Strategic Planning committee and Jones said it  
203 could be addressed within several of the other proposed committees, depending on the  
204 specific focus or initiative at hand. Chair Connolly suggested including strategic planning in  
205 the Policy and Agreements committee. She also questioned the necessity of a Capital  
206 Projects committee, suggesting that these discussions might be better suited within the  
207 Audit and Finance committee, as the projects are often financially driven.

208

209 Discussion centered around the potential loss of shared information between Staff and  
210 Board if the department-specific committees were eliminated. Concerns were raised about  
211 how to best share department information moving forward.

212  
213 Board and Staff acknowledged there is some redundancy in the current approach. Making  
214 a comparison to County operations, Jones explained that it's very rare for County Staff to  
215 share reports directly with the County Council or attend the meetings.

216  
217 Chair Connolly proposed creating an Operations Committee that would combine and take  
218 the place of individual department committees. Wagoner noted each Manager may have a  
219 different communication preference, and B. Kadziel agreed it can be beneficial for Staff and  
220 Board to meet offline to share the narrative surrounding operations beyond just the  
221 metrics. Staff and Board reacted positively to the idea of a combined committee to share  
222 department-specific updates.

223  
224 Chair Connolly encouraged the Nominating Committee to find logical connections  
225 between Officer roles and those leading the standing committees.

226  
227 **DISCUSSION OF KPI/METRICS NEEDED FOR STRATEGIC DECISION MAKING**  
228 Board members received the KPI/Metrics needed for strategic decision making from Chair  
229 Connolly in their Board packet prior to the meeting.

230  
231 Chair Connolly shared examples of annual reports with Key Performance Indicators (KPIs)  
232 from other Special Districts in the Snyderville Basin. Chair Connolly explained that these  
233 annual reports demonstrate how taxpayer dollars are being spent and provide valuable  
234 insights into the District's activities and performance.

235  
236 Castro noted that Staff are already collecting most of the relevant data but emphasized the  
237 need to determine clear goals from those metrics to guide decision-making and ensure  
238 that the data is used effectively. Wagoner added that it would be important to determine  
239 the formatting of the reports and decide how often this information should be shared.  
240 Discussion followed about sharing KPI's quarterly with the Board and annually with the  
241 public to show transparency, highlight fiscal responsibility, and explain any potential  
242 funding requests. Wagoner is focused on identifying the gap in the information that is  
243 already shared with the Board. Chair Connolly said she is looking for meaning behind the  
244 numbers including trend analysis and benchmarks. The annual reports should also show  
245 accountability based on what is promised in the Strategic Plan.

246  
247 The discussion document proposed six potential metrics to review including participation  
248 and engagement, financial and revenue, operational efficiency, health and safety, facility  
249 development and improvement, and community impact. Chair Connolly and Singer agreed  
250 it was a good starting point but could be simplified. Moffitt suggested starting with the  
251 metrics that the District is already tracking, such as participation and engagement. Bruce

252 suggested gathering metrics that would help show facility capacity and promote a potential  
253 bond.

254  
255 Discussion continued on exploring the metrics that the District currently tracks, identifying  
256 what the District doesn't track but should, and determining which metrics may not be  
257 necessary. Board members reiterated wanting comparison data and trends over time when  
258 looking at metrics such as capacity and congestion. Chair Connolly suggested looking at  
259 an automated report that can pull data from the District's various programs.

260  
261 Wagoner asked how many metrics the Board would like to see, prompting further  
262 discussion on which data points would be most valuable. Chair Connolly said there were  
263 six areas of focus in the discussion document, but also suggested aligning the metric  
264 categories with the Strategic Plan to ensure that the data supports broader organizational  
265 goals. The metrics should also align with the Staff Strategic Objectives. Regarding the  
266 budget, the Board expressed a desire to see several financial metrics, including cost  
267 recovery, revenue generation, operational expenses, and impact fees.

268  
269 Discussion will continue in the December Board meeting.

270  
271 **DIRECTORS UPDATE**  
272 Board members received the monthly update from District Director, Dana Jones in their  
273 Board packet prior to the meeting.

274  
275 Jones shared that The Fieldhouse was awarded Park City's Best Gym.

276  
277 Castro inquired about recent conversations with the Park City School District regarding  
278 potential construction at Treasure Mountain. Jones responded that there has not yet been a  
279 final decision, but the District continues to have discussions at Interlocal meetings,  
280 indicating ongoing collaboration and dialogue between the parties involved. Brown added  
281 that the School District is currently filling several vacancies on its School Board, which  
282 could influence the direction of these discussions or decisions moving forward.

283  
284 Bruce asked for an update on the Willow Creek Pond project. Wagoner stated that all  
285 grading work has been completed, and Staff are pleased with the results so far. Staff will  
286 monitor the project's impact over the next season before committing to further  
287 construction.

288  
289 Bruce asked about Ranger uniforms. Jones said that updated uniforms and guidelines for  
290 the Ranger team will be ready soon.

291  
292 Chair Connolly highlighted the amount of funding the District received from RAP Tax  
293 Grants, noting that four District projects were awarded funding and will be a high priority in  
294 2025. Jones then shared an update on the East Canyon Creek Trailhead.

295

296 Singer asked about the construction along Highway 224 that is adjacent to the McLeod  
297 Creek Trail. Gines explained that power lines are being placed underground, and once the  
298 project is completed, the District will inspect the trail for damage.

299

300 Chair Connolly asked about user groups inside Trailside Elementary. J. Kadziel explained  
301 that the District is typically responsible for scheduling and collecting revenue from user  
302 groups, but currently, Trailside Elementary School is handling these responsibilities  
303 instead. J. Kadziel mentioned that the Board can expect to see some edits to the Interlocal  
304 Agreement to reflect this arrangement.

305

306 Chair Connolly asked for an update on the website project. Chirico provided a positive  
307 update, stating that all the copy for the website is completed and the domains have been  
308 successfully transferred. Chirico confirmed that the project is progressing smoothly and as  
309 planned.

310

### 311 **DISTRICT COMMITTEE UPDATES**

312 Chair Connolly requested Board Committee updates from the following:

313

### 314 **STANDING COMMITTEES**

315 **Audit & Policy Review:** Bruce stated that the committee met, and the information  
316 discussed has already been shared.

317

318 **District Director Liaison:** Bruce stated that the committee met, and the information  
319 discussed was shared in the Board Retreat.

320

321 **Parks & Facilities:** did not meet.

322

323 **Personnel:** did not meet.

324

325 **Recreation:** Brown said that the committee discussed how to best share information with  
326 the public regarding recreation facilities and projects.

327

328 **Strategic Planning & Interlocal Agreements:** did not meet.

329

330 **Trails & Open Space:** Castro shared that the committee discussed the Trails team side  
331 vegging and the upcoming Bitner Ranch Trail grand opening. Connolly added that they also  
332 discussed cost savings related to weed mitigation and the planting of native seedlings.  
333 Gines noted that the Staff widened the trail corridors when completing 22 miles of side  
334 vegging, which will help extend the maintenance impact. He mentioned that three Staff  
335 members can complete ¼ mile of side vegging per day. Lastly, Gines expects the new Run-  
336 A-Muk Trailhead to open in December, and the Staff plan to hold a ribbon-cutting ceremony  
337 to mark the occasion.



338

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

340 Castro noted Utah Outdoor Resources is looking to partner with different Districts to assist  
341 with trail work and wondered if Basin Recreation could leverage their help.

342

343 Chair Connolly thanked Board and Staff for their involvement in the Board Retreat.

344

345 Chair Connolly mentioned that the annual review for Jones was sent to Managers and  
346 Supervisors who had direct reports, based on advice from the consultant.

347

348 **CLOSED SESSION: PERSONNEL**

349 At 8:41pm, Chair Connolly called for a motion to enter executive session for the purpose of  
350 discussing personnel.

351

352 A closed meeting affidavit was signed for the discussion of personnel.

353

354 Board members in attendance included: Brown, Bruce, Castro, Connolly, Moffitt, Singer,  
355 Westberg.

356

357 Staff members in attendance included: none.

358

359 **MOTION:** To enter into executive session for the purpose of discussing personnel.  
360 [WESTBERG/SINGER] All in favor: Brown, Bruce, Castro, Connolly, Moffitt, Singer,  
361 Westberg. Opposed: None. Abstain: None. Absent: None. Motion carries.

362

363 At 9:25pm, Chair Connolly called for a motion to close the executive session for the  
364 purpose of discussing personnel.

365

366 **MOTION:** To close the executive session for the purpose of discussing personnel.  
367 [BRUCE/SINGER] All in favor: Brown, Bruce, Castro, Connolly, Moffitt, Singer, Westberg.  
368 Opposed: None. Abstain: None. Absent: None. Motion carries.

369

370 **ADJOURN**

371 At 9:26pm, Chair Connolly called for a motion to adjourn the meeting.

372

373 **MOTION:** To adjourn the meeting of November 14, 2024. [WESTBERG/SINGER] All in favor:  
374 Brown, Bruce, Castro, Connolly, Moffitt, Singer, Westberg. Opposed: None. Abstain: None.  
375 Absent: None. Motion carries.

376

377 **MOTIONS:**

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378 **MOTION:** To approve the Board meeting minutes from August 8, 2024.  
379 [CASTRO/WESTBERG] All in favor: Castro, Moffitt, Singer, Westberg. Opposed: None.  
380 Abstain: Brown, Bruce, Connolly. Absent: None. Motion carries.

381

382 **MOTION:** To approve the Board meeting minutes from September 12, 2024.  
383 [WESTBERG/MOFFITT] All in favor: Brown, Bruce, Connolly, Castro, Moffitt, Westberg.  
384 Opposed: None. Abstain: Singer. Absent: None. Motion carries.

385

386 **MOTION:** To approve the Board meeting minutes from October 10, 2024. [SINGER/BRUCE]  
387 All in favor: Bruce, Castro, Connolly, Singer, Westberg. Opposed: None. Abstain: Brown,  
388 Moffitt. Absent: None. Motion carries.

389

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

393

394 **MOTION:** To approve the revisions of the Personnel and Operations policy manual for  
395 recommendation to County Council. [BRUCE/BROWN] All in favor: Brown, Bruce, Castro,  
396 Connolly, Moffitt, Singer, Westberg. Opposed: None. Abstain: None. Absent: None. Motion  
397 carries.

398

399 **MOTION:** To enter into executive session for the purpose of discussing personnel.  
400 [WESTBERG/SINGER] All in favor: Brown, Bruce, Castro, Connolly, Moffitt, Singer,  
401 Westberg. Opposed: None. Abstain: None. Absent: None. Motion carries.

402

403 **MOTION:** To close the executive session for the purpose of discussing personnel.  
404 [BRUCE/SINGER] All in favor: Brown, Bruce, Castro, Connolly, Moffitt, Singer, Westberg.  
405 Opposed: None. Abstain: None. Absent: None. Motion carries.

406

407 **MOTION:** To adjourn the meeting of November 14, 2024. [WESTBERG/SINGER] All in favor:  
408 Brown, Bruce, Castro, Connolly, Moffitt, Singer, Westberg. Opposed: None. Abstain: None.  
409 Absent: None. Motion carries.

410

411 Minutes prepared by Lily Chirico

412

413 Clerk/Board Member Approval: 