



Snyderville Basin Special Recreation District
Board Meeting Minutes
Thursday, November 9, 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:** Nate Brown, Ryan Bruce, Ben Castro, Brandi Connolly, Len
2 McGee, Larry Moffitt, and Carrie Westberg. Board members participated electronically via
3 Zoom or at anchor location.

4
5 **Absent: None**

6
7 **Staff Present:** Director Dana Jones, Alex Robles, Ben Liegert, Ben Pearson, Brad Rogers, Brian
8 Kadziel, Justine Kadziel, Matt Wagoner, Sam Schwoebel, and Stacy Wilson. Staff participated
9 electronically via Zoom or at anchor location.

10
11 **Attending Guests:** David Thomas, Summit County Attorney; Jess Kirby, Summit County; Brad
12 Potter and Lindsey Romaniello with SE Group. Guests participated electronically via Zoom or at
13 anchor location.

14
15 **CALL TO ORDER AND PUBLIC INPUT**

16 The meeting of November 9, 2023, was called to order by Chair Connolly at 6:00pm.

17
18 No public input. Chair Connolly closed public input at 6:01pm.

19
20 **DISCUSSION AND POSSIBLE APPROVAL OF MINUTES FROM 9/26/23 and 10/5/23**

21 Board members received draft minutes from 9/26/2023 and 10/5/23 Board meetings in their
22 Board packet prior to the meeting. The Board approved the minutes.

23
24 **MOTION:** To approve minutes from September 26, 2023, and October 5, 2023

25 [Castro/Westberg] All in favor: Brown, Bruce, Castro, Chair Connolly, Westberg. None
26 Opposed. Abstain: Moffitt, McGee. Absent: None. Motion carries.

27
28 **DISCUSSION AND POSSIBLE APPROVAL OF PRIOR MONTH'S EXPENDITURES**

29 Board members received Prior Month's Expenditures in the Board packet prior to the meeting.
30 There were no questions about the Prior Month Expenditures.

31

32 **MOTION:** To approve of Prior Month's Expenditures [Bruce/ Moffitt] All in favor: Brown,
33 Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain: None.
34 Absent: None. Motion carries.

35

36 **STRATEGIC ACTION PLAN UPDATE FROM SE GROUP**

37 Lindsay from SE Group started off by reviewing the changes in the 10-year plan. She advised
38 that there were changes in chapter 2, 3 and 6. They added some financial conditions and financial
39 considerations, incorporated the work that Darren has been doing and added analysis that SE
40 Group is calling recreation development which covers the development of recreation assets.
41 Lindsay asked the Board to review.

42

43 Brad Potter spoke about the 5-year Trails and Open Space plan. He added more graphics and
44 removed the charting of the excel spreadsheets layout. He added a study from Jefferson County
45 parks and Boulder Colorado. The Board would like to see a paragraph in the next version of a
46 conclusion on why these properties are chosen, and what we can gain by review of these
47 locations.

48

49 Ryan Bruce advised that there were missing pages in the version he received. He also brought up
50 that the ranger program was not mentioned in the plan. He would like this included in the next
51 version.

52

53 Chair Connolly asked the board members to have individual feedback on the Strategic Plan
54 documents by November 16, 2023. Connolly will go through it and get it back to SE Group by
55 November 20th so that the board can review at the next board meeting in December.

56

57 **DISCUSSION AND POSSIBLE APPROVAL FOR CAPITAL REPLACEMENT**
58 **PURCHASE OF A 2023 FORD TRANSIT PASSENGER WAGON**

59 Board members received a Staff Report for the Capital Replacement Purchase of a 2023 Ford
60 Transit Passenger Van in the Board packet prior to the meeting.

61

62 The District would like to replace the 2012 Ford E-350 15 passenger van with a new 2023 Ford
63 Transit Passenger Wagon. The Recreation Department relies heavily on these transit vans during
64 the summer months to support camp programs. The 15 Passenger Transit Wagon can be
65 purchased through a State of Utah cooperative purchasing contract. The District worked from the
66 state procurement list and received one bid for the vehicle with the necessary specifications.

67

68 **MOTION:** To approve of the purchase of a 2023 Ford Transit Passenger Wagon from Young
69 Automotive Group for \$56,466.00 and the Surplus of the 2012 Ford E-350 [Brown/ Bruce] All in
70 favor: Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg. None Opposed.
71 Abstain: None. Absent: None. Motion carries.

72

73

74 **DISCUSSION CONCERNING AN INTERLOCAL AGREEMENT WITH SUMMIT**
75 **COUNTY FOR 910 RANCH RANGER MONITORING SERVICES**

76 Board members received a Draft Interlocal Agreement with Summit County for 910 Ranch
77 Ranger Monitoring Services in the Board packet prior to the meeting.

78 The Summit County Attorney's Office created the draft agreement. The District believes that in
79 the future, we are bound to play some role in the property as it is in the taxing district, and is
80 bound to have some recreational uses. The District is excited to be part of the future benefits to
81 the public for this property. In regards to this draft agreement, the District would like to have
82 better guidelines for what the Rangers will be doing and what is expected of them on this
83 property.

84
85 Len McGee stated his concern that in this agreement there wasn't any kind of funding available
86 for the Rangers. Monitoring property of this scale will be expensive and as it is County property,
87 the County should be paying for the services. We would like to have some kind of outline of the
88 District's responsibilities and how we could be compensated. Chair Connolly brought up that
89 right now Basin Recreation is paying the county for Legal services and HR services.

90
91 Dave Thomas advised that the intent for this initial agreement was to start a discussion and
92 address short-term plans for this property. He believes there will be compensation attached to
93 any long-term agreement. He wants to focus on the short term and during the period when the
94 County has 3 years to close on the property. The County has made commitments with the
95 landowner to help with poachers and trespassers as the area is prone to poaching with the large
96 elk population on the property. There's an ambassador program in place that uses volunteers to
97 make observations and report to the Summit County Sheriff's Office if needed. Summit County
98 Sheriff's Deputies are patrolling the roads. He said in the future once the management plan is
99 implemented it is anticipated that Basin will have a more defined role. Summit County staff Jess
100 Kirby was present to comment on the loosely defined terms of the agreement and expressed a
101 desire to work with Basin Recreation to address any concerns.

102
103 It was discussed how the Rangers are in a unique position to educate and inform the public about
104 this and other open space and recreational opportunities within the District and that the District is
105 happy to provide that service.

106
107 Chair Connolly asked Summit County to have some kind of FAQ document that the Rangers can
108 use to communicate accurate information with the public when asked questions.

109
110 **REVIEW OF 3rd QUARTER FINANCIAL REPORT**

111 Board members received the review of the 3rd Quarter Financial Report in the Board packet prior
112 to the meeting.

113 Overview:

- 114 • Department expenditure rates (% of funds spent per department compared to
115 overall expenses) for all departments are close to the previous year.
- 116 • All Department are less than 71% expensed.
- 117 • Tax distributions from Summit County are on schedule compared to the previous
118 year.
- 119 • Impact fee revenue increased from Q2 but is still well below the budgeted
120 amount.
- 121 • Interest revenue is significantly exceeding budget projects for all funds. Interest
122 rates have increased significantly from 2022.
- 123 • Personnel costs increased for all departments from 2022.

124 Brandi wanted to thank The District for making the financial report so thorough and taking the
125 time to incorporate the extra details that the Board asked for.

126
127 **DISCUSSION AND POSSIBLE APPROVAL OF THE TENTATIVE 2024 BUDGETS**
128 **FOR RECOMMENDATION TO COUNTY COUNCIL**

129 Board members received a Tentative 2024 Budget for Recommendation to County Council on
130 November 13, 2023 in the Board packet prior to the meeting.

131
132 The Proposed Budget for 2024 includes:

133
134 General Fund
135 Property tax revenue is projected to increase 4%. Interest income is projected to increase 207%.
136 Charges for services revenue are projected to increase 13% from the 2023 adopted budget. The
137 expenses are projected to increase by 5%. There is an increase of two full-time employees, a
138 District Mechanic, and a Ranger Supervisor. The full-time salaries have been budgeted to
139 increase by 4% COLA on January 1st and 3 % merit on the employee's anniversary date.
140 The Department Contingency Funds have been increased to a percentage of expenses (minus
141 staff costs) reflecting the change notes below in the Capital Fund budget.

142
143 Capital Fund
144 The 2024 Capital Budget reflects the District continuing to spend down the bond and impact
145 funds with potential trail development projects, the completion of existing project and the
146 addition of a Bobcat skid steer and Groomer attachment to better provide winter services.
147
148 For the 2024 Capital Replacement budget highlights critical equipment replacement and the
149 Fieldhouse Front Desk renovation project. It also includes the Pickleball shade project that is
150 being pushed from 2023 due to the contractor, weather, and permitting issues. Most of these
151 infrastructure costs have been moved into the operations budgets on the advice of our auditor and
152 controller.

153
154 Impact Fee Fund
155 The 2024 budget anticipates an 8% decrease in revenue from the 2023 adopted budget based on
156 2023 anticipated revenues and 80% of average of the last 5 years. Expenses reflect the transfer to
157 the capital fund for capital project.

158
159 Debt Service Fund
160 The 2024 budget reflects enough property tax revenue to pay for the District's six outstanding
161 general obligation bonds.

162
163 Ben Castro asked the District if there were any changes to the packets after they got sent out to
164 the Board and if so to please highlight those changes going forward.

165
166 Director Dana Jones wanted to let the board know that they are working on redoing the Basin
167 Recreation website. Community Outreach is working on organizing and establishing a volunteer
168 program.

169

170 **MOTION:** To approve the 2024 Budgets for Recommendation to County Council.
171 [Castro/McGee] All in favor: Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg.
172 None Opposed. Abstain: None. Absent: None. Motion carries.

173
174 **ESTABLISH NOMINATING COMMITTEE FOR 2024 BOARD OFFICERS**
175 Committee to consist of Len McGee, Larry Moffitt, Carrie Westburg. They will be reviewing the
176 nominations for approval at the next board meeting.

177
178 **DISCUSSION OF THE 2024 BOARD MEETING SCHEDULE**
179 Board members received the 2024 Board Meeting Schedule in the Board packet prior to the
180 meeting. Board reviewed the calendar and asked for the calendar to be put on the agenda for the
181 next board in December for approval.

182
183 **DIRECTOR'S UPDATE**
184 Board members received the Monthly Update from Director Jones in the Board packet prior to
185 the meeting.

186
187 Director Jones reviewed the Junior Rangers Program and the board received samples of the
188 Junior Rangers handbooks that the kids will receive. Some of the boards member thought it
189 would be a great thing to bring to the local school districts in the area. It was also requested that
190 the Rangers to bring it to County Council in the next few months.

191
192 Chair Connolly wanted to thank the Basin Staff for such a great turn out to the grand opening of
193 Willow Creek Park Playground. It was a huge success because of the Staff. The board was
194 informed that the shade cover for the park will be installed in the spring of next year.

195
196 **DISTRICT COMMITTEE UPDATES**

197
198 **Parks and Facilities:** Report from Nate Brown – They took a tour through Willow Creek Park.

199
200 **Trails and Open Space:** Report from Ben Castro – did not meet.

201
202 **Recreation:** Report from Larry Moffitt –The recreation team replaced all the light bulbs in the
203 fieldhouse. They discussed Basin's policy and procedures updates, part time salaries, and rates
204 for the out of district and putting that in the new policy manuals.

205
206 **Director Liaison:** Report from Len McGee– They talk about the interlocal agreement and
207 outreach to the neighbors at Willow Creek. He's going to get the information to the board in the
208 next few days about Director Jones' review coming up next month.

209
210 **Personnel:** Report from Ryan Bruce- did not meet.

211
212 **Strategic Planning:** Report from Ben Castro- They reviewed the Strategic plan.

213
214 **BOSAC Committee:** Report from Moffitt: did not meet.

215

216 **Audit Committee:** Report from Nate Brown: They reviewed the policy and procedures. They
217 spoke about getting a new Auditor for the District.

218
219 **Interlocal Agreement Committee:** Report from Len McGee- They met to discuss the Interlocal
220 Agreement.

221
222 **BOARD MEMBER COMMENTS AND REVIEW OF ACTION ITEMS**

223
224 There was a concerned citizen in the Willow Creek area near the playground. She was worried
225 about the line of site of the playground and how tall it was, and the noise. Director Jones met
226 with her and listened to her concerns.

227
228 Chair Connolly asked to get a written description of the Basin Ranger’s responsibilities.

229
230 **ADJOURN**

231
232 At 8:37pm, Chair Connolly called for a motion to adjourn the meeting.

233
234 **MOTION:** To adjourn the meeting of November 9, 2023. [Westberg/Brown] All in favor:
235 Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain:
236 None. Absent: None. Motion carries.

237
238 **MOTIONS:**

239
240 **MOTION:** To approve minutes from September 26, 2023, and October 5, 2023
241 [Castro/Westburg] All in favor: Brown, Bruce, Castro, Chair Connolly, Westberg. None
242 Opposed. Abstain: Moffit, McGee Absent: None. Motion carries.

243
244 **MOTION:** To approve of Prior Month’s Expenditures [Bruce/ Moffitt] All in favor: Brown,
245 Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain: None.
246 Absent: None. Motion carries.

247
248 **MOTION:** To approve of the purchase of a 2023 Ford Transit Passenger Wagon from Young
249 Automotive Group for \$56,466.00 and the Surplus of the 2012 Ford E-350 [Brown/ Bruce] All in
250 favor: Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg. None Opposed.

251 Abstain: None. Absent: None. Motion carries.

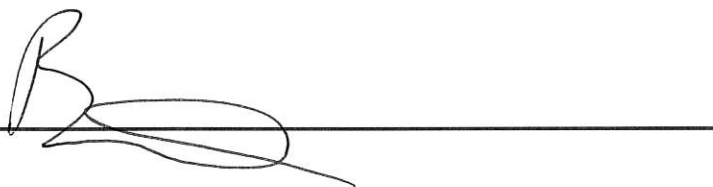
252
253 **MOTION:** To approve the 2024 Budgets for Recommendation to County Council
254 [Castro/McGee] All in favor: Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg.
255 None Opposed. Abstain: None. Absent: None. Motion carries.

256
257 **MOTION:** To adjourn the meeting of November 9, 2023. [Westberg/Brown] All in favor:
258 Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain:
259 None. Absent: None. Motion carries.

260
261 Minutes prepared by Stacy Wilson

262

263 Clerk/Board Member Approval:

A handwritten signature in black ink is written over a solid horizontal line. The signature is stylized and appears to be a cursive 'B' followed by several loops and a trailing stroke.