



Snyderville Basin Special Recreation District  
Board Meeting Minutes  
**Thursday, December 7, 2023**  
Board Room – Trailside Park  
5715 Trailside Drive  
Park City, Utah  
Virtual Meeting via Zoom  
Meeting ID: 826 0871 8576

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

4  
5 **Absent:** Carrie Westberg  
6

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

10  
11 **Attending Guests:** David Thomas, Chief Civil Deputy for Summit County; Mark Kane, Brad  
12 Potter, and Lindsey Romaniello with SE Group; and Matt Bruce and Sam Keating with Corona  
13 Insights. Guests participated electronically via Zoom or at the anchor location.  
14

15 **CALL TO ORDER AND PUBLIC INPUT**

16 The meeting of December 7, 2023, was called to order by Chair Connolly at 6:04pm.  
17

18 There was no public input given.  
19

20 Chair Connolly closed public input at 6:05pm.  
21

22 **DISCUSSION AND POSSIBLE APPROVAL OF MINUTES FROM 11/9/2023**

23 Board members received draft minutes from the 11/9/2023 Board meeting in their Board packet  
24 prior to the meeting.  
25

26 McGee was unable to make a motion due to technical difficulties.  
27

28 **MOTION:** To approve the Board meeting minutes from November 9, 2023.  
29 [MOFFIT/CASTRO] All in favor: Brown, Bruce, Castro, Connolly, Moffitt. Opposed: None.  
30 Abstain: None. Absent: McGee, Westberg. Motion carries.  
31

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

33 Board members received the prior month's expenditures in their Board packet prior to the  
34 meeting.

35  
36 McGee was unable to make a motion due to technical difficulties.

37  
38 **MOTION:** To approve the prior month's expenditures. [CASTRO/BRUCE] All in favor:  
39 Brown, Bruce, Castro, Connolly, Moffitt. Opposed: None. Abstain: None. Absent: McGee,  
40 Westberg. Motion carries.

41  
42 **STRATEGIC ACTION PLAN UPDATE FROM SE GROUP**

43 Romaniello with the SE Group has been updating the 10-Year Strategic Plan based on comments  
44 and feedback previously submitted by the Board. The most notable change is in the  
45 benchmarking section where SE Group is updating the charts to provide better visuals and easier  
46 reading. In addition, SE Group is working on better explanations of the services Basin  
47 Recreation provides in comparison to the comparable locations used in the document. More  
48 emphasis is also being put on key takeaways to make the document more digestible. Lastly,  
49 Romaniello is double-checking the accuracy of included budget information, and adjusting as  
50 needed. Connolly looks forward to seeing those changes. The SE Group plans to have a final  
51 version completed next week to be distributed to the Board.

52  
53 Board members received a presentation from Corona Insights regarding survey results in their  
54 Board packet prior to the meeting. M. Bruce from Corona Insights presented survey results from  
55 voters in the Snyderville Basin Special Recreation District regarding their intentions to vote for  
56 or against, and to understand attitudes towards, a potential bond measure. 4,000 active voters  
57 within the District were mailed an invitation to participate in the online survey, with 656 voters  
58 providing usable responses to the survey, representing a 14% response rate. Most respondents  
59 said they were very likely to vote in the 2024 election. The survey questionnaire mimicked a  
60 voter's journey from first learning about the potential bond to voting for it after reading the  
61 bond's language. This approach allowed Corona Insights to map the bond's strengths and  
62 vulnerabilities and provide strategic recommendations to increase voter support.

63  
64 M. Bruce shared key takeaways regarding voting intentions, types of voters, and opinions about  
65 the facility. He provided initial reactions from the results, informed impressions, and expected  
66 voting based on ballot language. He also provided specific information regarding attitudes  
67 toward bond elements such as facilities, amenities, and location, including information about  
68 favorable and unfavorable opinions throughout the survey.

69  
70 Connolly questioned if the political affiliation was based on voter registration within the Basin,  
71 to which M. Bruce said yes.

72  
73 Voters' initial impressions leaned 41% against, 26% neutral, and 32% for a potential bond. After  
74 learning more information, potential voters leaned 51% against and 49% in favor. M. Bruce  
75 noted the near 50-50 split, and that the District has potential to be in a favorable position,  
76 considering the margin of sampling error to be  $\pm 3.6\%$  within a 95% confidence interval. There  
77 was extensive discussion about the 'moveable middle', or the approximately 25% of potential

78 voters whose impression about the bond could be swayed. Throughout the survey the ‘moveable  
79 middle’ expressed either neutral opinions or both support and opposition.  
80

81 M. Bruce then introduced recommendations to increase voter support. These included sharing the  
82 current shortcomings of existing facilities due to outdated amenities and population growth and  
83 explaining how open space will be preserved as much as possible in the surrounding Silver  
84 Creek Village site.  
85

86 Following the presentation, Castro asked why the recommendations slide wasn’t provided in  
87 their packet, as he was looking for conclusions. He also wished the survey questions were easier  
88 to view within the survey results, not just the responses. Brown echoed these thoughts. M. Bruce  
89 responded that it can be added for clarification and that he was trying to condense information  
90 for this meeting.  
91

92 Connolly was curious about the large percentage that did not want drop-in childcare and asked  
93 for clarification on those results. She referred to the Park City Municipal Bond that just failed,  
94 noting a large number of voters who were pro-childcare investment, and therefore voted against  
95 the city’s recreation bond. J. Kadziel responded that she interpreted the question as parents going  
96 to the gym and being able to have drop-in childcare within the facility, and not a decline for  
97 support of childcare in the area. Connolly agreed, but noted either way this potential amenity  
98 would be another resource to parents. J. Kadziel added that only 18% of survey respondents were  
99 ages 18-44, and therefore it was possible that many respondents did not have childcare-aged  
100 children. Brown agreed that the age demographic potentially swayed results in this area. Moffitt  
101 echoed this sentiment while referring to low interest in added field space, while Brown added  
102 that if survey respondents don’t have kids in sports programs, they may not understand the high  
103 demand. Connolly mentioned these results may lend themselves to consider a phased approach  
104 for developing the Silver Creek Village site.  
105

106 Kane, also with SE Group, added that the addition of an aquatics center could be a persuasive  
107 amenity, especially for the moveable middle, because it is unique and something that the area  
108 does not already have. This ‘add’ to Basin Recreation’s portfolio could be paired with an open  
109 space component to potentially add fields back into the mix. He agreed the survey results could  
110 have been impacted by the climate surrounding Park City’s election. Connolly added the County  
111 had also proposed a property tax rate increase around that same time, which could have given  
112 more opposition. Castro noted he believes all these detractors, including the City’s bond, the  
113 County’s recent purchase of the 910 Ranch, and its proposed Truth and Taxation, could have  
114 changed the dynamics of this strategic plan.  
115

116 R. Bruce asked if there was enough room in that ‘moveable middle’ to move the needle in  
117 support of the bond, to which M. Bruce responded yes due to the timeframe between the survey  
118 results and election day, giving the District time to explain and show why these facilities are  
119 needed.  
120

121 McGee shared that he is hopeful for the bond being successful knowing there is a Presidential  
122 election next year which tends to increase voter turnout, and he believes the District will excel in  
123 promoting the bond. Kane also suspects the political climate will have an impact, but emphasized

124 the influence storytelling could have on the results. Lastly, Moffitt mentioned the high desire for  
125 groomed winter trails and suggested that addition for increased support. Connolly thanked  
126 Corona Insights for its work.

127  
128 Additionally, Board members received an updated version of the 5-Year Trails Plan prior to the  
129 Board Meeting but separate from their Board Packets. Potter with SE group explained that  
130 modifications made included changing terminology from 'Big Moves' to 'Trails Initiatives' to  
131 better differentiate the Trails Plan from the 10-Year Strategic Plan and added a section on  
132 Rangers and a trail ambassador program to showcase potential assistance on maintenance,  
133 stewardship, and education. Pseudonyms were removed and the organization will be referred to  
134 as either Basin Recreation or the District. Language was expanded on trailhead parking and a  
135 recommendation was added to evaluate existing trailheads and parking prior to any trailhead  
136 expansion. Board and Staff thanked Potter for making those changes and said they looked  
137 forward to further reviewing the document. The Strategic Plan will be added to the January  
138 agenda for Board approval, and then ideally presented to the Summit County Council in  
139 February.

140  
141 **DISCUSSION AND POSSIBLE APPROVAL OF RENEWAL OF THE DISTRICT'S**  
142 **LIABILITY, PROPERTY, AUTO, AND CYBER INSURANCE POLICIES**

143 Board members received a staff report from Rogers, along with an Insurance Proposal from the  
144 District's insurance agent, Olympus Insurance, in their Board packet prior to the meeting.

145  
146 Rogers shared that the District's current insurance policy coverage for general liability, property,  
147 auto, and cyber insurance expires on December 14, and that the District has an annual  
148 opportunity to either renew the existing policies or secure a new provider. The existing provider  
149 offered the most competitive pricing, with some solicited companies declining to offer coverage  
150 at any price point. While Rogers expected the cost for similar coverage would increase in 2024,  
151 he did not anticipate an increase in cost of 35%. Factors for this increase include an existing  
152 liability claim, loss experience, a reassessment of the replacement value of District assets, and an  
153 increase in premiums industry wide. He explained that while premiums will go up to an  
154 unanticipated threshold, the District has options to address these price increases by either  
155 adjusting deductibles in property and general liability, utilizing the Admin Operating  
156 Contingency, or amending the 2024 budget as needed.

157  
158 Rogers explained he discussed these increases with Thomas and Jones prior to the meeting, and  
159 Thomas encouraged the District to explore coverage with Utah Local Governments Trust, an  
160 agency that specializes in insurance products for cities, towns, counties, and special service  
161 districts. Thomas noted all the quotes the District received were from private companies, and  
162 Utah Local Governments Trust may offer lower rates. Basin Recreation previously used Utah  
163 Local Governments Trust before switching to Olympus Insurance. Jones and Rogers agreed that  
164 the District Services team would explore rates with Utah Local Governments Trust, but with  
165 current coverage expiring soon and no guarantee it would offer lower rates, Jones suggested the  
166 Board approve the budgeted amount while they researched this option.

167  
168 There was also discussion between several Board and Staff members about adding active shooter  
169 coverage, but Rogers explained that it would be an additional cost compared to the number

170 presented. There was also questioning around whether the proposed coverage would provide  
171 adequate coverage should an incident occur.

172  
173 **MOTION:** To approve the proposed property, liability, auto, and cyber insurance package as  
174 presented by the agent Olympus Insurance or potential subsequent bid received from Utah Local  
175 Governments Trust up to the amount of \$149,005 and to allow the District Director to execute  
176 the necessary documents relating to the coverage. [MOFFITT/MCGEE] All in favor: Brown,  
177 Bruce, Castro, Connolly, McGee, Moffitt. Opposed: None. Abstain: None. Absent: Westberg.  
178 Motion carries.

179  
180 **DISCUSSION AND POSSIBLE APPROVAL OF APPOINTMENT OF NEW DISTRICT**  
181 **AUDITOR**

182 Board members received a staff report from Rogers, along with an audit engagement letter from  
183 Jones Simkins LLC in their Board packet prior to the meeting.

184  
185 Rogers communicated that while the District Services (formerly Administration) department has  
186 changed substantially over the last three years, the District has been using the same independent  
187 auditor for many years. He has provided useful historical knowledge at a reasonable cost and has  
188 been a great asset, but the District must negotiate a variety of new challenges and opportunities  
189 as it continues to grow.

190  
191 Moving forward, and in consultation with the Audit Committee, staff would like to engage an  
192 auditing firm with greater internal resources and the ability to review the financial practices and  
193 procedures of the District with the advantage of a fresh perspective. Rogers explained that staff  
194 has researched other auditing firms with government experience and would like approval to  
195 engage Jones Simkins LLC for the District's 2023 audit. Jones Simkins LLC has audit  
196 experience with other local entities and was the most responsive during this process, along with  
197 strong references.

198  
199 **MOTION:** To enter into the agreement with Jones Simkins LLC for the 2023 annual  
200 independent audit for amount not to exceed \$13,000 and to allow the District Director to execute  
201 the necessary documents relating to the agreement. [Brown, Bruce] All in favor: Brown, Bruce,  
202 Castro, Connolly, McGee, Moffitt. Opposed: None. Abstain: None. Absent: Westberg. Motion  
203 carries.

204  
205 **2023 FRAUD RISK ASSESSMENT PRESENTATION**

206 Board members received a staff report from Rogers, along with the Fraud Risk Assessment  
207 questionnaire, in their Board packet prior to the meeting.

208  
209 Rogers explained that the Utah State Auditor's office developed a Fraud Risk Assessment that  
210 has been required since 2020 to help local government Board members understand best practices  
211 in fraud detection and prevention. The District scored 350 out of 395 points for 2023, an  
212 improvement of 20 points, and a placement of a low-risk category. Staff is hoping to improve in  
213 areas of fraud and abuse reporting by addressing these in policy and creating anonymous ways  
214 for Staff, Board, and patrons to submit suspicious activity. Rogers shared that the District  
215 currently has measures in place concerning financial control and oversight. Basin Recreation also

216 hosted a purchasing card training for staff members to learn how to identify and avoid fraud.  
217 Rogers stated that the District Services team will submit the completed assessment to the State  
218 Auditor’s office within six months after the end of this calendar year as required.  
219

220 Castro questioned if the District should be lumping both fraud and ethics together in this  
221 conversation, but Rogers informed him that the vendors combine these services into one  
222 category.  
223

224 Connolly added that the Audit Committee is meeting next week and will work to strengthen the  
225 District’s policies around fraud and abuse.  
226

227 **NOMINATING COMMITTEE REPORT OF PROPOSED SLATE OF OFFICERS FOR**  
228 **2024**

229 McGee informed the Board that the nominating committee is proposing the slate of officers for  
230 2024 to be: Board Chair – Brandi Connolly, Vice Chair – Carrie Westberg, Treasurer – Nate  
231 Brown, Clerk – Larry Moffitt.  
232

233 The nominating committee also suggests Chair appointments for the following 2024 Board  
234 committees: Personnel Committee – Ryan Bruce, Audit Committee – Nate Brown, Trails and  
235 Open Space Committee- Carrie Westberg, Recreation Committee – Nate Brown, Parks and  
236 Facilities Committee – Larry Moffitt, Director Liaison Committee – Ryan Bruce, Strategic  
237 Action Plan Ad Hoc Committee – Ben Castro, Interlocal Committee - TBD.  
238

239 Election of 2024 Board officers will be made in the January Board meeting.  
240

241 Connolly shared that McGee will not be reapplying for Board office in 2024 as he is moving out  
242 of state to be closer to family. The hope is for McGee’s replacement to serve as the Chair on the  
243 Interlocal Agreements Ad Hoc Committee.  
244

245 **DISCUSSION AND POSSIBLE APPROVAL OF THE 2024 ADMINISTRATIVE**  
246 **CONTROL BOARD MEETING SCHEDULE**

247 Board members received a tentative 2024 Administrative Control Board meeting schedule in  
248 their Board packet prior to the meeting. All meetings are proposed for the second Thursday of  
249 the month.  
250

251 **MOTION:** To approve the 2024 Administrative Control Board meeting schedule as stated in the  
252 packet proposed. [CASTRO/MOFFITT] All in favor: Brown, Bruce, Castro, Connolly, Moffitt.  
253 Opposed: None. Abstain: McGee. Absent: Westberg. Motion carries.  
254

255 **DIRECTOR’S UPDATE**

256 Board members received the monthly update from District Director, Dana Jones in their Board  
257 packet prior to the meeting.  
258

259 Jones shared the Parks department is waiting for colder weather to open the Willow Creek Pond  
260 for skating. Connolly noted she gets frequent questions from the public on the pond’s opening  
261 status, and Liegert added that it’s a priority for his team once conditions permit.

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Jones proceeded to distribute the new Jr. Ranger patches to Board members, sharing that the program is ready to implement, and that they are exploring ways to launch the program. Youth can receive the patch from a Basin Recreation Ranger by completing the Jr. Ranger handbook and taking the pledge.

The Trails & Open Space department has meetings scheduled with Utah Open Lands and Pinebrook as discussions continue with Hi Ute.

Jones then updated the Board on the influx of patrons at The Fieldhouse and commended B. Kadziel on the facility’s management during this busy time.

Lastly, Jones shared the Outreach team is moving forward with the creation of a volunteer program, and as begun brainstorming for the new website project. The Board can expect to see a request for approval of an RFP within the first quarter of 2024.

**DISTRICT COMMITTEE UPDATES**

Chair Connolly requested Board Committee updates from the following:

**STANDING COMMITTEES**

**Audit:** did not meet.

**District Liaison:** McGee shared they met and discussed the Interlocal Agreement for Joint Use of Facilities for Recreation. Connolly added there were additional discussions about Jones’ annual review that will be discussed within the closed personnel session.

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

**Personnel:** Bruce shared they reviewed the job description for the new Fleet Mechanic position and discussed the new onboarding guide and checklist compiled by District Services. The Personnel Committee was unaware of the high involvement by hiring managers throughout the interview process and hopes that a new applicant screening procedure will help streamline the interview process and distribute workload.

**Recreation:** Moffitt shared that programs such as Winter Break Camps are full and have long waitlists, and shared a double digit increase month over month in 2023 compared to 2022 in the number of patrons entering The Fieldhouse. He shared Staff has done a great job managing this increase in traffic, and they will have an end-of-year gathering to show their appreciation.

**Trails & Open Space:** did not meet, however Castro shared that Gines sent an update that included a discussion with UDOT concerning a potential new pedestrian overpass near the Rail Trail over SR-248. Castro also noted he was invited to be involved in an e-bike committee along with representatives from Mountain Trails, Park City Municipal, Deer Valley, and Vail Resorts. These Utah groups are working with a group from Boulder, CO on a survey that they hope to send out by March of 2024.

308 **AD HOC COMMITTEES**

309 **Interlocal Agreements:** McGee shared that the current Interlocal Agreement for Joint Use of  
310 Facilities for Recreation will be extended by one year, which will give all parties time to give  
311 ample input on a potential new agreement.

312  
313 Connolly added that while she initially had a strong opinion against an extension, became more  
314 understanding after learning the Park City School District had appointed a committee to discuss  
315 its opinions on the agreement and knew Park City Municipal needed to regroup after losing a  
316 potential bond. Connolly encouraged the committee and staff to work towards creating two  
317 separate agreements – one with the Park City School District and a separate one with Park City  
318 Municipal. Two documents would make the agreements easier to comprehend. Jones shared that  
319 the first meeting is scheduled for January.

320  
321 **Strategic Planning & Steering:** did not meet.

322  
323 **BOARD MEMBER COMMENTS AND REVIEW OF ACTION ITEMS**

324 Connolly shared she and Westberg met with Jess Kirby, Director of Open Space for Summit  
325 County, to discuss best communication practices between the District, the Board, and the  
326 County, specifically regarding interlocal agreements and the newly acquired 910 Ranch.  
327 Connolly expressed the District's willingness to help the County and provide its expertise,  
328 should the County ask for it. It was also discussed that the Basin Recreation Rangers should stay  
329 off of the 910 Ranch property and road to avoid confusion by the public and solely monitor the  
330 trailhead in the District's purview. Jones stated that the Rangers have been informed of this  
331 change and that they are going to begin tracking data at the trailhead to monitor impacts.  
332 Connolly stressed to Kirby that lines of communications were open between the District and the  
333 County.

334  
335 Bruce congratulated The Fieldhouse team on winning Best Gym in 2023.

336  
337 Lastly, Connolly added that the 2024 budget was approved by County Council on December 6.

338  
339 **CLOSED SESSION: PERSONNEL**

340 At 7:53pm, Chair Connolly called for a motion to enter into executive session for the purpose of  
341 discussing personnel.

342  
343 A closed meeting affidavit was signed for the discussion of personnel.

344  
345 Board members in attendance included: Brown, Bruce, Castro, Connolly, McGee, Moffitt.

346  
347 Staff members in attendance included: none.

348  
349 **MOTION:** To enter into executive session for the purpose of discussing personnel.  
350 [MCGEE/MOFFITT] All in favor: Brown, Bruce, Castro, Connolly, McGee, Moffitt. Opposed:  
351 None. Abstain: None. Absent: Westberg. Motion carries.

352



353 At 8:57pm, Chair Connolly called for a motion to close the executive session for the purpose of  
354 discussing personnel.

355  
356 **MOTION:** To close the executive session for the purpose of discussing personnel.  
357 [MOFFITT/BROWN] All in favor: Brown, Bruce, Castro, Connolly, McGee, Moffitt. Opposed:  
358 None. Abstain: None. Absent: Westberg. Motion carries.

359  
360 At 8:57pm, Chair Connolly called for a motion to adjourn the meeting.

361  
362 **MOTION:** To adjourn the meeting of December 7, 2023. [CASTRO/MCGEE] All in favor:  
363 Brown, Bruce, Castro, Connolly, McGee, Moffitt. Opposed: None. Abstain: None. Absent:  
364 Westberg. Motion carries.

365  
366 **MOTIONS:**

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367  
368 **MOTION:** To approve the Board meeting minutes from November 9, 2023.  
369 [MOFFITT/CASTRO] All in favor: Brown, Bruce, Castro, Connolly, Moffitt. Opposed: None.  
370 Abstain: None. Absent: McGee, Westberg. Motion carries.

371  
372 **MOTION:** To approve the prior month's expenditures. [CASTRO/BRUCE] All in favor:  
373 Brown, Bruce, Castro, Connolly, Moffitt. Opposed: None. Abstain: None. Absent: McGee,  
374 Westberg. Motion carries.

375  
376 **MOTION:** To approve the proposed property, liability, auto, and cyber insurance package as  
377 presented by the agent Olympus Insurance or potential subsequent bid received from Utah Local  
378 Governments Trust up to the amount of \$149,005 and to allow the District Director to execute  
379 the necessary documents relating to the coverage. [MOFFITT/MCGEE] All in favor: Brown,  
380 Bruce, Castro, Connolly, McGee, Moffitt. Opposed: None. Abstain: None. Absent: Westberg.  
381 Motion carries.

382  
383 **MOTION:** To enter into the agreement with Jones Simkins LLC for the 2023 annual  
384 independent audit for amount not to exceed \$13,000 and to allow the District Director to execute  
385 the necessary documents relating to the agreement. [Brown, Bruce] All in favor: Brown, Bruce,  
386 Castro, Connolly, McGee, Moffitt. Opposed: None. Abstain: None. Absent: Westberg. Motion  
387 carries.

388  
389 **MOTION:** To approve the 2024 Administrative Control Board meeting schedule as stated in the  
390 packet proposed. [CASTRO/MOFFITT] All in favor: Brown, Bruce, Castro, Connolly, Moffitt.  
391 Opposed: None. Abstain: McGee. Absent: Westberg. Motion carries.


392  
393 **MOTION:** To enter into executive session for the purpose of discussing personnel.  
394 [MCGEE/MOFFITT] All in favor: Brown, Bruce, Castro, Connolly, McGee, Moffitt. Opposed:  
395 None. Abstain: None. Absent: Westberg. Motion carries.

396

397 **MOTION:** To close the executive session for the purpose of discussing personnel.  
398 [MOFFITT/BROWN] All in favor: Brown, Bruce, Castro, Connolly, McGee, Moffitt. Opposed:  
399 None. Abstain: None. Absent: Westberg. Motion carries.

400  
401 **MOTION:** To adjourn the meeting of December 7, 2023. [CASTRO/MCGEE] All in favor:  
402 Brown, Bruce, Castro, Connolly, McGee, Moffitt. Opposed: None. Abstain: None. Absent:  
403 Westberg. Motion carries.

404  
405 Minutes prepared by Lily Chirico

406  
407 Clerk/Board Member Approval:  \_\_\_\_\_