



Snyderville Basin Special Recreation District
Board Meeting Minutes
Thursday, December 8, 2022
Board Room – Trailside Park and
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, Len McGee, Larry
2 Moffitt, Carrie Westberg. Board members participated electronically via Zoom and at anchor
3 location.

4
5 **Absent:** Brandi Connolly

6
7 **Staff Present:** Phares Gines, Director Dana Jones, Brian Kadziel, Justine Kadziel, Ben Liegert,
8 Allie McKinney, Dave Paskoski. Staff participated electronically via Zoom and at anchor
9 location.

10
11 **Attending Guests:** Amanda Angevine

12
13 **CLOSED SESSION: PERSONNEL**

14 At 5:58 pm, staff was dismissed, and Vice Chair Castro called for a motion to enter into
15 executive session to discuss personnel.

16
17 Vice Chair Castro signed a closed meeting affidavit for discussion of personnel.

18
19 Those in attendance were: Nate Brown, Ryan Bruce, Ben Castro, Len McGee, Larry Moffitt,
20 Carrie Westberg.

21
22 **MOTION:** To enter into executive session for the purpose of discussing personnel.
23 [BROWN / MOFFITT] All in favor: Brown, Bruce, Castro, McGee, Moffitt, Westberg. None
24 Opposed. Abstain: None. Absent: Chair Connolly. Motion carries.

25
26 At 6:04 pm, Vice Chair Castro called for a motion to close executive session for the purpose of
27 discussing personnel.

28
29 **MOTION:** To close the executive session for the purpose of discussing personnel.
30 [MCGEE / BROWN] All in favor: Brown, Bruce, Castro, McGee, Moffitt, Westberg. None
31 Opposed. Abstain: None. Absent: Chair Connolly. Motion carries.

32
33 **CALL TO ORDER AND PUBLIC INPUT**

34 The meeting of December 8, 2022 was called to order by Vice Chair Castro at 6:04 pm.

35

36 No public input. Chair Connolly closed public input at 6:05 pm.

37

38 **CONSENT AGENDA**

39 1. REQUEST TO APPROVE MINUTES FROM 11/10/22.

40

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

42

43 **MOTION:** To approve the two-point Consent Agenda [WESTBERG / BROWN] All in favor:
44 Brown, Bruce, Castro, McGee, Moffitt, Westberg. None Opposed. Abstain: None. Absent: Chair
45 Connolly. Motion carries.

46

47 **ANNUAL UPDATE ON THE INTERLOCAL COOPERATIVE AGREEMENT FOR**
48 **REGIONAL ICE FACILITY WITH PARK CITY MUNICIPAL**

49 Amanda Angevine with the Park City Municipal Ice Arena presented the Board with an update
50 on the Ice Arena funds and projects for Fiscal Year 2022. Angevine discussed the anticipated
51 replacements in the next 5 years.

52

53 **DISCUSSION AND POSSIBLE APPROVAL OF THE DISTRICT DIRECTOR'S**
54 **EMPLOYMENT CONTRACT AND RECOMMENDATION TO COUNTY COUNCIL**

55 Vice Chair Castro stated that the Board has recommended to Summit County Council that
56 Director Jones' salary be increased to match Special Service Districts of a similar level. Vice
57 Chair Castro stated the Board is recommending use of a vehicle for transportation to and from
58 District related business.

59

60 **MOTION:** To make a positive recommendation pending the approval of the Summit County
61 Attorney and the governing Board of the Snyderville Basin Special Recreation District to
62 approve the contract for Dana Jones as presented. [MCGEE / MOFFITT] All in favor: Brown,
63 Bruce, Castro, McGee, Moffitt, Westberg. None Opposed. Abstain: None. Absent: Chair
64 Connolly. Motion carries.

65

66 **DISCUSSION AND POSSIBLE APPROVAL OF DISTRICT PTIF ACCOUNT**
67 **AUTHORIZATION UPDATES**

68 Board members received a staff report from Director Jones in their Board packets prior to the
69 meeting. Director Jones stated the District is required to authorize at least two (and up to three)
70 individuals to: (1) add or delete users to access and/or transact with PTIF accounts; (2) add,
71 delete, or make changes to bank accounts tied to PTIF accounts; (3) open or close PTIF
72 accounts; and (4) execute any necessary forms in connection with such changes on behalf of the
73 District. Dana Jones and Stacy Carpenter are currently authorized individuals. Stacy Carpenter
74 will need to be removed as an authorized individual and replaced with the new Business
75 Manager, Bradley Rogers. The District would also like to add Matthew Wagoner, District
76 Superintendent as the third authorized individual.

77

78 **MOTION:** To approve Bradley Rogers, Matthew Wagoner, and Dana Jones as authorized
79 individuals for the District's PTIF accounts. [BROWN / WESTBERG] All in favor: Brown,

80 Bruce, Castro, McGee, Moffitt, Westberg. None Opposed. Abstain: None. Absent: Chair
81 Connolly. Motion carries.

82
83 **DISCUSSION AND POSSIBLE APPROVAL OF RENEWAL OF THE DISTRICT'S**
84 **LIABILITY, PROPERTY, AUTO, AND CYBER INSURANCE POLICIES**

85 Board members received a staff report from Wagoner in their Board packets prior to the meeting.
86 Director Jones stated that in 2022, the District paid \$84,023 for general liability, property, auto
87 and cyber insurance coverage and while the proposed premiums are higher this year, the existing
88 providers still offer the most competitive pricing package. Director Jones explained that the
89 collection of coverages from Argonaut was the lowest from responding carriers at \$110,292.
90 Director Jones stated that the largest factors in the premium cost are the increased exposure from
91 the value of capital assets (Building Value is up 21.8% and Vehicle Value is up 39.8%),
92 explaining that this is driven by the increase in number of vehicles and higher construction costs
93 which would require expensive replacement in the instance of loss or damage. Director Jones
94 stated that liability coverage is also a significant increase based on the size of claims that were
95 received in 2022. Director Jones explained that the cyber liability premium from Obsidian has
96 increased by 10% which is relatively stable given inflation and that this is the lowest rate offered
97 according to Olympus's market research. Given the competitive cost of policies packaged
98 through Argonaut and Obsidian the District recommends that the board accept the renewal
99 proposal.

100
101 The Board and Director Jones discussed the property and auto coverage cost increase and
102 coverage. The Board discussed the coverage pertaining to property easements. The Board and B.
103 Kadziel discussed the liability on the District pertaining to minors at The Fieldhouse.

104
105 **MOTION:** To renew the proposed property, liability, and cyber coverage package from
106 Argonaut and Obsidian in the amount of \$115,585 and allow the District Director to execute the
107 necessary documents relating to the coverage. [BRUCE / MOFFITT] All in favor: Brown, Bruce,
108 Castro, McGee, Moffitt, Westberg. None Opposed. Abstain: None. Absent: Chair Connolly.
109 Motion carries.

110
111 **2022 FRAUD RISK ASSESSMENT PRESENTATION**

112 Board members received a staff report from Rogers in their Board packets prior to the meeting.
113 Director Jones stated that starting in 2020, all local governments must complete and then present
114 the Assessment to the governing board before the end of each budget year. The Chief
115 Administrative Officer and Chief Financial Officer must certify the Assessment. Director Jones
116 explained that the Assessment must be submitted to the State Auditor's Office within six months
117 after the end of the calendar year.

118
119 Director Jones reviewed the District's Fraud Risk Assessment score stating that the District
120 scored Low risk. Director Jones discussed the steps the District intends to take in 2023 to
121 proactively improve the Fraud Risk Assessment score.

122
123 **NOMINATING COMMITTEE'S REPORT OF PROPOSED SLATE OF OFFICERS**
124 **FOR 2023**

125 Moffit stated that the nominating committee nominates Connolly as Board Chair, Westberg as
126 Vice Chair, Bruce as Clerk, and Brown as Treasurer.
127

128 **DISCUSSION AND POSSIBLE APPROVAL OF THE 2023 ADMINISTRATIVE**
129 **CONTROL BOARD MEETING SCHEDULE**

130 Board members received the tentative Administrative Control Board meeting schedule in their
131 Board packets prior to the meeting. The proposed meeting dates are as follows: Thursday
132 January 12th, Thursday February 9th, Thursday March 9th, Thursday April 6th, Thursday May 11th,
133 Thursday June 8th, Thursday July 13th, Thursday August 10th, Thursday September 14th,
134 Thursday October 5th, Thursday November 9th, and Thursday December 7th of 2023. The Board
135 Retreat dates are to be determined.
136

137 Vice Chair Castro explained the reasoning behind the decision to meet on Thursdays.
138

139 **MOTION:** To approve the 2023 Administrative Control Board meeting schedule as proposed.
140 [BROWN / WESTBERG] All in favor: Brown, Bruce, Castro, McGee, Moffitt, Westberg. None
141 Opposed. Abstain: None. Absent: Chair Connolly. Motion carries.
142

143 **DIRECTOR'S UPDATE**

144 Board members received a staff report from Director Jones in their Board packets prior to the
145 meeting. Director Jones stated that on December 14th the District will present the amended 2022,
146 proposed 2023 budgets and TNT public hearings with Summit County Council. Director Jones
147 discussed how she has worked to prepare for this presentation. The Board commended Director
148 Jones for participating in TNT this year and the preparation that she has done for the County
149 Council meeting.
150

151 **UPDATES FROM DISTRICT COMMITTEES**

152 **STANDING COMMITTEES:**

153 **District Director Liaison & Annual Review Committee:** Moffitt stated that the
154 committee discussed the Interlocal Agreement, TNT, and Director Jones' contract.

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

156 **Trails & Open Space Committee:** Did not meet.

157 **Recreation Committee:** Bruce stated that the committee discussed upcoming events,
158 supervision of the front desk, finalizing discounts, and security assistance.

159 **Parks Committee:** Brown stated that the committee discussed the Willow Creek
160 Playground project, how it may effect events and field use, and the Willow Creek pond
161 remodel. Brown suggested the committee be renamed to the Parks and Facilities
162 committee.

163 **BOSAC (County appointed)** – Castro stated that BOSAC has been temporarily
164 disbanded.
165

166 **AD HOC COMMITTEE:**

167 **Capital Investment and Strategic Action Plan Committee:** Castro stated that the
168 committee discussed another open house in February, the expectations for the committee, market
169 number comparisons, and stakeholders.

170 **Ice Arena Committee:** Did not meet.

171 Vice Chair Castro commended the District on the cohesive relationship with Park City
172 Municipal. The Board discussed instating a committee to meet and update the Board regarding
173 the Interlocal Agreement.
174

175 At 7:16 pm, Vice Chair Castro called for a motion to adjourn the meeting.
176

177 **MOTION:** To adjourn the meeting of December 8, 2022. [BRUCE / MOFFITT] All in favor:
178 Brown, Bruce, Castro, McGee, Moffitt, Westberg. None Opposed. Abstain: None. Absent: Chair
179 Connolly. Motion carries.
180

181 Minutes prepared by Allie Mckinney.
182

183 **MOTIONS:**

184 **MOTION:** To enter into executive session for the purpose of discussing personnel.
185 [BROWN / MOFFITT] All in favor: Brown, Bruce, Castro, McGee, Moffitt, Westberg. None
186 Opposed. Abstain: None. Absent: Chair Connolly. Motion carries.
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189 [MCGEE / BROWN] All in favor: Brown, Bruce, Castro, McGee, Moffitt, Westberg. None
190 Opposed. Abstain: None. Absent: Chair Connolly. Motion carries.
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193 Brown, Bruce, Castro, McGee, Moffitt, Westberg. None Opposed. Abstain: None. Absent: Chair
194 Connolly. Motion carries.
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197 Attorney and the governing Board of the Snyderville Basin Special Recreation District to
198 approve the contract for Dana Jones as presented. [MCGEE / MOFFITT] All in favor: Brown,
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200 Connolly. Motion carries.
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203 individuals for the District's PTIF accounts. [BROWN / WESTBERG] All in favor: Brown,
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205 Connolly. Motion carries.
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207 **MOTION:** To renew the proposed property, liability, and cyber coverage package from
208 Argonaut and Obsidian in the amount of \$115,585 and allow the District Director to execute the
209 necessary documents relating to the coverage. [BRUCE / MOFFITT] All in favor: Brown, Bruce,
210 Castro, McGee, Moffitt, Westberg. None Opposed. Abstain: None. Absent: Chair Connolly.
211 Motion carries.
212

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214 [BROWN / WESTBERG] All in favor: Brown, Bruce, Castro, McGee, Moffitt, Westberg. None
215 Opposed. Abstain: None. Absent: Chair Connolly. Motion carries.
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218 Brown, Bruce, Castro, McGee, Moffitt, Westberg. None Opposed. Abstain: None. Absent: Chair
219 Connolly. Motion carries.

220

221 Minutes prepared by Allie McKinney

222

223 Clerk/Board Member Approval: 