



Snyderville Basin Special Recreation District  
Board Meeting Minutes  
**Thursday, February 8, 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, Brandi Connolly, Larry Moffitt, and  
2 Carrie Westberg. Board members participated electronically via Zoom or at the anchor location.

3  
4 **Absent:** Ben Castro.

5  
6 **Staff Present:** Lily Chirico, Dana Jones, Brian Kadziel, Justine Kadziel, and Matt Wagoner.  
7 Staff participated electronically via Zoom or at the anchor location.

8  
9 **Attending Guests:** None.

10  
11 Please note that due to technical difficulties, there is no video recording of the February 8, 2024  
12 meeting.

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

15 The meeting of February 8, 2024, was called to order by Chair Connolly at 6:11pm.

16  
17 There was no public input given.

18  
19 Chair Connolly closed public input at 6:12pm.

20  
21 **OATH OF OFFICE FOR NEW OR RETURNING BOARD MEMBERS**

22 Chair Connolly explained that the Summit County Council has selected the new and returning  
23 Administrative Control Board Members and will announce those appointments at its scheduled  
24 meeting on February 14. The Oath of Office will be moved to the March meeting.

25  
26 **DISCUSSION AND POSSIBLE APPROVAL OF MINUTES FROM 1/11/2024**

27 Board members received draft minutes from the 1/11/2024 Board meeting in their Board packet  
28 prior to the meeting.

29  
30 **MOTION:** To approve the Board meeting minutes from January 11, 2024.

31 [WESTBERG/BROWN] All in favor: Brown, Bruce, Connolly, Moffitt, Westberg. Opposed:  
32 None. Abstain: None. Absent: Castro. Motion carries.

34 **DISCUSSION AND POSSIBLE APPROVAL OF THE PRIOR MONTH'S**  
35 **EXPENDITURES**

36 Board members received the prior month's expenditures in their Board packet prior to the  
37 meeting.

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

42  
43 **DISCUSSION AND POSSIBLE APPROVAL OF CHANGES TO DISTRICT POLICIES**  
44 **AND PROCEDURES CONCERNING BOARD GOVERNANCE**

45 Board members received proposed changes to District Policies and Procedures concerning Board  
46 Governance in their Board packet prior to the meeting.

47  
48 As Chair of the Personnel Committee, Bruce shared that the changes proposed reflect best  
49 practices for how the Board should operate as the governing body of a Special Service District,  
50 including interactions between the Board and the District Director and Staff. Changes to the  
51 District's mission, vision, and guiding principles were also updated to reflect what was included  
52 in the newly approved 10-year Strategic Plan. These changes are still pending approval from the  
53 County Attorney's Office.

54  
55 The Board reiterated that policies will be looked at and potentially revised at Board meetings  
56 throughout the year.

57  
58 **MOTION:** To approve the proposed changes to District Policies and Procedures concerning  
59 Board Governance for recommendation to the Summit County Attorney's Office and County  
60 Council. [WESTBERG/MOFFITT] All in favor: Brown, Bruce, Connolly, Moffitt, Westberg.  
61 Opposed: None. Abstain: None. Absent: Castro. Motion carries.

62  
63 **DISCUSSION AND POSSIBLE APPROVAL OF DESIGN SERVICES FOR THE**  
64 **FIELDHOUSE ENTRANCE RENOVATION**

65 Board members received a staff report from Brian Kadziel, along with documents from AJC  
66 Architects, in their Board packet prior to the meeting.

67  
68 B. Kadziel explained that the front desk at The Fieldhouse is a key component of facility  
69 operations, however the current layout doesn't allow for proper flow leading to countless patrons  
70 bypassing check-in, along with overcrowding. Staff began a concept development process in  
71 2023 and are proposing an agreement with AJC Architects to develop construction documents  
72 for a redesigned lobby and front desk area in The Fieldhouse. Request for approval for a  
73 construction contract will come later this year after design plans are finalized. The proposed cost  
74 for design services and electrical engineering from a subcontractor is \$29,106.00 and includes a  
75 10% contingency. This project budget has been allocated from 2024 Capital Funds.

76  
77 Westberg asked if the check-in kiosk would be staffed, and then discussion followed on the  
78 differences between that kiosk and the quick check-in key fob scanner station proposed. While  
79 neither of those stations would be staffed, B. Kadziel noted the importance of maintaining a

80 strong customer service presence. The kiosk will include computers for patrons to begin the  
81 membership and registration process while the key fob area is for patrons with existing  
82 memberships ready to scan in. Ideally two staff members will always be available at the front  
83 desk area to answer phones and assist with memberships, with more staff present during peak  
84 times. There's also the possibility of adding desk space for a Fieldhouse Coordinator in the lobby  
85 for additional patron support. B. Kadziel then explained that the proposed plans have a much  
86 smaller footprint than the current front desk but utilize the space more efficiently.

87  
88 Chair Connolly wondered if staff had explored options such as turn styles to limit patrons  
89 entering without a membership. B. Kadziel said that the technology poses its own set of  
90 maintenance limitations and coupled with a high volume of parents, participants, and teams  
91 entering the facility without a membership, staff opted for a direct sight line from the door to the  
92 new front desk area rather than the turn style infrastructure.

93  
94 Bruce clarified that the key fob area will still be monitored by staff and B. Kadziel added that  
95 staff will be able to compare the photo on a patron's account with the person who scans in.

96  
97 Westberg asked about potential changes to the party room and it was discussed that the only  
98 planned modification is replacing two of the glass panes with a solid material, creating a  
99 'marketing board' and display of items for sale.

100  
101 B. Kadziel and Board members discussed other potential ways to avoid a bottleneck near the  
102 entry and exit doors, including utilizing the doors near the Splash Pad or adding stanchions at the  
103 current entry and exit. Staff are also exploring replacing the current front doors.

104  
105 Lastly, Brown noted that he anticipates the scope of the project will allow for a timely  
106 completion and hopes AJC Architects will help the District find contractors to complete the  
107 project.

108  
109 **MOTION:** To approve the contract with AJC Architects in an amount not to exceed \$29,106.00  
110 and allow the District Director to execute the necessary documents relating to the transaction.  
111 [BROWN/MOFFITT] All in favor: Brown, Bruce, Connolly, Moffitt, Westberg. Opposed: None.  
112 Abstain: None. Absent: Castro. Motion carries.

113  
114 **DISCUSSION AND POSSIBLE APPROVAL OF THE DISTRICT'S 5-YEAR TRAILS**  
115 **AND OPEN SPACE PLAN**

116 Board members received Basin Recreation's 5-Year Trails and Open Space Plan in their Board  
117 packet prior to the meeting.

118  
119 Wagoner explained that he presented the plan to Trails and Open Space staff members who made  
120 minor corrections to some figures and maps. Board members also noted very few changes while  
121 reviewing the document. Wagoner added the review with staff allowed them to gain a better  
122 understanding of the purpose of the document. The 5-Year Trails and Open Space Plan is meant  
123 to guide priorities and give a strategic outlook, rather than a tactical guide with scheduled  
124 timelines.

125 Chair Connolly wondered if staff felt comfortable creating a plan based off the documents.  
126 Wagoner responded that will be dependent on his team to help to actualize the strategies into set  
127 plans.

128  
129 Bruce noted how well the case studies turned out and the large push for volunteers in the plan.

130  
131 **MOTION:** To approve the District’s 5-Year Trails and Open Space Plan.  
132 [BROWN/WESTBERG] All in favor: Brown, Bruce, Connolly, Moffitt, Westberg. Opposed:  
133 None. Abstain: None. Absent: Castro. Motion carries.

134  
135 **DIRECTOR’S UPDATE**

136 Board members received the monthly update from District Director, Dana Jones in their Board  
137 packet prior to the meeting.

138  
139 Jones shared the District will present the 5-Year Trails and Open Space Plan and the 10-Year  
140 Strategic Plan to the Summit County Council at its scheduled meeting on February 14.

141  
142 Wagoner and the Community Outreach Team pushed out the RFP for Website Redesign Services  
143 and received 15 proposals. Staff will review those proposals next week as a committee.

144  
145 Jones noted that the Ranger team has been particularly busy monitoring trailheads in Summit  
146 Park with the recent snowfall and added that she has received positive feedback from residents  
147 on the Rangers’ efforts. Westberg added that she has noticed the Rangers’ presence and  
148 commended their efforts. Jones explained in addition to the Rangers patrolling the area, the  
149 District has been utilizing a message board to help direct traffic to less crowded trailheads. The  
150 message board can be updated from a mobile phone, allowing for easy changes and increased  
151 accuracy. Due to its success, the District may add another message board to its operations in the  
152 future.

153  
154 Several new staff members have either started recently or are being onboarded soon, including  
155 the new Project Planning Supervisor, the Associate Manager Mechanic and Fleet position, and a  
156 Parks and Facilities Technician who will split their time seasonally between The Fieldhouse and  
157 Parks department.

158  
159 The Outreach department has been implementing a new software called VolunteerLocal to  
160 implement a more robust volunteer program. Jones added that they also have been  
161 communicating with the Park City Chamber of Commerce and Visitors Bureau to reach a wider  
162 audience.

163  
164 Lastly, Jones explained that plans for trail development at Hi-Ute Ranch have been stalled and it  
165 is unlikely that any trails will be ready by spring. Jones hopes to have more information to share  
166 at future Board meetings. Chair Connolly will communicate these updates to Pinebrook residents  
167 through the HOA. Chair Connolly added that these delays are not due to any fault of staff or the  
168 Board, but rather how the agreement was written.

169  
170 **DISTRICT COMMITTEE UPDATES**

171 Chair Connolly requested Board Committee updates from the following:

172

173 **STANDING COMMITTEES**

174 **Audit & Policy Review:** Brown shared they discussed policies and procedures as they related to  
175 the Board governance.

176

177 **District Director Liaison:** Bruce shared that the Leadership Development Training with Salt  
178 Lake Community College was underway and each department is represented. This is a voluntary  
179 program, however Jones noted that all Managers and Supervisors are expected to complete the  
180 training either this year or in 2025. Staff members were encouraged to submit a brief statement  
181 explaining their interest and several were accepted into the program. The Management team also  
182 completed a communication training with Mountain Mediation and Jones is following up with  
183 potential post-training survey opportunities. All Supervisors will complete the same  
184 communication training next week.

185

186 **Parks & Facilities:** Moffitt shared they familiarized themselves with the various tasks and  
187 facilities the department oversees, along with areas of emphasis and the new hire. They also  
188 discussed the upcoming turf field replacement project at Matt Knoop Park and how the Parks and  
189 Facilities Committee can best serve the department, particularly regarding policies. Lastly,  
190 Moffitt added that the sunshades for the Willow Creek Pickleball Courts arrived and are being  
191 stored until spring. Chair Connolly encouraged the committee to explore doming current outdoor  
192 facilities as she has had questions from the community on this topic. She acknowledged there are  
193 many hoops to jump through before the District might be able to implement a dome, however it  
194 was worth consideration and discussion as the Strategic Plan notes a shortage in winter field  
195 access.

196

197 **Personnel:** Bruce shared they did not meet, however he asked how HR policies and procedures  
198 should be reviewed and filtered as they continue to review the District's policies. Chair Connolly  
199 responded that the Personnel Committee should review first before passing them on to the Audit  
200 Committee.

201

202 **Recreation:** Brown shared they discussed The Fieldhouse front desk remodel, as well as the  
203 increased number of membership scans at the facility. January 2024 had the most patron visits in  
204 a single month ever, and overall scans in 2023 showed an 18-20% increase compared to 2022.  
205 Chair Connolly added that County Council has noted how crowded The Fieldhouse is and  
206 wondered if the District needed more space. She encouraged sharing that data with Council.

207

208 **Strategic Planning & Interlocal Agreements:** Connolly shared the committee met with staff to  
209 discuss the Interlocal Agreement between Basin Recreation, Park City Municipal, and Park City  
210 School District. They discussed the renegotiation on the agreement and how to utilize the  
211 strengths of each organization while holding all accountable. From a Strategic Planning  
212 standpoint, the committee has a meeting scheduled to discuss future development in the Silver  
213 Creek area.

214

215 **Trails & Open Space:** Westberg shared they discussed the 2024 projects schedule and what the  
216 teams are working on now. Staff are currently working in the greenhouse, obtaining permits and

217 working on contracts, flattening snow drifts, writing grants, among other things. Westberg added  
218 that the team is working with the County on a possible trail extension along Old Ranch Road,  
219 with Chair Connolly adding her excitement for this potential plan after many years of discussion.  
220

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

222 Moffitt commended the new window tints that reduce glare while playing pickleball in The  
223 Fieldhouse gymnasium.  
224

225 **ADJOURN**

226 At 7:08pm, Chair Connolly called for a motion to adjourn the meeting.  
227

228 **MOTION:** To adjourn the meeting of February 8, 2024. [WESTBERG/MOFFITT] All in favor:  
229 Brown, Bruce, Connolly, Moffitt, Westberg. Opposed: None. Abstain: None. Absent: Castro.  
230 Motion carries.  
231

232 **MOTIONS:**

233 **MOTION:** To approve the Board meeting minutes from January 11, 2024.  
234 [WESTBERG/BROWN] All in favor: Brown, Bruce, Connolly, Moffitt, Westberg. Opposed:  
235 None. Abstain: None. Absent: Castro. Motion carries.  
236

237 **MOTION:** To approve the prior month's expenditures. [BRUCE/BROWN] All in favor: Brown,  
238 Bruce, Connolly, Moffitt, Westberg. Opposed: None. Abstain: None. Absent: Castro. Motion  
239 carries.  
240

241 **MOTION:** To approve the proposed changes to District Policies and Procedures concerning  
242 Board Governance for recommendation to the Summit County Attorney's Office and County  
243 Council. [WESTBERG/MOFFITT] All in favor: Brown, Bruce, Connolly, Moffitt, Westberg.  
244 Opposed: None. Abstain: None. Absent: Castro. Motion carries.  
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246 **MOTION:** To approve the contract with AJC Architects in an amount not to exceed \$29,106.00  
247 and allow the District Director to execute the necessary documents relating to the transaction.  
248 [BROWN/MOFFITT] All in favor: Brown, Bruce, Connolly, Moffitt, Westberg. Opposed: None.  
249 Abstain: None. Absent: Castro. Motion carries.  
250

251 **MOTION:** To approve the District's 5-Year Trails and Open Space Plan.  
252 [BROWN/WESTBERG] All in favor: Brown, Bruce, Connolly, Moffitt, Westberg. Opposed:  
253 None. Abstain: None. Absent: Castro. Motion carries.  
254

255 **MOTION:** To adjourn the meeting of February 8, 2024. [WESTBERG/MOFFITT] All in favor:  
256 Brown, Bruce, Connolly, Moffitt, Westberg. Opposed: None. Abstain: None. Absent: Castro.  
257 Motion carries.  
258

259 Minutes prepared by Lily Chirico

260 Clerk/Board Member Approval:   
261