



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

4
5 **Staff Present:** Phares Gines, Steve Good, Director Dana Jones, Kelly Isleib, Brian Kadziel,
6 Justine Kadziel, Ben Liegert, Allie McKinney, Brad Rogers, Matt Wagoner. Staff participated
7 electronically via Zoom and at anchor location.

8
9 **Attending Guests:** Dave Thomas, Summit County Chief Civil Deputy

10
11 **CALL TO ORDER AND PUBLIC INPUT**

12 The meeting of February 9, 2023 was called to order by Chair Connolly at 6:01pm.

13
14 Chair Connolly called for a motion to elect Ben Castro as chair pro tem to preside during the
15 February 9, 2023 Board meeting.

16
17 **MOTION:** To elect Ben Castro as chair pro tem to preside during the February 9, 2023 Board
18 meeting. [MOFFITT / MCGEE] All in favor: Bruce, Castro, Chair Connolly, McGee, Moffitt,
19 Westberg. None Opposed. Abstain: None. Absent: Brown. Motion carries.

20
21 No public input. Castro closed public input at 6:02pm.

22
23 **CONSENT AGENDA**

24 1. REQUEST TO APPROVE MINUTES FROM 01/12/23.

25
26 2. REQUEST TO APPROVE THE PRIOR MONTH'S EXPENDITURES.

27
28 **MOTION:** To approve the two-point Consent Agenda [BRUCE / CONNOLLY] All in favor:
29 Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain: Westberg
30 from the minutes. Absent: Brown. Motion carries.

31
32 **REVIEW OF 4TH QUARTER 2022 FINANCIAL REPORT**

33 Board members received a staff report from Rogers in their Board packets prior to the meeting.

34 Rogers stated that the District is currently in the process of closing the year out. The Board and
35 Director Jones discussed the timeline to close out the 2022 budget and review of the 4th quarter
36 2022 financial report.

37

38 **REVIEW OF 2023 CAPITAL AND CAPITAL REPLACEMENT SCHEDULE**

39 Board members received a staff report from Director Jones in their Board packets prior to the
40 meeting.

41

42 Director Jones discussed the 2023 Capital and Capital Replacement project overview. The Board
43 and Director Jones discussed the use of a software that will help to keep track of the Capital
44 Replacement needs. The Board and Wagoner discussed the electric utility scooters. The Board
45 and Director Jones discussed the inspection and replacement of Capital items. The Board and
46 Good discussed the timeline for Fieldhouse boiler inspection and replacement. The Board and B.
47 Kadziel discussed the timeline for Fieldhouse fitness equipment inspection and replacement. The
48 Board and Wagoner discussed the permitting process and life cycle. The Board and Gines
49 discussed the time frame for asphalt replacement.

50

51 **DISCUSSION AND UPDATE ON NEW 2023 POSITIONS**

52 Director Jones provided the Board with an update on the seven additional positions budgeted for
53 in 2023. Director Jones stated that Rogers and the Personnel committee are reviewing updated
54 job descriptions and provided the Board with a timeline for that. The Board and Rogers
55 discussed the platforms used to advertise the available positions.

56

57 **DISCUSSION AND POSSIBLE APPROVAL OF CAPITAL PURCHASE 2022 FORD F-
58 250, TRAILS AND OPEN SPACE DEPARTMENT**

59 Board members received a staff report from Gines in their Board packets prior to the meeting.

60

61 Gines stated that the District is seeking approval to purchase a 2022 Ford F250 4X4 truck to be
62 used to improve Trails & Open Space operations. Gines discussed the funds allocated to
63 purchase this vehicle. The Board and Gines discussed the Ranger vehicles. The Board requested
64 that future vehicle purchases for the District be more energy efficient when possible. The Board
65 and Gines discussed the interchangeability of the mounts on trucks for snow removal.

66

67 **MOTION:** To approve the purchase of a 2022 Ford F250 4X4 for \$38,947.13 and allow the
68 District Director to execute necessary documents relating to the transaction [MCGEE / BRUCE]
69 All in favor: Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain:
70 None. Absent: Brown. Motion carries.

71

72 **DISCUSSION AND POSSIBLE APPROVAL OF FIELDHOUSE SECURITY
73 CONTRACT**

74 Board members received a staff report from B. Kadziel in their Board packets prior to the
75 meeting.

76

77 B. Kadziel stated that over the past year the number of users at The Fieldhouse has continually
78 increased. Memberships, athletics, stakeholders, and rentals have maintained high numbers
79 throughout the entire year. B. Kadziel explained that with the increase in usage there has also

80 been an increase in conflicts between users, violations of facility rules, and unsafe behavior. B.
81 Kadziel stated that the seasonal and part-time staff that are hired for the front desk are not able to
82 be everywhere in the facility and are not trained or equipped to deal with these potentially
83 dangerous situations.

84
85 B. Kadziel stated that the District would like to contract with a security company for 30 hours a
86 week to help facilitate rules, guidelines, and oversee the safety of The Fieldhouse users. B.
87 Kadziel explained that having contracted staff who are dedicated to the task of user oversight and
88 education to help ensure that all Fieldhouse users are behaving responsibly and following facility
89 regulations will create a more positive experience for both staff and other users.

90
91 B. Kadziel explained that the District received two quotes from vendors and that the proposed
92 contract will provide six (6) hours a day, five (5) days a week for 6 months, which will provide
93 coverage during peak usage times. B. Kadziel stated that there is an opportunity for a 6-month
94 extension for a total of one year if both parties agree. B. Kadziel explained that the contract has
95 been approved by County Attorney Dave Thomas and agreed upon by Prime Executive
96 Protection Services. The attachments included in the Board packet reflect language to address
97 questions presented by the Board in the January meeting.

98
99 The Board and B. Kadziel discussed the escalation pyramid.

100
101 **MOTION:** To approve the contract with Prime Executive Protection Services in the amount of
102 \$27,048.00 for a 6-month period, using funds designated for recreation contract services, and
103 allow the District Director to execute the related documents [CONNOLLY / WESTBERG] All
104 in favor: Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain:
105 None. Absent: Brown. Motion carries.

106
107 **DISCUSSION AND POSSIBLE APPROVAL OF FIELDHOUSE FURNITURE**
108 **PURCHASE AND INSTALLATION**

109 Board members received a staff report from B. Kadziel and Isleib in their Board packets prior to
110 the meeting.

111
112 Isleib stated that since 2013, the original furniture has degraded with 10 years of normal wear
113 and tear. Isleib explained that in September of 2022, the District contacted two furniture vendors
114 with the intention of replacing the last of the dated furnishings. Isleib stated that both companies
115 provided the District with layout options and cost estimates. Isleib explained that the District
116 determined that Workspace Elements was best able to meet the specifications and cost
117 requirements of the proposed project. Isleib stated that Workspace Elements is an approved
118 vendor for furniture through Utah State Purchasing Contract #MA3234. Isleib stated that
119 improvements include, lounge area, common area, hallway furniture for camps and work seating,
120 storage lockers for both downstairs and upstairs public areas, and that the furniture replacement
121 cost will be funded out of the \$300,000 in the 2023 Capital Replacement budget for Fieldhouse
122 improvements.

123
124 The Board and Isleib discussed the locker updates, sharing some concern about maintenance and
125 life expectancy of the electronic product. The Board and Isleib discussed the layout and best use

126 of Fieldhouse space. The Board and Isleib discussed the decision to proceed with Workspace
127 Elements over the other vendor. The Board discussed the furniture's life expectancy and
128 commercial furniture warranty. The Board discussed the maintenance and Capital replacement
129 procedures for the District. Board members decided to postpone the motion until both a
130 manufacture warranty and furniture life expectancy was shared with them by staff.

131
132 Chair Connolly left the meeting at 7:15pm.

133
134 **MOTION:** To postpone the approval of this purchase until the March 9, 2023 Board meeting to
135 allow the Board an opportunity to review the warranty specifications from Workspace Elements.
136 [BRUCE/ MCGEE] All in favor: Bruce, Castro, McGee, Moffitt, Westberg. None Opposed.
137 Abstain: None. Absent: Brown, Chair Connolly. Motion carries.

138
139 **DISCUSSION AND POSSIBLE APPROVAL OF CAPITAL REPLACEMENT**
140 **PURCHASE 2022 FORD F-250, PARKS AND FACILITIES DEPARTMENT**

141 Board members received a staff report from Liegert in their Board packets prior to the meeting.

142
143 Liegert stated that the District is seeking approval to replace a 2013 Ford F-250 with a 2022 Ford
144 F-250 truck. Liegert explained that the cost of repairs for the 2013 Ford F-250 is outweighing the
145 benefit of keeping it in the District's fleet. Liegert stated that the District would opt to trade it in
146 rather than surplus the vehicle. Liegert discussed the intended use for the 2022 Ford F-250.

147
148 **MOTION:** To approve the purchase of a 2022 Ford F-250 for \$38,947.13 and approve the
149 surplus of the 2013 Ford F-250 and allow the District Director to execute the documents relating
150 to both. [MOFFITT / MCGEE] All in favor: Bruce, Castro, McGee, Moffitt, Westberg. None
151 Opposed. Abstain: None. Absent: Brown, Chair Connolly. Motion carries.

152
153 **DIRECTOR'S UPDATE**

154 Board members received a staff report from Director Jones in their Board packets prior to the
155 meeting.

156
157 Director Jones discussed the District's all staff training in January as well as the meeting
158 scheduled in February. Director Jones stated that the District is working to update the contract
159 with Summit Community Gardens for the garden space at Matt Knoop Park. Director Jones,
160 along with Wagoner, met with individuals who will present to Summit County Council in March
161 a proposal for an equestrian facility. Director Jones stated that she will be meeting with Caroline
162 Rodriguez of High Valley Transit to discuss usage data. Director Jones explained that the
163 District is working with Mountain Trails Foundation to produce a joint online trails map of the
164 area on a singular platform.

165
166 The Board and Director Jones discussed District rentals, stakeholders, and events and the effects
167 of these things on the community and staff is looking for Board input.

168
169 **UPDATES FROM DISTRICT COMMITTEES**

170 **STANDING COMMITTEES:**

171 **District Director Liaison & Annual Review Committee:** McGee and Director Jones
172 stated that the committee discussed how several District staff have recently lost close
173 family members.
174 **Personnel Committee:** Bruce stated that the committee is reviewing job descriptions.
175 **Trails & Open Space Committee:** Castro stated that the committee received updates
176 from the Trails & Open Space team. Castro explained that the District is considering
177 using Utah Preservation Corporation for some volunteer days. Castro stated the
178 committee discussed Trailside East, Princess Di, and Bob's Basin. Castro requested a
179 cost of snow removal on the trails for the schools as part of the Interlocal Agreement.
180 **Recreation Committee:** Moffitt stated that the committee discussed the Recreation
181 department's areas of focus for the year. Moffitt stated that the committee also discussed
182 the review and update of District policies. Moffitt discussed the updates to The
183 Fieldhouse security cameras and the District's website's ability to display
184 field/gymnasium availability.
185 **Parks and Facilities Committee:** Westberg stated that the committee received updates
186 on the projects at Willow Creek Park and discussed the vehicle purchase presented at
187 tonight's meeting. Westberg stated that the committee discussed events and how the
188 District can facilitate them.
189 **BOSAC (County appointed) – Did not meet.**

190
191 **AD HOC COMMITTEE:**

192 **Capital Investment and Strategic Action Plan Committee:** Castro stated the
193 committee is meeting next week.
194 **Ice Arena Committee:** Did not meet.

195
196 **BOARD MEMBER COMMENTS AND REVIEW OF ACTION ITEMS**

197 Bruce praised the Recreation team and site supervisors for their hard work with programs. Castro
198 commended The Fieldhouse staff on the display of policies and procedures on the monitors at
199 The Fieldhouse. Westberg thanked District staff for their hard work in all departments.

200
201 At 7:44pm, Castro called for a motion to adjourn the meeting.

202
203 **MOTION:** To adjourn the meeting of February 9, 2023. [MCGEE / MOFFITT] All in favor:
204 Bruce, Castro, McGee, Moffitt, Westberg. None Opposed. Abstain: None. Absent: Brown, Chair
205 Connolly. Motion carries.

206
207 **MOTIONS:**

208 Minutes prepared by Allie McKinney

209
210 **MOTION:** To elect Ben Castro as chair pro tem to preside during the February 9, 2023 Board
211 meeting. [MOFFITT / MCGEE] All in favor: Bruce, Castro, Chair Connolly, McGee, Moffitt,
212 Westberg. None Opposed. Abstain: None. Absent: Brown. Motion carries.

213
214 **MOTION:** To approve the two-point Consent Agenda [BRUCE / CONNOLLY] All in favor:
215 Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain: Westberg
216 from the minutes. Absent: Brown. Motion carries.

217
218 **MOTION:** To approve the purchase of a 2022 Ford F250 4X4 for \$38,947.13 and allow the
219 District Director to execute necessary documents relating to the transaction [MCGEE / BRUCE]
220 All in favor: Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain:
221 None. Absent: Brown. Motion carries.
222

223 **MOTION:** To approve the contract with Prime Executive Protection Services in the amount of
224 \$27,048.00 for a 6-month period, using funds designated for recreation contract services, and
225 allow the District Director to execute the related documents [CONNOLLY / WESTBERG] All
226 in favor: Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain:
227 None. Absent: Brown. Motion carries.
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230 allow the Board an opportunity to review the warranty specifications from Workspace Elements.
231 [BRUCE/ MCGEE] All in favor: Bruce, Castro, McGee, Moffitt, Westberg. None Opposed.
232 Abstain: None. Absent: Brown, Chair Connolly. Motion carries.
233

234 **MOTION:** To approve the purchase of a 2022 Ford F-250 for \$38,947.13 and approve the
235 surplus of the 2013 Ford F-250 and allow the District Director to execute the documents relating
236 to both. [MOFFITT / MCGEE] All in favor: Bruce, Castro, McGee, Moffitt, Westberg. None
237 Opposed. Abstain: None. Absent: Brown, Chair Connolly. Motion carries.
238

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240 Bruce, Castro, McGee, Moffitt, Westberg. None Opposed. Abstain: None. Absent: Brown, Chair
241 Connolly. Motion carries.
242

243
244 Clerk/Board Member Approval:  _____