



Snyderville Basin Special Recreation District  
Board Meeting Minutes  
**Thursday, March 10, 2022**  
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, Brandi Connolly, Len  
2 McGee, Larry Moffitt, Carrie Westberg. Board members participated electronically via Zoom  
3 and at anchor location.

4  
5 **Absent:** None

6  
7 **Staff Present:** Mike Baker, Matt Benge, Stacy Carpenter, Steve Good, Director Dana Jones,  
8 Brian Kadziel, Justine Kadziel, Ben Liegert, Allie Mckinney, Ben Pearson, Sam Schwoebel.  
9 Staff participated electronically via Zoom and at anchor location.

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11 **Attending Guests:** None

12  
13 **CALL TO ORDER AND PUBLIC INPUT**

14 The meeting of March 10, 2022, was called to order by Chair Connolly at 6:01 pm.

15  
16 No public input. Chair Connolly closed public input at 6:02 pm

17  
18 **CONSENT AGENDA**

19 1. REQUEST TO APPROVE MINUTES FROM 02/10/2022

20  
21 2. REQUEST TO APPROVE THE PRIOR MONTH'S EXPENDITURES

22 Chair Connolly and Liegert discussed the furnace repair expenditure. Bruce and Carpenter  
23 discussed the Rokerpay.com subscription. Moffitt and Liegert discussed the Snyderville Basin  
24 Water Reclamation District Impact fee expenditure.

25  
26 **MOTION:** To approve the two-point Consent Agenda [CASTRO / MOFFITT] All in favor:  
27 Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain:  
28 Brown for the minutes. Absent: None. Motion carries.

29  
30 **DISCUSSION AND POSSIBLE APPROVAL OF AWARD OF FIELDHOUSE**

31 **CUSTODIAL SERVICES CONTRACT**

32 Board members received a staff report from Liegert and Caine in their Board packets prior to the  
33 meeting. Liegert explained that the District issued a Request for Proposal "RFP" for Fieldhouse

34 Custodial Services. Liegert stated that six companies attended the mandatory pre-submittal  
35 meeting and the District received three proposals from qualified companies to review. Liegert  
36 stated that after completing the RFP process, Wasatch Properties Services, Inc. had the highest  
37 rated proposal. Liegert explained that the references spoke highly of their quality of work,  
38 communication, and customer service. Liegert stated that the contract will be reviewed annually  
39 and can be extended by a mutual written agreement of the parties, for up to five years.

40  
41 McGee and Liegert discussed an internal custodial role vs. hiring a third party. Westberg and  
42 Liegert discussed the scope of responsibility for Wasatch Properties Services. Chair Connolly  
43 and Liegert discussed the references for this company.

44  
45 **MOTION:** To award the Fieldhouse custodial service contract in the amount of \$80,600 to  
46 Wasatch Property Services, Inc, and allow the District Director to execute the necessary  
47 documents. [MOFFITT / MCGEE] All in favor: Brown, Bruce, Castro, Chair Connolly, McGee,  
48 Moffitt, Westberg. None Opposed. Abstain: None. Absent: None. Motion carries.

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50  
51 **DISCUSSION AND POSSIBLE APPROVAL OF TRAILSIDE OFFICE FURNITURE**  
52 **PURCHASE AND INSTALLATION**

53 Board members received a staff report from Liegert and Good in their Board packets prior to the  
54 meeting. Liegert stated that the furniture in the Trailside Office was originally purchased in 2004  
55 and was identified in 2020 during the capital replacement budget planning that the furniture is  
56 reaching the end of its useful life and that the office layout could be improved. Liegert explained  
57 that in January 2022, the District contacted two companies about their furniture options and both  
58 companies provided the District with multiple furniture choices, office layouts and cost  
59 estimates. Liegert stated that the District visited showrooms and offices furnished with sample  
60 furniture from both companies and that there was a significant difference in quality between the  
61 two companies.

62  
63 Liegert explained that the District has chosen to move forward with Henricksen Butler, an  
64 approved vendor for office furniture on the Utah State Purchasing Contract. Henricksen Butler  
65 has provided the District with office layouts, design services and furniture options. Liegert  
66 explained that the proposed layout will provide two additional workstations in the Trailside  
67 Offices and the ability to add three more when needed. Liegert stated the furniture has improved  
68 ergonomics and provides additional storage in all offices. Liegert explained that an additional  
69 benefit of the new furniture is that the desks can transition from the sitting position to the  
70 standing position, which has proven beneficial to staff. Liegert stated that the approved budget  
71 for furniture and office renovations is \$90,000 and the bid from Henricksen Butler for the  
72 furniture is \$78,693.62.

73  
74 Westberg and Liegert discussed the removal of the current Trailside office furniture.

75  
76 **MOTION:** To approve the purchase of office furniture for the Trailside Administration office in  
77 the amount of \$78,693.62 from Henricksen Butler and allow the District Director to execute  
78 documents that relate to the purchase. [BRUCE / WESTBERG] All in favor: Brown, Bruce,

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

81

82 **DISCUSSION AND POSSIBLE APPROVAL OF REVISED CONTRACT RENEWAL**  
83 **FOR THE SUMMIT PARK FOREST HEALTH AND FUELS MANAGEMENT**  
84 **PROJECT**

85 Board members received a staff report from Wagoner in their Board packets prior to the meeting.  
86 Bengé stated that in February 2022 the District requested to approve the agreement with Alpine  
87 Forestry to complete pile burning work on the Summit Park Forest Health and Fuels Reduction  
88 Project. Bengé explained that Alpine Forestry’s costs have increased for the 2022 work season  
89 and that they are requesting a change to the payment rate to reflect these changes. Bengé stated  
90 that the overall not-to-exceed limit for the agreement with Alpine will not change, the only  
91 change is to the hourly rate for slash management and pile burning. Bengé explained that these  
92 are both labor-intensive activities that have been impacted by the increase in labor costs  
93 experienced by organizations nationwide. Additionally, the price of fuel is also contributing to  
94 the increase in rates as the Contractor does provide fuel for this project. Contract pay rates are  
95 not always approved by the board, but because the previous board approval included the rates,  
96 the District is asking that the rate increases also be approved.

97

98 Moffitt and Bengé discussed how this cost would remain the same for the entire season. Castro  
99 and Director Jones discussed the possibility of a change order in the future regarding this project.

100

101 **MOTION:** To approve changes to the contract with Alpine Forestry from \$400 to \$500 per  
102 hour for pile burning and from \$200 to \$265 per hour for slash management. [WESTBERG /  
103 MCGEE] All in favor: Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg. None  
104 Opposed. Abstain: None. Absent: None. Motion carries.

105

106 **DIRECTOR’S UPDATE**

107 Board members received a staff report from Director Jones in their Board packets prior to the  
108 meeting. Director Jones expressed her appreciation for the District staff members who have been  
109 participating in the Board Meetings. Director Jones discussed the District’s staff meeting and  
110 silent auction of surplus equipment on April 5, 2022. Director Jones discussed the District’s  
111 cyber security. Director Jones stated that there was an altercation at Rob’s Trail and expressed  
112 the importance of partnering with Summit County and Vail to continue to be able to keep the  
113 trail open in the winter. Director Jones stated that the letter that the District submitted to  
114 Legislature regarding Senate Bill 66 and that the Legislature has implemented some of the  
115 District’s suggestions into the Bill. Director Jones explained that the District will look into how  
116 to accommodate e-bikes on the trails in the future. Director Jones discussed the District’s  
117 Strategic Plan and draft for Request for Qualifications.

118

119 Director Jones updated the Board on the Trailside East project. Director Jones updated the Board  
120 regarding the Park City Ice Arena contract. Chair Connolly suggested re-instating the ADHOC  
121 Ice Arena committee and allow Castro to replace Kottler on the committee. Castro and Director  
122 Jones discussed concerns regarding the Interlocal Agreement and user origin numbers as it  
123 relates to the agreement.

124

125 **UPDATES FROM DISTRICT COMMITTEES**

126 **STANDING COMMITTEES:**

127 **District Director Liaison & Annual Review Committee:** Chair Connolly stated that a  
128 lot of what the committee discussed was discussed in the Director’s update with a more  
129 in-depth discussion surrounding the Ice Rink Arena contract. Chair Connolly stated that  
130 the committee discussed the 2022 budget and potential need to re-evaluate due to rising  
131 costs.

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

133 **Trails Committee:** Did not meet.

134 **Open Space Committee:** Did not meet.

135 **Parks & Recreation Committee:** Bruce stated that the committee discussed the safety of  
136 the wildlife relating to the Trailside East Park project as well as potential fencing of Trailside  
137 East Park. Bruce stated that the committee also discussed the custodial services, summer  
138 programming and program registration dates.

139 **BOSAC (County appointed) –** Did not meet.

140  
141 **AD HOC COMMITTEE:**

142 **Capital Investment and Strategic Action Plan Committee:** Castro stated that the  
143 committee discussed the Strategic Planning process and explained that the committee set  
144 milestone goals.

145  
146 **BOARD MEMBER COMMENTS AND REVIEW OF ACTION ITEMS**

147 Moffitt and Director Jones discussed the meeting in April between all the local trails  
148 organizations and Summit County. Castro suggested including the specific dollar amount in the  
149 motions for tonight’s meeting. Chair Connolly thanked the Recreation Staff for the success of the  
150 Jr. Jazz Basketball program. Castro praised the District on the success of the Winter Sports  
151 Extravaganza event. Bruce complimented the District on the grooming of the Discovery Trail.

152  
153 At 6:51 pm, Chair Connolly called for a motion to adjourn the meeting.

154  
155 **MOTION:** To adjourn the meeting of March 10, 2022 [BROWN / MOFFITT] All in favor:  
156 Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain:  
157 None. Absent: None. Motion carries.

158  
159 **MOTIONS:**

160 **MOTION:** To approve the two-point Consent Agenda [CASTRO / MOFFITT] All in favor:  
161 Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain:  
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181 Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain:  
182 None. Absent: None. Motion carries.

183  
184 Minutes prepared by Allie McKinney

185  
186 Clerk/Board Member Approval: 