



Snyderville Basin Special Recreation District  
Board Meeting Minutes  
**Thursday, March 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:** 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:** Matt Bengé, Phares Gines, Kelly Isleib, Director Dana Jones, Brian Kadziel,  
8 Justine Kadziel, Ben Liegert, Allie McKinney, Brad Rogers. Staff participated electronically via  
9 Zoom and at anchor location.

10  
11 **Attending Guests:** Dave Thomas, Summit County Chief Civil Deputy

12  
13 **CALL TO ORDER**

14 The meeting of March 9, 2023 was called to order by Chair Connolly at 5:02pm.

15  
16 **ADMINISTRATIVE CONTROL BOARD ROLES AND RESPONSIBILITIES**

17 **TRAINING**

18 Dave Thomas conducted a training on the Administrative Control Board Roles and  
19 Responsibilities. Thomas explained what a Special Service District is and the role that Summit  
20 County Council plays in conjunction with Special Service Districts. Thomas discussed topics  
21 such as funding and financing, governing body roles, liability, and legislative versus  
22 administrative qualities.

23  
24 Chair Connolly called for a recess at 5:50pm.

25  
26 **PUBLIC INPUT**

27 Chair Connolly called to reconvene the meeting at 6:07pm.

28  
29 No public input. Chair Connolly closed public input at 6:07pm.

30  
31 **CONSENT AGENDA**

- 32 1. REQUEST TO APPROVE MINUTES FROM 02/09/23  
33

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

35  
36 The Board and Director Jones discussed the emergency snow removal January 2023 expenditure.

37  
38 **MOTION:** To approve the two-point Consent Agenda [BRUCE / CASTRO] All in favor: Bruce,  
39 Castro, Chair Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain from approval of  
40 minutes: Brown. Absent: None. Motion carries.

41  
42 **DISCUSSION AND POSSIBLE APPROVAL OF FIELDHOUSE FURNITURE**  
43 **PURCHASE AND INSTALLATION**

44 Board members received a staff report and the warranty information requested in the February  
45 board meeting from B. Kadziel and Isleib in their Board packets prior to the meeting.

46  
47 Kadziel stated that there is a 5% increase in cost for the 2023 pricing due to the delay.

48  
49 **MOTION:** To approve the purchase of Fieldhouse furniture from Workspace Elements in the  
50 amount of \$47,779.64 and allow the District Director to execute documents that relate to the  
51 purchase. [CASTRO / WESTBERG] All in favor: Brown, Bruce, Castro, Chair Connolly,  
52 McGee, Moffitt, Westberg. None Opposed. Abstain: None. Absent: None. Motion carries.

53  
54 **DISCUSSION AND POSSIBLE APPROVAL OF FIELDHOUSE CARDIO EQUIPMENT**  
55 **PURCHASE**

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

58  
59 B. Kadziel explained that the equipment in The Fieldhouse upper cardio and fitness area ranges  
60 from 8-10 years old. B. Kadziel stated that the recommended replacement for these machines is  
61 between 6-10 years.

62  
63 The Board and Director Jones discussed the regulations for using RAP tax grant funds.

64  
65 The Board and B. Kadziel discussed the warranty on the different machines.

66  
67 **MOTION:** To approve the purchase of the cardio and fitness equipment from Pacific Fitness  
68 Products, LLC in the amount of \$59,289.00 and allow the District Director to execute the related  
69 documents. [MOFFITT / BROWN] All in favor: Brown, Bruce, Castro, Chair Connolly, McGee,  
70 Moffitt, Westberg. None Opposed. Abstain: None. Absent: None. Motion carries.

71  
72 **DISCUSSION AND POSSIBLE APPROVAL OF CUSTODIAL SERVICES CONTRACT**  
73 **FOR PARKS AND TRAILHEAD RESTROOMS**

74 Board members received a staff report from Liegert and Good in their Board packets prior to the  
75 meeting.

76  
77 Liegert stated that in an effort to more efficiently maintain the growing list of capital resources  
78 within the District, the District has sought to contract cleaning services for park and trailhead

79 restrooms. Liegert explained that contracting out these services will allow District staff more  
80 time to focus on specialized tasks and projects.

81  
82 Liegert stated that the District secured two quotes for this service and are recommending the  
83 contract be awarded to Buzy Bee Cleaning & Maintenance Inc. Board members received the  
84 contract Scope of Services in their Board packets prior to the meeting. The Board and Liegert  
85 discussed the non-performance clause.

86  
87 **MOTION:** To award the custodial service contract to BuzyBee Cleaning & Maintenance, Inc for  
88 \$62,748 and allow the District Director to execute documents that relate to the agreement.  
89 [BRUCE / MCGEE] All in favor: Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt,  
90 Westberg. None Opposed. Abstain: None. Absent: None. Motion carries.

91  
92 **DISCUSSION AND POSSIBLE APPROVAL OF OPEN SPACE ALPINE FORESTRY**  
93 **CONTRACT RENEWAL**

94 Board members received a staff report from Gines and Bengé in their Board packets prior to the  
95 meeting.

96  
97 Bengé stated that as part of the multi-year Forest Health and Fuels Reduction project, the District  
98 has roughly 350 piles remaining to be burned in Summit Park. Bengé explained that along with  
99 completing the pile burning operations this year, the District will have Alpine Forestry maintain  
100 fuel breaks along fire egress roads in Toll Canyon and Summit Park, and provide chainsaw  
101 training for District staff. In addition, Alpine Forestry provides on-call hazard tree removal and  
102 forestry consulting depending on the District's needs. Bengé stated that this expense has been  
103 accounted for in the 2023 general budget and that the District was awarded \$45k in grant funds  
104 from the Utah State WRI program.

105  
106 The Board and Bengé discussed the consulting provision.

107  
108 **MOTION:** To renew Alpine Forestry's contract for 2023 at a rate of \$600/hour for pile burning,  
109 \$300/hour for slash management, \$200/hour for consulting fees and \$500/hour for shaded fuel  
110 break retreatments not to exceed a total of \$83,000.00. [WESTBERG / MOFFITT] All in favor:  
111 Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain:  
112 None. Absent: None. Motion carries.

113  
114 **DISCUSSION AND POSSIBLE APPROVAL OF CAPITAL PURCHASE OF A 2023**  
115 **FORD RANGER, TRAILS AND OPEN SPACE**

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

117  
118 Gines stated that the District is seeking approval to purchase a 2023 Ford Ranger Crew Cab 4X4  
119 pick up. Gines explained that this vehicle will be used primarily as an Admin vehicle but can  
120 also be used to improve operations of the Trails/OS/Ranger Departments. Gines stated that the  
121 Trails/OS/Enforcement Department has \$40,000 allocated for this purchase in the adopted 2023  
122 Capital Improvement Budget and that government pricing for this vehicle is \$39,719.08.

123

124 **MOTION:** To approve the purchase of a 2023 Ford Ranger Crew Cab 4x4, as proposed, and  
125 allow the District Director to execute the documents relating to the transaction. [MCGEE /  
126 BRUCE] All in favor: Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg. None  
127 Opposed. Abstain: None. Absent: None. Motion carries.

128  
129 **DISCUSSION REGARDING HOUSING AND TRANSIT REINVESTMENT ZONES**

130 **(HTRZ)**

131 Board members received a presentation from Director Jones in their Board packets prior to the  
132 meeting.

133  
134 Director Jones explained what an HTRZ is and discussed the objective and desired outcomes of  
135 an HTRZ. Director Jones explained the requirements, use of tax increments, and approved  
136 proposals, and how this could potentially affect future District operations.

137  
138 **DISCUSSION AND REVIEW OF DISTRICT DIRECTOR 2023 GOALS**

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

141  
142 Director Jones detailed goals for 2023 and provided the Board with an explanation for each area  
143 of focus. The Board and Director Jones discussed the metrics for success regarding these areas of  
144 focus. The Board has asked that Director Jones apply some of the Board feedback and refine  
145 2023 goals for the April 2023 meeting.

146  
147 **DIRECTOR'S UPDATE**

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

150  
151 Director Jones stated that due to the unprecedented snowfall, District staff is overloaded with  
152 work and space is limited. Director Jones discussed the steps that the District is taking in  
153 response to the snowfall. The Board and J. Kadziel discussed the impact that the winter has had  
154 on the District's indoor space availability concerning programs and stakeholder needs. Director  
155 Jones discussed the District's participation in recent job fairs.

156  
157 **UPDATES FROM DISTRICT COMMITTEES**

158 **STANDING COMMITTEES:**

159 **District Director Liaison & Annual Review Committee:** McGee stated that the  
160 committee met and discussed Sundance, volunteers, incident reports, and training.

161 **Personnel Committee:** Bruce stated that the committee did not meet but is currently  
162 reviewing job descriptions.

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

164 **Recreation Committee:** Did not meet.

165 **Parks Committee:** Did not meet.

166 **BOSAC (County appointed) – temporarily disbanded.**

167  
168 **AD HOC COMMITTEE:**

169 **Capital Investment and Strategic Action Plan Committee:** Did not meet.

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

171

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

173 Chair Connolly thanked staff for it’s hard work with marketing and the Jr. Jazz program. Chair  
174 Connolly encouraged Director Jones to prioritize hiring more staff in an effort to alleviate the  
175 pressure on current staff. The Board and J. Kadziel discussed upcoming events. Castro praised  
176 staff for its dedication to taking care of the community.

177

178 At 8:25pm, Chair Connolly called for a motion to adjourn the meeting.

179

180 **MOTION:** To adjourn the meeting of March 9, 2023. [MOFFITT / WESTBERG] All in favor:  
181 Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain:  
182 None. Absent: None. Motion carries.

183

184 **MOTIONS:**

185 **MOTION:** To approve the two-point Consent Agenda [BRUCE / CASTRO] All in favor: Bruce,  
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187 minutes: Brown. Absent: None. Motion carries.

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195 for \$62,748 and allow the District Director to execute documents that relate to the agreement.  
196 [BRUCE / MCGEE] All in favor: Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt,  
197 Westberg. None Opposed. Abstain: None. Absent: None. Motion carries.

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200 \$300/hour for slash management, \$200/hour for consulting fees and \$500/hour for shaded fuel  
201 break retreatments not to exceed a total of \$83,000.00. [WESTBERG / MOFFITT] All in favor:  
202 Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain:  
203 None. Absent: None. Motion carries.

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206 allow the District Director to execute the documents relating to the transaction. [MCGEE /  
207 BRUCE] All in favor: Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg. None  
208 Opposed. Abstain: None. Absent: None. Motion carries.

209

210 Minutes prepared by Allie McKinney

211

212 Clerk/Board Member Approval: 