



Snyderville Basin Special Recreation District
Board Meeting Minutes
Thursday, April 6, 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, Brandi Connolly, Len McGee,
2 Larry Moffitt, Carrie Westberg. Board members participated electronically via Zoom and at
3 anchor location.

4
5 **Absent:** Ben Castro

6
7 **Staff Present:** Phares Gines, Director Dana Jones, Ben Liegert, Ben Pearson, Brad Rogers. Staff
8 participated electronically via Zoom and at anchor location.

9
10 **Attending Guests:** Margaret Olson, Summit County Attorney

11
12 **CALL TO ORDER**

13 The meeting of April 6, 2023, was called to order by Chair Connolly at 5:05pm.

14
15 **UTAH OPEN AND PUBLIC MEETINGS ACT (OPMA) TRAINING**

16 Margaret Olson conducted a training on the Utah Open and Public Meetings Act (OPMA). Olson
17 explained the Act and procedures for notices for open and public meetings versus closed
18 meetings. Recordings of closed meetings are protected records under GRAMA. She also covered
19 recordkeeping requirements for both open and closed meetings, including deadlines.

20
21 Chair Connolly called for a recess at 5:51pm. (Unfortunately, due to some kind of malfunction,
22 the audio for this first portion of the meeting was not captured in the recording. Audio was
23 restored when the meeting reconvened after this recess.)

24
25 **PUBLIC INPUT**

26 Chair Connolly called to reconvene the meeting at 6:02pm.

27
28 No public input. Chair Connolly closed public input at 6:02pm.

29
30 **DISCUSSION AND POSSIBLE APPROVAL OF MINUTES FROM 03/09/23**

31 Chair Connolly explained the change from “Consent Agenda” in previous meetings. This and
32 other items will be addressed separately going forward. In light of today’s OPMA training, Chair

33 Connolly suggested having Margaret Olson review the Board’s minutes process. She reminded
34 everyone that the minutes are the official record, not the recording.
35

36 **MOTION:** To approve minutes from 03/09/23 meeting. [BRUCE / WESTBERG] All in favor:
37 Brown, Bruce, Chair Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain: None.
38 Absent: Castro. Motion carries.
39

40 **DISCUSSION AND POSSIBLE APPROVAL OF THE PRIOR MONTH’S**
41 **EXPENDITURES**

42 Chair Connolly asked about travel expenses. Director Jones and Brad Rogers explained that
43 payments are made to hotels directly and the per diem is based on the GSA guidelines.
44

45 **MOTION:** To approve prior month’s expenditures. [WESTBERG / MOFFITT] All in favor:
46 Brown, Bruce, Chair Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain: None.
47 Absent: Castro. Motion carries.
48

49 **ESTABLISHMENT OF SBSRD AD HOC COMMITTEE(S) AND AMENDMENT OF**
50 **EXISTING COMMITTEE(S)**

51 Chair Connolly explained that forming an ad hoc Audit Committee was recommended as a result
52 of Dave Thomas’s training last month. (In the past, the Strategic Committee handled auditing.)
53 Chair Connolly suggested that the Audit Committee not only oversee financial audits but capital
54 budget items, fleet management, legal audits, and policy reviews as well. It may be established
55 as a standing committee in the future, but the plan is that it will serve as an ad hoc committee for
56 now. Another recommendation was to create an ad hoc Interlocal Committee.
57

58 **MOTION:** To create an ad hoc Audit Committee and an ad hoc Interlocal Committee.
59 [BROWN / MCGEE] All in favor: Brown, Bruce, Chair Connolly, McGee, Moffitt, Westberg.
60 None Opposed. Abstain: None. Absent: Castro. Motion carries.
61

62 It was decided that Brown, Bruce, and Chair Connolly will serve on the Audit Committee, and
63 McGee, Westberg, and Castro will serve on the Interlocal Committee.
64

65 **DISCUSSION AND POSSIBLE APPROVAL OF NOXIOUS WEED MANAGEMENT**
66 **CONTRACT**

67 Board members received a staff report from Gines regarding noxious weed management. In an
68 effort to free up staff for other work, contractors Green Leaf and Ground Solutions have been
69 proposed. These are contractors that have been used successfully in the past, and the contracts
70 mirror what has been done in the past. These are set up as not-to-exceed contracts with the trails
71 fee being determined by the mile and the open space fee being determined by the acre, which can
72 be adjusted if needed. Chair Connolly requested to have the SOW (scope of work) and fee sheets
73 added as attachments to the Board packets. No, goats will not be used as part of this year’s weed
74 management plan.
75

76 **MOTION:** To approve and award contracts for noxious weed management to Ground Solutions
77 and Green Leaf for the years 2023 to 2025 at a total not to exceed limit of \$76,000 per year and
78 to allow the District Director to execute the necessary documents. [MCGEE / MOFFITT] All in

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

81
82 **DISCUSSION AND POSSIBLE APPROVAL OF ECOLOGY BRIDGE CONSULTING**
83 **CONTRACT**

84 Board members received a staff report from Gines on Ecology Bridge consulting projects. Five
85 projects are listed in the proposal and were briefly reviewed. This group has been very helpful in
86 the past so Gines would like to continue working with them.

87
88 Question for Gines from Chair Connolly: As we're getting feedback from these studies, are we
89 posting it anywhere? Gines indicated that it's definitely available but not currently posted on the
90 website. There are plans to develop community outreach in that regard and other areas. Chair
91 Connolly thanked Gines for the detailed report.

92
93 **MOTION:** To go under contract with Ecology Bridge for 2023 at a not to exceed rate of
94 \$29,060, and to allow the District Director to execute the necessary documents. [MOFFITT /
95 BROWN] All in favor: Brown, Bruce, Chair Connolly, McGee, Moffitt, Westberg. None
96 Opposed. Abstain: None. Absent: Castro. Motion carries.

97
98 **DISCUSSION AND POSSIBLE APPROVAL OF DESIGN, PROJECT MANAGEMENT,**
99 **AND CONSTRUCTION MANAGEMENT SERVICES CONTRACT**

100 Board members received a staff report from Director Jones about contracting with Bowen
101 Collins. The plan is to eventually hire a full-time project manager on staff, but engineering help
102 is needed now. Bowen Collins did a good job last year, and the management team would like to
103 continue working with them – specifically, on three projects, which are all grant projects. The
104 goal is to get them done this year. Moving forward, Director Jones imagines a hybrid type of
105 situation where the project manager on staff will oversee district projects and coordinate with
106 contracted help as needed.

107
108 **MOTION:** To award the contract for design, project management, and construction
109 management services to Bowen Collins & Associates, not to exceed \$48,348, and to authorize
110 the District Director to execute the necessary documents relating to the contract. [BRUCE /
111 BROWN] All in favor: Brown, Bruce, Chair Connolly, McGee, Moffitt, Westberg. None
112 Opposed. Abstain: None. Absent: Castro. Motion carries.

113
114 **DISCUSSION AND POSSIBLE APPROVAL OF CAPITAL REPLACEMENT**
115 **PURCHASE OF A 2023 CAT 302.7 MINI EXCAVATOR**

116 Board members received a staff report from Gines asking to replace an older machine (2009) for
117 a more reliable one. It's four years past the 10-year recommendation for replacing it. With a
118 government discount, the price for this proposed replacement is \$50,529. The plan is to trade in
119 or surplus the old one, with the price being adjusted, of course, if a trade-in is accepted. A few
120 questions were addressed regarding warranty and maintenance. The Facilities crew can handle
121 most minor repairs, but they take it in when more extensive repairs are needed. There have been
122 recent discussions about possibly creating a new staff mechanic position for 2024 (or maybe
123 sooner). Director Jones has looked at what the County has and pays for mechanics, and the
124 management team will continue to work on this as a plan.

125
126 **MOTION:** To approve the purchase of a 2023 CAT 302.7 mini excavator for \$50,529, as
127 proposed, and allow the District Director to execute the documents relating to the transaction.
128 [MOFFITT / MCGEE] All in favor: Brown, Bruce, Chair Connolly, McGee, Moffitt, Westberg.
129 None Opposed. Abstain: None. Absent: Castro. Motion carries.

130
131 **DIRECTOR'S UPDATE**

132 Board members received a staff report from Director Jones in their Board packets prior to the
133 meeting (explained as a compilation of reports she receives separately from the managers).

134
135 A new staff member was recently hired for the Parks group: Zach Brown. (Director Jones was
136 especially impressed that he showed up to the interview wearing a tie.)

137
138 Westberg asked how the meeting with the UOP went (related to potential future Olympics plans
139 here in Utah). Director Jones went with Gines and Bengé and reported that it was a positive,
140 open sharing of information. She believes it opened the lines of communication for future
141 collaboration in the very likely event that the Olympics return to Utah. We'll probably know by
142 the end of this year, but it will be officially announced during the Summer Olympics next year.
143 Chair Connolly advised about strategic planning to secure available funding for Olympics-
144 related facilities and/or land development.

145
146 Chair Connolly thanked Director Jones for the equipment summary in the packet. Director Jones
147 reported from Bengé that the number of hours spent on the equipment this year is more than
148 double the past few years due to this season's heavy snowfall, which, of course, resulted in
149 increased service/maintenance as well. Very clear records of equipment use and maintenance are
150 kept and can be shared if needed. Chair Connolly commended Gines on the excellent work his
151 crew has done managing this difficult winter season, citing 1952 and 1983 as comparable
152 recording-breaking years.

153
154 **DISTRICT COMMITTEE UPDATES**

155 **STANDING COMMITTEES:**

156 **District Director Liaison & Annual Review Committee:** Director Jones reported that
157 they are working with the County, who is dealing with the owners of Hi-Ute and Utah
158 Open Lands regarding a conservation easement. Director Jones also reported on the
159 Phoston Spur, a proposed trail that would connect the Rail Trail to Wasatch County,
160 which is primarily being pushed forward by Wasatch County and MIDA, even though
161 none of it is on their property (approximately 90% is Basin property and the rest is State
162 property). Some legalities and funding still need to be worked out, but Basin Recreation
163 is in support of the project. McGee mentioned also discussing the creation of the
164 Interlocal Ad Hoc committee.

165 **Trails & Open Space Committee:** Chair Connolly reported that they did meet and
166 discussed plans for the upcoming season, which has been affected by the heavy snowfall.
167 Gines mentioned the importance of prioritizing projects. Not everything on the list will
168 get done, but one of the things high on the list is contracting out the development of
169 trails. Also mentioned were directional plans for trails, a monthly maintenance schedule

170 for volunteers, youth programs, a greenhouse program, and upcoming parks and trailhead
171 parking closures for snow removal.
172 **Recreation Committee:** Moffitt reported on the delay of outside sports and the current
173 arrangement between the high school and Basin Recreation for use of the indoor field.
174 Also discussed: the security cameras and security teams, the furniture being ordered, and
175 concerns about hiring. Hiring for summer has been delayed due to the job description
176 process. Rogers mentioned that emails have been sent to past summer employees, but a
177 job fair is scheduled at the Fieldhouse on Thursday, April 20, which is intended to help
178 fill in the gaps. Marketing efforts for the job fair and hiring were also discussed.
179 **Parks & Facilities Committee:** Brown reported on park usage concerns. Not a whole lot
180 can be done about the snow on the fields. Using bubbles on the fields was suggested.
181 Also mentioned: problems with parking and field access.
182 **Personnel Committee:** Bruce reported that the committee did not meet but they continue
183 to review job descriptions.

184
185 **AD HOC COMMITTEES:**

186 **Capital Investment and Strategic Action Plan Committee:** Did not meet, but Director
187 Jones mentioned presenting at an upcoming County Council meeting with an update of
188 their strategic planning process. She will send Board members the County Council
189 meeting agenda and her PowerPoint presentation.

190
191 **BOARD MEMBER COMMENTS AND REVIEW OF ACTION ITEMS**

192
193 Chair Connolly thanked the group for their work on the committees and reminded the staff to
194 reach out to Board members if their help or input is needed to keep work moving along.

195
196 At 7:49pm, Chair Connolly called for a motion to adjourn the meeting.

197
198 **MOTION:** To adjourn the meeting of April 6, 2023. [BROWN / BRUCE] All in favor: Brown,
199 Bruce, Chair Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain: None. Absent:
200 Castro. Motion carries.

201
202 **MOTIONS:**

203 **MOTION:** To approve minutes from 03/09/23 meeting. [BRUCE / WESTBERG] All in favor:
204 Brown, Bruce, Chair Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain: None.
205 Absent: Castro. Motion carries.

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207 **MOTION:** To approve prior month's expenditures. [WESTBERG / MOFFITT] All in favor:
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222 \$29,060, and to allow the District Director to execute the necessary documents. [MOFFITT /
223 BROWN] All in favor: Brown, Bruce, Chair Connolly, McGee, Moffitt, Westberg. None
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233 proposed, and allow the District Director to execute the documents relating to the transaction.
234 [MOFFITT / MCGEE] All in favor: Brown, Bruce, Chair Connolly, McGee, Moffitt, Westberg.
235 None Opposed. Abstain: None. Absent: Castro. Motion carries.

236
237 Minutes prepared by Jennifer Durham

238
239 Clerk/Board Member Approval:  _____