



Snyderville Basin Special Recreation District
Board Meeting Minutes
Thursday, May 11, 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:** Phares Gines, Director Dana Jones, Brian Kadziel, Ben Liegert, Ben Pearson,
8 Brad Rogers. Staff participated electronically via Zoom and at anchor location.

9
10 **Attending Guests:** Dave Thomas, Summit County Attorney; Stephan Herrera, Pinebrook Master
11 Association; Reed Galen, Willow Creek Resident; Laini Montlack, Willow Creek Resident.

12
13 **CALL TO ORDER**

14 The meeting of May 11, 2023, was called to order by Chair Connolly at 6:01 pm.

15
16 **PUBLIC INPUT**

17 Stephan Herrera, VP of Pinebrook Master Association, addressed Board members about its
18 desire to see an eastern boundary trail completed. Chair Connolly suggested a Basin
19 representative attend a Pinebrook HOA meeting in the near future to provide an update.

20
21 Reed Galen, resident of Willow Creek neighborhood, shared that his attendance at the Board
22 meeting was to hear the presentation about projects at Willow Creek Park.

23
24 Chair Connolly closed public input at 6:05 pm.

25
26 **DISCUSSION AND POSSIBLE APPROVAL OF MINUTES FROM 04/06/23**

27 Chair Connolly explained the change from “Consent Agenda” in previous meetings. This and
28 other items will be addressed separately in the event that the Board has any questions.

29
30 **MOTION:** To approve minutes from 04/06/23 meeting. [MCGEE / BROWN] All in favor:
31 Brown, Bruce, Chair Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain: Castro.
32 Absent: None. Motion carries.

33

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

36 Westberg asked about the two expenses for snowplow and snowplow mount. Liegert and Gines
37 explained that there were two separate purchases, one for Parks and one for Trails/Open Space.
38 Bruce asked about the Field Painter Robot Renewal. Liegert explained that is for the annual
39 maintenance on the equipment to get it ready for the season.

40
41 **MOTION:** To approve prior month's expenditures. [CASTRO/WESTBERG] All in favor:
42 Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain:
43 None. Absent: None. Motion carries.

44
45 **REVIEW OF 1ST QUARTER FINANCIAL REPORT**

46 Board members received 1st quarter financials in their packets. Castro asked a question about
47 Fieldhouse pass revenue numbers compared to budget and last year. Kadziel explained
48 Fieldhouse revenue numbers over the past few years, including the removal of punch passes and
49 previous incorrect revenue coding. Kadziel also discussed calculating the usage by number of
50 scans into the facility and that those numbers were up 27% in January compared to January
51 2022. The Board also received information about the overall usage increase including more
52 annual passes sold and more users playing pickleball in The Fieldhouse. Kadziel will report the
53 number of scans and memberships each month in his Board report.

54
55 McGee inquired about the balance in the Zions Bank account and the Board was informed that
56 the revenue from summer program registration resulted in a higher-than-normal balance in that
57 account.

58
59 Chair Connolly requested that the District add commentary at the start of the report to provide
60 context including key items and trends. Rogers informed the Board that staff will now be
61 providing additional information as recommended by the auditor.

62
63 **DISCUSSION AND POSSIBLE APPROVAL OF ARTIFICIAL LANDSCAPE TURF AT**
64 **WILLOW CREEK PARK**

65 Board members received a staff report from Liegert regarding Willow Creek Park artificial
66 landscape turf. The project will include installation of landscape turf around the basketball courts
67 and volleyball pits, making the amenities more accessible for mobility impaired individuals.
68 Staff contacted two contractors, both on state contract. One contractor did not bid and the other,
69 Field Turf, submitted a bid for \$199,000, which included a limited 10-year warranty. The District
70 added an additional 15% contingency for a total of \$228,850. Liegert advised that landscape turf
71 is infilled with sand, not crumb rubber, like the playing fields. The District has worked
72 successfully with Field Turf in the past. Castro asked about timeline and impacts to the
73 neighborhood. Liegert advised that events and recreation programs will be limited this season
74 due to the construction. It is anticipated to take approximately 9-12 weeks of impact during the
75 playground installation. Castro asked about hours of operation during the project in hopes to
76 minimize impact to the neighborhood. Liegert responded that it would be shared with the
77 contractor and within County regulations.

79 **MOTION:** To approve the purchase of turf and installation services from Field Turf for Willow
80 Creek Park in the amount of \$228,850 and authorize the District Director to execute the
81 necessary documents. [BROWN / BRUCE] All in favor: Brown, Bruce, Castro, Chair Connolly,
82 McGee, Moffitt, Westberg. None Opposed. Abstain: None. Absent: None. Motion carries.

83
84 **DISCUSSION AND POSSIBLE APPROVAL OF WILLOW CREEK PARK COURT**
85 **SHADE PROJECT**

86 Board members received a staff report from Liegert regarding Willow Creek Park court shade
87 project. Liegert explained that the District will use funds received from a 2022 RAP grant for
88 this project. The RAP grant award was in the amount of \$99,489 based on an original bid for the
89 project. Two subsequent bids came in less than the original for shade cover that will span 100'
90 between the tennis and pickleball courts. Great Western Recreation came in with the lowest bid
91 at \$62,184.25, and the District is requesting \$71,511.88 to include a 15% contingency.

92
93 Staff will develop a proposal to the RAP Grant Committee to use additional funding for garbage
94 cans, benches, and/or other shade structures in the area.

95
96 **MOTION:** To award the Willow Creek Park court shade project to Great Western Recreation
97 for \$71, 511.88 and allow the District Director to execute documents related to the project.
98 [CASTRO / WESTBERG] All in favor: Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt,
99 Westberg. None Opposed. Abstain: None. Absent: None. Motion carries.

100
101 **DISCUSSION AND POSSIBLE APPROVAL FOR SURPLUS OF 2009 NEW HOLLAND**
102 **E18SR MINI EXCAVATOR**

103 Board members received a staff report from Director Jones requesting that the Board declare the
104 2009 New Holland E18SR mini excavator as a surplus item, which will allow the District to
105 dispose of the property per policy. Director Jones explained that the dealer has offered a trade in
106 value of \$4,000 but the District believes that it can get at least that amount by disposing of it per
107 policy in a “commercially reasonable manner.”

108
109 McGee asked if it would be in the interest of the District to retain this equipment in the fleet.
110 Director Jones and Gines explained that the new excavator was purchased as a replacement, not
111 as capital item, and that the cost of maintenance and upkeep would exceed the value of the
112 equipment.

113
114 **MOTION:** To declare the 2009 New Holland E18SR mini excavator to be surplus and allow the
115 District Director to dispose of the equipment per District policy. [BRUCE / MOFFITT] All in
116 favor: Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg. None Opposed.
117 Abstain: None. Absent: None. Motion carries.

118
119 **UPDATE ON STRATEGIC ACTION PLAN**

120 Castro reported to the Board an overview and timeline of the Strategic Action Plan process to
121 date based on the presentation that was given to County Council in April. There was discussion
122 around the wish for more Board member involvement in the process, with specific attention
123 given to the 10-year plan to help guide staff. Castro shared that he would start attending the bi-
124 monthly update meetings with staff and SE Group.

125
126 SE Group will provide an update to the Board at the June Board meeting. Chair Connolly stated
127 that any discussion about a future bond should include other improvements/facilities, in addition
128 to the Silver Creek Village property.

129
130 **DIRECTOR'S UPDATE**
131 Director Jones thanked Fieldhouse Maintenance Supervisor Paul Caine for 15+ years with Basin
132 Recreation and advised the Board that Paul's last day before retirement will be on May 31. The
133 Board is invited to attend the County Council meeting on that date, as they will be honoring Paul
134 with a Proclamation thanking him for his service and dedication to the District and the public.
135 Paul will be given a complimentary 3-year membership at The Fieldhouse upon his retirement so
136 that he can keep up his fitness and come back to visit.

137
138 Director Jones updated the Board on flooding and snow melt concerns throughout the District
139 and advised of the work that staff is doing to mitigate any potential concerns on District
140 property. The District is working with Utah Open Lands and Summit County to monitor and
141 educate the public on potential problems with the excessive snowfall and flood potential.

142
143 Bruce asked for a hiring update for both full-time and part-time positions. Director Jones said
144 that staff has been interviewing over the last two weeks and will be filling three full-time
145 administrative positions, two positions in Trails & Open Space, and potentially one position in
146 Parks and one at The Fieldhouse. Managers are working on job descriptions for the new Project
147 Supervisor and the Events and Community Outreach Supervisor. The Board was updated on
148 seasonal and part-time hiring for the summer season.

149
150 **DISTRICT COMMITTEE UPDATES**
151 **STANDING & AD-HOC COMMITTEES:**

152 **Parks & Facilities Committee:** Brown reported that the Board may need to hold a
153 special meeting on May 18 to approve the RFP for the Willow Creek Park Playground
154 removal and site prep. The committee discussed an issue on the lower Trailside East field
155 that the contractor will repair.

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

157 **Recreation Committee:** Moffitt reported that the Ecker fields would not be available due
158 to construction this summer. Staff will be looking at moving programs to other locations
159 and events would be impacted. The committee was given an overview of the training
160 program for summer camp staff. The committee was very impressed with the
161 thoroughness of the two-day training. There was also discussion of Basin programs
162 impacted by field closures due to the construction at Willow Creek Park.

163 **District Director Liaison & Annual Review Committee:** Chair Connolly reported that
164 the committee discussed HR hiring and the career fair, RAP Grant funds, and project
165 delays, as well as the process for requesting changes to the grant projects. Committee also
166 discussed Pauls' upcoming retirement. Chair Connolly wanted to thank Phares and his
167 crew for their work this spring on the flooding issues.

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

169 **Strategic Planning Committee:** Meeting on May 16.

170 **Audit Committee:** Brown reported that the audit committee discussed how it will
171 operate and assist the District and where the Board should provide assistance and
172 oversight, including policies, asset control, facilities management planning and a
173 potential performance audit.

174 **Interlocal Agreement Committee:** Meeting on May 16. Justine has prepared binders
175 for the committee members with copies of the agreement to review.

176 **BOSAC:** Did not meet.

177

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

179 Castro reminded the Board that approval for the TNT rate is required at the June Board meeting
180 in order to send to the County Auditor for inclusion in the County Council meeting in June.

181

182 Brown thanked Managers for the hard work over the long winter. He also complimented the
183 Recreation team on its excellent Camp Counselor Training Program.

184

185 Westberg thanked staff for its efforts at Run-A-Muk in providing information and handing out
186 promotional items to the public. Gines reported that the Trails & Open Space team has been
187 focusing on partnerships and community outreach and involvement, including developing a new
188 soon to be released Junior Trail Ranger program.

189

190 Chair Connolly suggested that staff should go out into the community and give updates at local
191 HOA meetings so that the community and neighbors stay involved. The Board is happy to assist
192 staff with this.

193

194 Castro thanked Kadziel for the new equipment at The Fieldhouse. Kadziel reported that there is
195 more equipment on order to replace the older, outdated machines.

196

197 **CLOSED SESSION: PROPERTY ACQUISITION**

198 At 7:22 pm, Chair Connolly called for a motion to enter into executive session for the purpose of
199 discussing property acquisition matters.

200

201 **MOTION:** To enter into executive session to discuss property acquisition matters. [CASTRO /
202 BROWN] All in favor: Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg. None
203 Opposed. Abstain: None. Absent: None. Motion carries.

204

205 The executive session to discuss property acquisition was recorded.

206

207 Board members in attendance: Nate Brown, Ryan Bruce, Ben Castro, Brandi Connolly, Len
208 McGee, Larry Moffitt, Carrie Westberg.

209

210 Staff members in attendance: Director Dana Jones, Brad Rogers, Dave Thomas.

211

212 At 7:43 pm, Chair Connolly called for a motion to close the executive session for the purpose of
213 discussing property acquisition matters.

214

215 **MOTION:** To close the executive session for the purpose of discussing property acquisition
216 matters. [WESTBERG / CASTRO] All in favor: Brown, Bruce, Castro, Chair Connolly, McGee,
217 Moffitt, Westberg. None Opposed. Abstain: None. Absent: None. Motion carries.

218
219 At 7:44pm, Chair Connolly called for a motion to adjourn the meeting.

220
221 **MOTION:** To adjourn the meeting of May 11, 2023. [MCGEE / BROWN] All in favor: Brown,
222 Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain: None.
223 Absent: None. Motion carries.

224
225 **MOTIONS:**

226 **MOTION:** To approve minutes from 04/06/23 meeting. [MCGEE / BROWN] All in favor:
227 Brown, Bruce, Chair Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain: Castro.
228 Absent: None. Motion carries.

229
230 **MOTION:** To approve prior month's expenditures. [CASTRO / WESTBERG] All in favor:
231 Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain:
232 None. Absent: None. Motion carries.

233
234 **MOTION:** To approve the purchase of turf and installation services from Field Turf for Willow
235 Creek Park in the amount of \$228,850 and authorize the District Director to execute the
236 necessary documents. [BROWN / BRUCE] All in favor: Brown, Bruce, Castro, Chair Connolly,
237 McGee, Moffitt, Westberg. None Opposed. Abstain: None. Absent: None. Motion carries.

238
239 **MOTION:** To award the Willow Creek Court Shade project to Great Western Recreation for
240 \$71, 511.88 and allow the District Director to execute documents related to the project.
241 [CASTRO / WESTBERG] All in favor: Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt,
242 Westberg. None Opposed. Abstain: None. Absent: None. Motion carries.

243
244 **MOTION:** To declare the 2009 New Holland E18SR Mini Excavator to be surplus and allow
245 the District Director to dispose of the equipment per District policy. [BRUCE / MOFFITT] All in
246 favor: Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg. None Opposed.
247 Abstain: None. Absent: None. Motion carries.

248
249 **MOTION:** To approve the purchase of a 2023 CAT 302.7 mini excavator for \$50,529, as
250 proposed, and allow the District Director to execute the documents relating to the transaction.
251 [MOFFITT / MCGEE] All in favor: Brown, Bruce, Chair Connolly, McGee, Moffitt, Westberg.
252 None Opposed. Abstain: None. Absent: Castro. Motion carries.

253
254 **MOTION:** To enter into executive session to discuss property acquisition matters. [CASTRO /
255 BROWN] All in favor: Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg. None
256 Opposed. Abstain: None. Absent: None. Motion carries.

257
258 **MOTION:** To close the executive session for the purpose of discussing property acquisition
259 matters. [WESTBERG / CASTRO] All in favor: Brown, Bruce, Castro, Chair Connolly, McGee,
260 Moffitt, Westberg. None Opposed. Abstain: None. Absent: None. Motion carries.

261
262 **MOTION:** To adjourn the meeting of May 11, 2023. [MCGEE / BROWN] All in favor: Brown,
263 Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain: None.
264 Absent: None. Motion carries.

265
266 Minutes prepared by Director Dana Jones

267
268 Clerk/Board Member Approval:  _____