



Snyderville Basin Special Recreation District  
Board Meeting Minutes  
**Thursday, May 12, 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, Phares Gines, Steve Good, Kelly Isleib, Brian Kadziel, Justine  
8 Kadziel, Director Dana Jones, Ben Liegert, Allie Mckinney, Ben Pearson, Sam Schwoebel. Staff  
9 participated electronically via Zoom and at anchor location.  
10

11 **Attending Guests:** None  
12

13 **CALL TO ORDER AND PUBLIC INPUT**

14 The meeting of May 12, 2022, was called to order by Chair Connolly at 6:03 pm.  
15

16 No public input. Chair Connolly closed public input at 6:04 pm  
17

18 **CONSENT AGENDA**

19 1. REQUEST TO APPROVE MINUTES FROM 04/07/2022.  
20

21 2. REQUEST TO APPROVE THE PRIOR MONTH'S EXPENDITURES.  
22

23 The Board and Director Jones discussed the HOA payments on District properties.  
24

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

28 **REVIEW OF FIRST QUARTER 2022 FINANCIAL REPORT**

29 Board members received a staff report from Carpenter in their Board packets prior to the  
30 meeting.  
31

32 Director Jones discussed the Operations & Maintenance Revenue for the 1<sup>st</sup> Quarter 2022.

33 Director Jones stated that the Fieldhouse revenue for 1<sup>st</sup> Quarter 2022 is significantly higher than

34 1<sup>st</sup> Quarter 2021. Director Jones compared the Recreation Revenue for 1<sup>st</sup> Quarter 2022 and 1<sup>st</sup>  
35 Quarter 2021, explaining that revenue for 2022 is 28.6% higher than 2021.  
36 Director Jones stated that revenue for Other Charges for Service is up 51.2% in 1<sup>st</sup> Quarter 2022  
37 compared to 1<sup>st</sup> Quarter 2021.

38  
39 Director Jones discussed the 1<sup>st</sup> Quarter 2022 Operations and Maintenance expenses stating that  
40 all departments are under 20% of their budgeted expenses for the year. Director Jones discussed  
41 the increase in Impact Fee's units processed, stating that the District has received 43 more units  
42 than 1<sup>st</sup> Quarter 2021. The Board and Director Jones discussed qualifying properties for Impact  
43 Fees.

44  
45 The Board and Director Jones discussed the fee structure for programs. Director Jones stated the  
46 District will be presenting a budget revision to the Board in July due to unforeseen expenses and  
47 increases. The Board and Director Jones discussed RAP Tax grant funds. The Board and District  
48 staff discussed the efficient usage of the Fieldhouse as well as part-time employee wages and  
49 staffing.

50  
51 **DISCUSSION AND POSSIBLE APPROVAL OF CHANGE ORDER FOR TRAILSIDE**  
52 **EAST CONSTRUCTION PROJECT**

53 Board members received a staff report from Liegert and Baker in their Board packets prior to the  
54 meeting.

55  
56 Liegert stated that through ongoing meetings regarding construction of the Trailside East Park  
57 Project the District has identified two trails in need of improvement from the original design and  
58 the need to install a temporary fence. Liegert explained that the District recommends widening  
59 the bypass trail on the original plans from 8' to 10' stating that there were boundary constraints  
60 that previously created a narrow section of trail. Liegert stated that these constraints have be  
61 resolved through an easement agreement and that a 10' trail better aligns with the District's Trail  
62 Design Guidelines. The cost of this change order is \$21,182.56.

63  
64 Liegert explained that the existing perimeter trail is a priority for replacement and recommended  
65 that the existing perimeter trail be removed and replaced with a 10' wide asphalt trail. Liegert  
66 stated that the price of the change order for this includes a 6" road base subgrade and 3" asphalt  
67 surface. The cost of this change order is \$65,007.30.

68  
69 Liegert stated that the District recommends installing a temporary environmental fence along the  
70 bypass trail to protect the areas that will be hydroseeded explaining that the fence will remain up  
71 until the grasses are established. Liegert state that the cost of this change order is \$8,014.35.

72  
73 The Board and Liegert discussed the specification of the trail replacement. The Board and  
74 Liegert discussed the advantages of using Kenny Seng Construction for these change order  
75 projects as they are currently mobilized on the site. The Board and Director Jones discussed  
76 having Kenny Seng and a competitor both bid an adjoining section of the trail that is also  
77 scheduled to be replaced this year.

78

79 **MOTION:** To approve the change order for construction services with Kenny Seng  
80 Construction, not to exceed \$94,204.21 and authorize the District Director to execute the  
81 necessary documents. [BROWN / MCGEE] 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 CAPITAL REPLACEMENT**

85 **PURCHASE – 2022 ASV RT65**

86 Board members received a staff report from Wagoner and Gines in their Board packets prior to  
87 the meeting. Gines stated that the District is seeking approval to purchase a 2022 ASV RT65  
88 Skid Loader to be used to improve operations and replace an aging 2009 Terex PT60 Skid  
89 Loader that is 3 years past District recommended replacement schedule. Gines discussed District  
90 use for this Skid Loader and specifications required for this machine.  
91

92 The Board and Gines discussed the Capital Replacement Schedule.  
93

94 **MOTION:** To approve the purchase of a 2022 ASV RT65 for \$65,000.00 and surplus of the  
95 Terex PT60, allowing the District Director to execute the documents relating to both  
96 transactions. [MCGEE / MOFFITT] All in favor: Brown, Bruce, Castro, Chair Connolly,  
97 McGee, Moffitt, Westberg. None Opposed. Abstain: None. Absent: None. Motion carries.  
98

99 **DISCUSSION AND POSSIBLE APPROVAL OF REVISIONS TO THE DISTRICT**

100 **PERSONNEL POLICIES**

101 Board members received a staff report from Baker in their Board packets prior to the meeting.  
102 Chair Connolly stated that the revisions must first be reviewed and approved by Summit County  
103 Council, so there will not be a motion for approval from the Board at this time.  
104

105 Baker welcomed the Boards recommendations after reviewing the Personnel Policies. The Board  
106 discussed ADA regulations, employment benefits, and COVID related policies. The Board  
107 discussed including a de-escalation policy. The Board discussed the transferring of PTO from  
108 one employee to another. Director Jones discussed the floating holiday schedule. The Board  
109 discussed the employee orientation period and evaluation process. The Board discussed Utah's  
110 legal marijuana use and how it will affect District Policies. The Board discussed the keeping of  
111 confidential records. Chair Connolly suggested restructuring the Family Leave in connection  
112 with the FMLA time.  
113

114 **DIRECTOR'S UPDATE**

115 Board members received a staff report from Director Jones in their Board packets prior to the  
116 meeting. Director Jones discussed the May 2022 edition of the Neighbors of Park City Magazine  
117 publication which includes a spotlight feature of the District's Recreation Team.  
118

119 Director Jones introduced new employees Alex Robles and Seychelle Marcus. Director Jones  
120 stated that the District will be participating in Truth and Taxation this year. Director Jones stated  
121 that the management team will be attending NRPA conference this year. Director Jones  
122 discussed the HR Task Force.  
123

124 The Board and B. Kadziel discussed the camp participation this year as well as the 6:00am  
125 registration opening. The Board and B. Kadziel discussed the policy regarding camp participants  
126 not being picked up on time. The Board and B. Kadziel discussed the Solomon Fund  
127 Scholarships and disbursements.  
128

### 129 UPDATES FROM DISTRICT COMMITTEES

#### 130 STANDING COMMITTEES:

131 **District Director Liaison & Annual Review Committee:** Chair Connolly stated that the  
132 committee met to discuss Director Jones’ goals for the year, the Ice Arena, Strategic Plan,  
133 TNT, HR task force, and water restrictions.

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

135 **Trails Committee:** Moffitt stated that the committee met and discussed the Trailside East  
136 project, National Trails Day, Silver Creek Village, E-bikes, Rob’s Trail, Discovery Trail  
137 and that they were introduced to Seychelle.

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

139 **Parks & Recreation Committee:** Did not meet.

140 **BOSAC (County appointed)** – Castro stated that the committee met and discussed the  
141 Open Space Committee.  
142

#### 143 AD HOC COMMITTEE:

144 **Capital Investment and Strategic Action Plan Committee:** Castro stated that the  
145 committee met and made revisions to the strategic plan. Castro stated that the District will be  
146 posting an RFP for the Strategic Plan. Castro stated that participating in Truth and Taxation this  
147 year aligns with the Strategic Planning Process.

148 **Ice Arena Committee:** Did not meet.  
149

### 150 BOARD MEMBER COMMENTS AND REVIEW OF ACTION ITEMS

151 Chair Castro commended the Trails Department on the slalom course.  
152

### 153 CLOSED SESSION: PERSONNEL; PROPERTY MATTERS

154 At 8:02 pm, Chair Connolly called for a motion to enter into executive session to discuss  
155 property matters.  
156

157 The executive session to discuss legal matters was recorded.  
158

159 Board members in attendance: Nate Brown, Ryan Bruce, Ben Castro, Chair Brandi Connolly,  
160 Len McGee, Larry Moffitt, Carrie Westberg.  
161

162 Staff in attendance: Mike Baker, Director Dana Jones, Brian Kadziel, Justine Kadziel, Ben  
163 Liegert.  
164

165 **MOTION:** To enter into executive session for the purpose of discussing property matters.  
166 [CASTRO / WESTBERG] All in favor: Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt,  
167 Westberg. None Opposed. Abstain: None. Absent: None. Motion carries.  
168

169 At 8:29 pm, Chair Connolly called for a motion to close executive session for the purpose of  
170 discussing property matters.

171  
172 **MOTION:** To close the executive session for the purpose of discussing property matters.  
173 [MOFFITT / WESTBERG] All in favor: Brown, Bruce, Castro, Chair Connolly, McGee,  
174 Moffitt, Westberg. None Opposed. Abstain: None. Absent: None. Motion carries.

175  
176 At 8:29 pm, Chair Connolly called for a motion to enter into executive session to discuss  
177 personnel matters.

178  
179 Chair Connolly signed a closed meeting affidavit for discussion of personnel.

180  
181 Board members in attendance: Nate Brown, Ryan Bruce, Ben Castro, Chair Brandi Connolly,  
182 Len McGee, Larry Moffitt, Carrie Westberg.

183  
184 Staff in attendance: Director Dana Jones

185  
186 **MOTION:** To enter into executive session for the purpose of discussing personnel matters.  
187 [CASTRO / WESTBERG] All in favor: Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt,  
188 Westberg. None Opposed. Abstain: None. Absent: None. Motion carries.

189  
190 At 9:02 pm, Chair Connolly called for a motion to close executive session for the purpose of  
191 discussing personnel matters.

192  
193 **MOTION:** To close the executive session for the purpose of discussing personnel matters.  
194 [WESTBERG / CASTRO] All in favor: Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt,  
195 Westberg. None Opposed. Abstain: None. Absent: None. Motion carries.

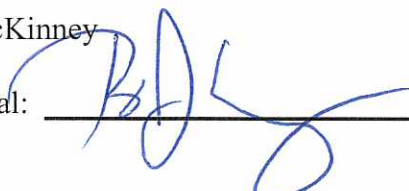
196  
197 At 9:03 pm, Chair Connolly called for a motion to adjourn the meeting.

198  
199 **MOTION:** To adjourn the meeting of May 12, 2022 [BROWN / BRUCE] All in favor: Brown,  
200 Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain: None.  
201 Absent: None. Motion carries.

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203 **MOTIONS:**

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205 Minutes prepared by Allie McKinney

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207 Clerk/Board Member Approval:  \_\_\_\_\_