



Snyderville Basin Special Recreation District
Board Meeting Minutes
Thursday, June 16, 2022
Board Room – Trailside Park and
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, Kelly Isleib, Brian Kadziel, Justine Kadziel, Director Dana Jones,
8 Ben Liegert, Allie Mckinney, Ben Pearson, Michael Versagli, Matt Wagoner. Staff participated
9 electronically via Zoom and at anchor location.

10
11 **Attending Guests:** Stephan Herrera, Greg Ogden, Jana Quilter, Wade Quilter.

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

14 The meeting of June 16, 2022, was called to order by Chair Connolly at 6:03 pm.

15
16 Stephen Herrera, Vice President of Pinebrook Master’s Association discussed the trails
17 realignment project on the Southeast edge of the Pinebrook neighborhood that would help
18 alleviate overcrowding and congestion on the trails and at trailheads in the Pinebrook
19 community.

20
21 Wade and Jana Quilter from the Trailside neighborhood discussed concerns for the effect on
22 wildlife due to the development of Trailside East Park. The Board and the Quilters discussed the
23 study that was exercised prior to approval for the construction of the Trailside East Park project.

24
25 Chair Connolly closed public input at 6:11 pm.

26
27 **REVIEW AND APPROVAL OF THE 2021 ANNUAL FINANCIAL REPORT**
28 **PRESENTED BY GREG OGDEN, CPA**

29 Board members received a staff report from Greg Ogden, CPA in their Board packets prior to the
30 meeting.

31
32 Ogden discussed the 2021 Annual Financial Report, stating that the District operated in a fiscally
33 responsible nature, resulting in positive outcomes outlined through the analysis report. Ogden

34 commended the District for a strong recovery from COVID financially. Ogden discussed the
35 Statement of Net Position stating that the change in net position was very healthy. Ogden
36 provided a brief overview of the Balance Sheet – Governmental Funds. Ogden discussed the
37 Reconciliation of the Balance Sheet of Government Funds to the Statement of Net Position.
38 Ogden thanked District staff for the hard work and the conscious effort to minimize risk.
39

40 The Board and Ogden discussed Capital Assets National Standards regarding Government
41 Agencies. The Board thanked Ogden for his hard work and continued service to the District.
42

43 **MOTION:** To approve the 2021 Annual Financial Report presented by Greg Ogden, CPA
44 [CASTRO / MCGEE] All in favor: Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt,
45 Westberg. None Opposed. Abstain: None. Absent: None. Motion carries.
46

47 **CONSENT AGENDA**

48 1. REQUEST TO APPROVE MINUTES FROM 05/12/2022.

49 Chair Connolly corrected the spelling of her name on line 102.
50

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

52 The Board and Director Jones discussed the Boom Lift Rentals. The Board and Director Jones
53 discussed the Summit County Kimball Area Transit District Fee.
54

55 **MOTION:** To approve the two-point Consent Agenda [WESTBERG / BROWN] All in favor:
56 Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain:
57 None. Absent: None. Motion carries.
58

59 **DISCUSSION AND POSSIBLE APPROVAL OF PROPOSED 2022 PROPERTY TAX**
60 **RATES FOR OPERATIONS & MAINTENANCE AND DEBT SERVICE**

61 Director Jones stated that every year the District must enter proposed tax rates in the Certified
62 Tax Rate system to be reviewed by the Summit County Auditor, adopted by the Summit County
63 Council, and finalized by the Utah State Tax Commission. Director Jones explained that before
64 the District can propose rates, the County Auditor must calculate a certified tax rate and revenue
65 based on several factors such as current property values, collection rates and new growth.

66 Director Jones stated that the 2022 Auditor's certified tax rate revenue for operations &
67 maintenance was calculated to be \$6,552,704, generating a certified tax rate of .000412. Director
68 Jones explained that the District cannot recommend a tax rate higher than the calculated certified
69 tax rate and explained that the tax rate decreased from 2021 due to increasing property values in
70 the District.
71

72 Director Jones stated that the tax rate for Entity 6030, responsible for re-paying four District GO
73 bonds, is proposed to be .000155. Director Jones explained that the tax rate for Entity 6031,
74 responsible for paying the 2015 GO bond, is proposed to be .000106, creating a combined 2022
75 debt service tax rate proposed to be .000261.
76

77 **MOTION:** To approve a combined property tax rate of .000673 for 2022 for operations &
78 maintenance and debt service. This rate is estimated to generate revenue of \$6,552,940 for
79 operations & maintenance and \$4,629,631 for debt service. [CASTRO / BRUCE] All in favor:

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

82

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

84 **PERSONNEL POLICIES**

85 Board members received a staff report from Baker in their Board packets prior to the meeting.
86 Baker stated that the District completed the annual review of the Personnel Policy document and
87 presented Board Members with the 2022 revision recommendations for consideration
88 and discussion in the May Board Meeting. Baker explained that the Board provided good input
89 and suggested edits which have been included in the most recent Personnel Policy draft.

90

91 Baker summarized the updates discussed in the May Board Meeting as follows: Inclusion of
92 employee discounts for programs / memberships (page 54), separation of medical records / I-9
93 documentation / and pre-hire screenings from employment personnel records (page 16),
94 proposed revision of the PTO rollover allowance (staff recommending increasing
95 rollover limits from 100 to 160) (page 41), and elimination of the 3% merit increase option at the
96 end of an orientation period (page 26).

97

98 The Board and Baker discussed the orientation period. The Board and Baker discussed revising
99 the effective date. The Board and Baker discussed the suggested PTO rollover allowance policy.

100

101 **MOTION:** To approve the 2022 Personnel Policy revisions and forward a positive
102 recommendation to the Summit County Council for consideration and adoption. [BRUCE /
103 MCGEE] All in favor: Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg. None
104 Opposed. Abstain: None. Absent: None. Motion carries.

105

106 **DISCUSSION AND POSSIBLE APPROVAL OF CHANGE ORDERS FOR GREEN**
107 **LEAF & GROUND SOLUTIONS WEED MITIGATION CONTRACTS**

108 Board members received a staff report from Wagoner in their Board packets prior to the meeting.
109 Wagoner stated that in 2019, the District awarded two multi-year contracts for noxious weed
110 treatment on trails and open space within the district. Wagoner explained that one was awarded
111 to Ground Solutions for \$26,800 annually and the other to Greenleaf for \$20,000 annually.
112 Wagoner stated that each contractor has different capacities and performs treatments in different
113 parts of the District, explaining that both performed well and fulfilled the requirements of their
114 contracts.

115

116 Wagoner stated that this year, the District has observed increased early season growth of target
117 noxious weeds on open space properties. Wagoner explained that this is not specific to any one
118 area and is likely due to the particular patterns of weather and the amount of precipitation this
119 Spring.

120

121 Wagoner stated that the District is requesting that the not-to-exceed limit for the contracts be
122 increased by \$10,000 each, explaining that the additional funding will allow for both more
123 extensive and intensive treatments of noxious weeds on District properties. Wagoner stated that
124 the money will come from funds allocated to perform forestry work in the Aspen grove on the
125 PRI property. Wagoner explained that the USU Aspen Research Project has begun, which is a

126 precursor to being able to complete the forestry work, but due to timing it is unlikely to develop
127 treatment recommendations before the end of the season. Wagoner stated that the District
128 recommends that these funds be reallocated to complete additional weed treatments considering
129 the accelerated early season growth.

130
131 The Board and Wagoner discussed the coordination with Summit County, Land Management
132 Agencies, and responsible parties for noxious weed treatment. The Board and Wagoner
133 discussed the USU Aspen Research Project.

134
135 **MOTION:** To approve a \$10,000 increase to each of the 2022 not-to exceed
136 limits for the noxious weed treatment contracts with Ground Solutions and Greenleaf. [BROWN
137 / WESTBERG] All in favor: Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg.
138 None Opposed. Abstain: None. Absent: None. Motion carries.

139
140 **DISCUSSION AND POSSIBLE APPROVAL OF THE FIELDHOUSE SECURITY**
141 **CAMERA CONTRACT**

142 Board members received a staff report from Isleib, Kadziel and Baker in their Board packets
143 prior to the meeting. Director Jones stated that the current security system at the Fieldhouse is
144 outdated and does not provide the comprehensive surveillance and security monitoring needs of
145 the facility moving forward. Director Jones explained that current shortfalls include low
146 resolution cameras that are ineffective at clearly identifying individuals when needed, lack of full
147 facility field of views, inadequate audio recording, and an outdated alarm / intrusion system that
148 frequently triggers false alarms and cannot be controlled remotely.

149
150 Isleib explained that the District has been exploring options with multiple vendors over the past 8
151 months for bringing the security system (video, audio, intrusion, monitoring, and alarm systems)
152 up to modern standards. Isleib stated that proposals and quotations were received, reviewed, and
153 discussed with multiple vendors including Bosch Security and Safety Systems. Isleib stated that
154 Bosch's presentation and proposal was far more robust in capability and performance. Isleib
155 explained that because Bosch is contracted through the State of Utah, the pricing is the most
156 competitive. Isleib stated that Bosch partners with local dealers for sales and installation
157 explaining that AES Systems out of Springville, UT would complete the installation and training
158 process.

159
160 Director Jones stated that this purchase is part of the Capital Replacement Budget. The Board
161 and Isleib discussed the issues with the current alarm system. The Board and Baker discussed
162 how the new system would tie into the fire system. The Board and Baker discussed the contract
163 price and terms. The Board and Isleib discussed the capabilities of the Bosch Security and
164 Software Systems. The Board and Baker discussed the installation process and timeline.

165
166 **MOTION:** To approve the Purchase of the Bosch Security and Safety System Proposal as
167 presented in the attached quote in the amount of \$99,682.84 and allow the District Director to
168 execute the necessary documents relating to this purchase. [MCGEE / MOFFITT] All in favor:
169 Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain:
170 None. Absent: None. Motion carries.

171

172 **DISCUSSION AND POSSIBLE APPROVAL OF WILLOW CREEK POND**
173 **RENOVATION PROJECT – DESIGN AND CONSTRUCTION MANAGEMENT**
174 **CONTRACT**

175 Board members received a staff report from Baker in their Board packets prior to the meeting.
176 Baker explained that the Willow Creek Park Pond was constructed nearly 20 years ago for the
177 primary purpose of holding irrigation water to be used for the Park’s sports fields. Baker stated
178 that over the previous decade the uses of the pond have expanded to include ice skating in the
179 winter along with heavy use as a popular Dog Park during the summer. Baker explained that as
180 the pond’s liner is reaching the end of its useful life and bank erosion issues are resulting in the
181 overall aesthetic and functional decline of the area, the District is seeking to address these
182 deficiencies as well as enhance the overall utility, durability, and appearance of the pond area for
183 all its current uses and user groups.

184
185 Baker stated that in late 2021 Staff submitted a Summit County RAP Tax Grant Application for
186 this project and the District was awarded \$720,000 in funding for this project. Baker explained
187 that the District’s procurement policy allows for the procurement of architectural, engineering,
188 and consulting services up to \$100,000 by direct negotiation after reviewing the qualifications,
189 experience, and background of a minimum of three firms. Baker stated that based on these
190 reviews along with previous project collaboration and experience with Bowen Collins &
191 Associates, the District desires to procure BC&A for Design and Construction Management
192 Services associated with this project. Baker stated that BC&A have provided a quote in the
193 amount of \$44,908 for these services.

194
195 The Board and Baker discussed the project timeline. The Board and Baker discussed the RAP
196 Tax Grant Award. The Board requested a presentation from Bowen Collins and Associates
197 regarding the project for the July Board meeting.

198
199 **MOTION:** To approve awarding a contract for the Willow Creek Pond Improvement Project
200 Design and Construction Management Services to Bowen Collins and Associates in the amount
201 of \$44,908 and allow the District Director to execute the necessary documents relating to this
202 purchase. [CASTRO / MCGEE] All in favor: Brown, Bruce, Castro, Chair Connolly, McGee,
203 Moffitt, Westberg. None Opposed. Abstain: None. Absent: None. Motion carries.

204
205 **DISCUSSION AND POSSIBLE APPROVAL OF 2022 CRACK SEAL / SEAL COAT**
206 **CONTRACT**

207 Board members received a staff report from Gines in their Board packets prior to the meeting.
208 Wagoner stated that crack sealing and seal coating of the paved trails is an annual trail
209 maintenance item that helps to preserve the trail integrity and prolong the life of the asphalt.
210 Wagoner explained that this process delays necessary replacement of the asphalt and is more cost
211 effective in the long term. Wagoner stated that each trail is on a schedule to be seal coated at
212 least every four years, or as needed and all other paved trails are evaluated each year for crack
213 seal. Wagoner explained that the trails and parking lots are crack sealed prior to being seal
214 coated.

215
216 Wagoner stated that on May 20, 2022, the District published an Invitation to Bid and received
217 bids from five contractors. Wagoner explained that Onsite Asphalt submitted the lowest

218 responsible and responsive bid for this procurement in the amount of \$60,352.50 and that
219 references confirm that Onsite is a reputable contractor, performing above industry standards on
220 work completed.

221
222 Wagoner discussed the reasoning for different price ranges between bids. Wagoner and the
223 Board discussed the company that performed the 2021 Crack Seal / Seal Coat for the District.
224 The Board and Wagoner discussed Onsite Asphalt's qualifications. The Board and Baker
225 discussed the agreement for this project. The Board and Baker discussed the project scope. The
226 Board and Wagoner discussed the budget for this project.

227
228 **MOTION:** To award the 2022 Crack Seal and Seal Coat contract to Onsite Asphalt in the
229 amount of \$60,352.50 and authorize the District Director to execute the necessary documents
230 related to this project. [BROWN / WESTBERG] All in favor: Brown, Bruce, Castro, Chair
231 Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain: None. Absent: None. Motion
232 carries.

233
234 **DISCUSSION AND POSSIBLE APPROVAL OF CHANGE TO AUTHORIZED**
235 **SIGNERS FOR THE DISTRICT'S ACCOUNTS WITH ZIONS BANK**

236 Board members received a staff report from Director Jones in their Board packets prior to the
237 meeting. Director Jones stated that as needed, to continue District business, the District must
238 update the individuals who are designated as authorized signers for the District's Zions Bank
239 accounts. Director Jones stated that as Per Chapter 11, Section 3.A.c. of the District's Policies
240 and Procedures, authorized individuals to sign checks include the Board Chair, Board Treasurer,
241 District Director, and Board's designee. Director Jones explained that currently, the District's
242 four authorized signers for Zions Bank accounts are Brandi Connolly, Nate Brown, Dana Jones,
243 and Stacy Carpenter. Director Jones suggested that Mike Baker be added as an authorized signer,
244 replacing District Administrator, Stacy Carpenter who is out on extended leave.

245
246 Director Jones discussed the reasoning behind appointing Baker as an authorized signer.
247 Director Jones discussed the possibility of a special board meeting for the purpose of approving
248 these minutes prior to the July board meeting.

249
250 **MOTION:** To approve to approve Brandi Connolly (Chair), Nate Brown (Treasurer), Dana
251 Jones (Director), and Mike Baker (Board designee) as authorized signers for the District's
252 Zions Bank accounts. [MOFFITT / WESTBERG] All in favor: Brown, Bruce, Castro, Chair
253 Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain: None. Absent: None. Motion
254 carries.

255
256 **DIRECTOR'S UPDATE**

257 Board members received a staff report from Director Jones in their Board packets prior to the
258 meeting. Director Jones discussed the District's summer camps. Director Jones commended The
259 Fieldhouse front desk staff for their superior work during the busy summer months. Director
260 Jones discussed the progress of the HR Task force. Director Jones stated that the Trailside
261 Administrative Offices will be closed the last week of June due to the construction of new office
262 furniture. Director Jones discussed the District's upcoming events. Director Jones discussed the
263 possible changes to the District's 2022 budget.

264
265 The Board and Director Jones discussed the potential uses of the NeoGov system. The Board and
266 Wagoner discussed the final walk through with the State on the Discovery Trail Network. The
267 Board commended the District on the organization and quality of the summer camps. The Board
268 thanked the District Events staff for the success of *Bike to School Day* despite the inclement
269 weather.

270
271 **UPDATES FROM DISTRICT COMMITTEES**

272 **STANDING COMMITTEES:**

273 **District Director Liaison & Annual Review Committee:** Chair Connolly stated that the
274 committee discussed the Strategic Plan RFP, National Trails Day, and progress on the Trailside
275 East Park project. Chair Connolly stated that the committee discussed having Director Jones
276 attend a City Council meeting for joint trails initiatives. In addition, Chair Connolly stated that
277 the committee discussed the Willow Creek Pond and playground projects as well as committee
278 realignment. Chair Connolly stated that the District is looking into implementing/purchasing a
279 maintenance management program to track dates and provide reminders. Chair Connolly stated
280 that the committee discussed the property in Jeremy Ranch and including that in the Strategic
281 Planning process as well as the Silver Creek property.

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

283 **Trails Committee:** Moffitt stated that the committee discussed the Flying Dog Trail.
284 Moffitt stated that the committee discussed the fact that the trail is Preserve Open Space, and that
285 the District has an agreement with them for use of the trail. Moffitt stated the options for
286 changing the direction and/or implementation of a parallel trail for use. Moffitt stated the
287 committee reviewed the data from the trail counters. The Board requested the committee collect
288 and review data regarding the Pinebrook High Ute Trail.

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

290 **Parks & Recreation Committee:** Bruce stated that the committee discussed The
291 Fieldhouse camera system update and potential to gather data assisting in the prioritization of
292 programs that the District offers such as swim lessons vs lap swimming availability. Bruce stated
293 the committee discussed lifeguard staffing, the aquatics schedule accessibility and potential of
294 acquiring an aquatics director position. Bruce stated the committee discussed the current water
295 restrictions. Bruce stated the committee discussed the Willow Creek All-Abilities playground
296 project updates.

297 **BOSAC (County appointed)** – Director Jones stated the committee had a closed session
298 discussing property. Director Jones stated that in open session the committee discussed BOSAC,
299 OSAC, and ESAC.

300
301 **AD HOC COMMITTEE:**

302 **Capital Investment and Strategic Action Plan Committee:** Castro stated that the
303 committee discussed the RFP that is scheduled to take place prior to the July board meeting.

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

305
306 **BOARD MEMBER COMMENTS AND REVIEW OF ACTION ITEMS**

307 Castro praised The Fieldhouse opening staff on their prompt opening procedures. The Board
308 discussed the *stART of Summer* event. Chair Connolly praised the Recreation Staff for the
309 thoroughness and hard work coordinating camps and kids.

310
311 At 8:05 pm, Chair Connolly called for a motion to adjourn the meeting.
312
313 **MOTION:** To adjourn the meeting of June 16, 2022 [BROWN / BRUCE] All in favor: Brown,
314 Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain: None.
315 Absent: None. Motion carries.
316
317 **MOTIONS:**
318 **MOTION:** To approve the 2021 Annual Financial Report presented by Greg Ogden, CPA
319 [CASTRO / MCGEE] All in favor: Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt,
320 Westberg. None Opposed. Abstain: None. Absent: None. Motion carries.
321
322 **MOTION:** To approve the two-point Consent Agenda [WESTBERG / BROWN] All in favor:
323 Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain:
324 None. Absent: None. Motion carries.
325
326 **MOTION:** To approve a combined property tax rate of .000673 for 2022 for operations &
327 maintenance and debt service. This rate is estimated to generate revenue of \$6,552,940 for
328 operations & maintenance and \$4,629,631 for debt service. [CASTRO / BRUCE] All in favor:
329 Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain:
330 None. Absent: None. Motion carries.
331
332 **MOTION:** To approve the 2022 Personnel Policy revisions and forward a positive
333 recommendation to the Summit County Council for consideration and adoption. [BRUCE /
334 MCGEE] All in favor: Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg. None
335 Opposed. Abstain: None. Absent: None. Motion carries.
336
337 **MOTION:** To approve a \$10,000 increase to each of the 2022 not-to exceed
338 limits for the noxious weed treatment contracts with Ground Solutions and Greenleaf. [BROWN
339 / WESTBERG] All in favor: Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg.
340 None Opposed. Abstain: None. Absent: None. Motion carries.
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342 **MOTION:** To approve the Purchase of the Bosch Security and Safety System Proposal as
343 presented in the attached quote in the amount of \$99,682.84 and allow the District Director to
344 execute the necessary documents relating to this purchase. [MCGEE / MOFFITT] All in favor:
345 Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain:
346 None. Absent: None. Motion carries.
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349 Design and Construction Management Services to Bowen Collins and Associates in the amount
350 of \$44,908 and allow the District Director to execute the necessary documents relating to this
351 purchase. [CASTRO / MCGEE] All in favor: Brown, Bruce, Castro, Chair Connolly, McGee,
352 Moffitt, Westberg. None Opposed. Abstain: None. Absent: None. Motion carries.
353
354 **MOTION:** To award the 2022 Crack Seal and Seal Coat contract to Onsite Asphalt in the
355 amount of \$60,352.50 and authorize the District Director to execute the necessary documents

356 related to this project. [BROWN / WESTBERG] All in favor: Brown, Bruce, Castro, Chair
357 Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain: None. Absent: None. Motion
358 carries.

359
360 **MOTION:** To approve to approve Brandi Connolly (Chair), Nate Brown (Treasurer), Dana
361 Jones (Director), and Mike Baker (Board designee) as authorized signers for the District's
362 Zions Bank accounts. [MOFFITT / WESTBERG] All in favor: Brown, Bruce, Castro, Chair
363 Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain: None. Absent: None. Motion
364 carries.

365
366 **MOTION:** To adjourn the meeting of June 16, 2022 [BROWN / BRUCE] All in favor: Brown,
367 Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain: None.
368 Absent: None. Motion carries.

369
370 Minutes prepared by Allie McKinney

371
372 Clerk/Board Member Approval: 