



Snyderville Basin Special Recreation District  
Board Meeting Minutes  
**Thursday, June 8, 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, and Carrie Westberg. Board members participated electronically via  
3 Zoom and at anchor location.

4  
5 **Absent:** None

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7 **Staff Present:** Nick Darby, Kelly Fink, Phares Gines, Steven Good, Director Dana Jones, Brian  
8 Kadziel, Justine Kadziel, Dave Paskoski, Ben Pearson, Brad Rogers, and Matt Wagoner. Staff  
9 participated electronically via Zoom and at anchor location.

10  
11 **Attending Guests:** David Thomas, Summit County Attorney; Darin Barr, Ballard King &  
12 Associates; Annaka Egan, Mark Kane, and Drew Pollak-Bruce, SE Group; Kyrene Gibb, Y2  
13 Analytics; and Tim Anker, Real Estate Broker. Guests participated electronically via Zoom and  
14 at anchor location.

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16 **CALL TO ORDER AND PUBLIC INPUT**

17 The meeting of June 8, 2023, was called to order by Chair Connolly at 6:02pm.

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

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21 **REVIEW AND APPROVAL OF THE 2022 ANNUAL FINANCIAL REPORT**

22 Was to be presented by Greg Ogden, CPA. This agenda item must be moved to July's meeting  
23 due to an issue with property tax deposits that prevented finalizing the audit.

24  
25 To kill time, Chair Connolly asked about the new face in the room. Director Jones introduced  
26 new employees: Nick Darby, the new administrative supervisor (who was present) and others.  
27 These new hires are also mentioned in the director's update.

28  
29 **DISCUSSION AND POSSIBLE APPROVAL OF MINUTES FROM 5/11/2023**

30 This agenda item was moved up to accommodate the SE Group Update scheduled for 6:30pm.  
31 One change to the minutes was suggested: Ryan Bruce mentioned that Ben Castro abstained  
32 from approving the 4/06/23 meeting minutes in the last board meeting. This correction will be  
33 made.

34 **MOTION:** To approve minutes from 5/11/2023. [CASTRO / MOFFITT] All in favor: Brown,  
35 Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain: None.  
36 Absent: None. Motion carries.  
37

38 **DISCUSSION AND POSSIBLE APPROVAL OF THE PRIOR MONTH'S**  
39 **EXPENDITURES**

40 This agenda item was also moved up to accommodate the SE Group Update scheduled for  
41 6:30pm. Brad Rogers reviewed the prior month's expenditures included in the Board packet. He  
42 specifically highlighted the under expenditures for personnel, due in part to overbudgeting for  
43 health insurance, under expenditures caused by delayed projects due to the extended wet winter  
44 season, and overages caused by the extended winter season, such as fuel and maintenance  
45 expenses for equipment.  
46

47 **MOTION:** To approve prior month's expenditures. [BRUCE / McGEE] All in favor: Brown,  
48 Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain: None.  
49 Absent: None. Motion carries.  
50

51 **REQUEST TO APPROVE PROPOSED 2023 PROPERTY TAX RATES FOR**  
52 **OPERATIONS & MAINTENANCE AND DEBT SERVICE**

53 This agenda item was also moved up to accommodate the SE Group Update scheduled for  
54 6:30pm. Director Jones reviewed this report and explained how these numbers are calculated.  
55 Also, these property tax rates need to be approved by the Board every June. Ben Castro asked to  
56 make a recommendation to get on the county council's agenda, to inform them about this Truth  
57 in Taxation issue. Director Jones said she would make that happen.  
58

59 **MOTION:** To approve a combined property tax rate of 0.000599 for 2023 for operations &  
60 maintenance and debt service. This rate is estimated to generate revenue of \$8,311,178 for  
61 operations & maintenance and \$4,631,981 for debt service. approve proposed 2023 property tax  
62 rates. [CASTRO / McGEE] All in favor: Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt,  
63 Westberg. None Opposed. Abstain: None. Absent: None. Motion carries.  
64

65 **STRATEGIC ACTION PLAN UPDATE FROM SE GROUP**

66 Moved to 6:30 to be discussed.  
67

68 SAP Update Agenda:

- 69 1. Timeline. Annaka Egan indicated that she was moving to part-time status but assured the  
70 Board that additional staff members are being assigned and hired to help cover this  
71 project. Chair Connolly expressed concern about seeing the 10-year Master Plan and the  
72 5-year T&O Management Plan by the end of July as indicated on the timeline. Annaka  
73 said that a packet will be sent to the Board next week with a draft of those two plans. She  
74 hoped to schedule a follow-up session with the Board after this conversation to set a now-  
75 to-project-completion schedule and invited all of them to be as involved as they wished to  
76 be with this process.
- 77 2. Recommended "Big Strategic Moves" for the District. Annaka reviewed these nine  
78 moves.
  - 79 a. District-wide Planning & Management.
  - 80 b. Equity.

- 81 c. Community Partnerships.  
82 d. Agreements and Access.  
83 e. Staff Development.  
84 f. Silver Creek Site.  
85 g. Reprogramming Facilities.  
86 h. Future Facilities. Chair Connolly wanted to make a recommendation to put Silver  
87 Creek and the others under “Future Facilities,” since they’re not a given. “We  
88 could fail the bond issue.” Ben Castro added other examples such as getting a  
89 bubble. The question was asked, “What are other ways to pivot if we can’t get  
90 those bonds? To take care of the community, as a whole, we need more indoor  
91 space.”  
92 i. Annual Reporting.
- 93 3. Financial and Operational Overview. Passed over to Darin Barr to cover. His report  
94 included funding options – traditional funding and alternative funding sources. Along  
95 with figuring out how to develop and construct these new facilities, it’s also important to  
96 understand the future operational impact of these facilities.
- 97 4. Statistically Valid Survey Expectations. Basin Recreation Resident Priorities Survey –  
98 passed over to Kyrene Gibb from Y2 Analytics to cover. Ben Castro and Chair Connolly  
99 voiced overall concern regarding the last survey which was also done by Y2 Analytics.  
100 The public found it very confusing and not enough data was collected for sub-analytics.  
101 Drew Pollak-Bruce jumped in to offer that now that SE is involved, established recreation  
102 planning experts, they can make sure the survey questions will be more effective. Ryan  
103 Bruce commented on feeling overwhelmed with the timeline and shared concern about  
104 getting accurate data. Drew Pollak-Bruce assured the Board that they are on track,  
105 timewise, but offered more “breathing room” if needed/wanted.
- 106 5. Next Steps. Again, Annaka will send an informational packet to the Board by next week.  
107 Target for completion: Data collection by the end of July with reporting to SE Group to  
108 incorporate any priority shifts into the plan by early August. Mark recommended  
109 scheduling a work session with the Board soon to review all the menus or options so that  
110 the Board understands them and then can help curate what they think is the right Phase  
111 One or preferred option to communicate to the public through the survey instrument.  
112

113 **DISCUSSION AND POSSIBLE APPROVAL TO SUB-LEASE NEWPARK OFFICE**  
114 **SPACE**

115 Director Dana Jones reviewed this report and explained the need for more office space: “When  
116 the Trailside building was built, at that time, there were 10 full-time people, and now we have 38  
117 full-time positions.” (Revised by Brad Rogers to 44 full-time staff with 46 by the end of the  
118 summer.) Yes, when the Fieldhouse was built, some moved over there, but there are still too  
119 many people in too small a space. They have been looking for some time at many different  
120 options, and this opportunity became available: leasing office space in Newpark (near the  
121 Fieldhouse) to relocate the administrative function (11 staff members) – the Trails & Open Space  
122 staff would remain at Trailside. The current tenant had a five-year lease, and the plan is to use  
123 the remainder of their lease (approximately two and a half years), “which will get us to a point  
124 where we’re ready to move forward with another facility.” Big plus: it is currently furnished and  
125 also wired from an IT standpoint – it would need only minor modifications. The monthly cost is  
126 \$7,082. If approved, Basin Recreation would take occupancy in July. Len McGee asked if there

127 were any savings if paid all at once. Tim Anker, Real estate broker: “There may be. They would  
128 just have to be approached.” Ben Castro asked Tim if there was an option to buy this space in the  
129 future. Tim: “No, not for this particular option.” There were also questions about the possibility  
130 of hybrid positions, which is being explored and considered as much as possible, but the nature  
131 of recreation is a lot of face-to-face.

132

133 **MOTION:** To approve the sub-lease of Newpark Office Space not to exceed the equivalent of  
134 \$7,082 per month through September 2025 and allow the District Director to execute the related  
135 documents. (Original motion modified by Chair Connolly from “for \$7,082” in case any savings  
136 can be arranged by paying it all at once.) [CASTRO / BROWN] All in favor: Brown, Bruce,  
137 Castro, Chair Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain: None. Absent:  
138 None. Motion carries.

139

140 **DISCUSSION AND POSSIBLE APPROVAL OF SITE WORK FOR THE WILLOW**  
141 **CREEK PARK PLAYGROUND**

142 Matt Wagoner reviewed this report in Ben Liegert’s absence: The state contract for the new  
143 playground installation did not include removal of the old playground equipment and other site  
144 work prep that is needed. Chair Connolly asked when the work is supposed to start. Matt  
145 Wagoner: “Within the month, but we’ll confirm that.”

146

147 **MOTION:** To approve and award the contract for the 2023 Willow Creek Playground removal  
148 and site preparation to Terrafirma LLC not to exceed the amount of \$207,685 and to allow the  
149 District Director to execute the related documents. [WESTBERG / MOFFITT] All in favor:  
150 Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain:  
151 None. Absent: None. Motion carries.

152

153 Chair Connolly requested that, as soon as it’s known, the timeline of this project be  
154 communicated to the Willow Creek HOA, and she offered to help with that.

155

156 **DISCUSSION AND POSSIBLE APPROVAL OF ALPINE FORESTRY CONTRACT**  
157 **AMENDMENT**

158 Phares Gines reviewed this report: Due to the heavy winter season, the District will exceed the  
159 not-to-exceed contract sooner than planned for tree removal and burn piles. Ryan Bruce asked if  
160 there was a possibility in the future of increasing training for the staff to be able to handle those  
161 kinds of trees or some of those trees. Phares explained that some training could happen, but it’s a  
162 very specialized service and they have plenty to work on as it is. Carrie Westberg commented  
163 that this was a good example of offloading work from the staff so that they could focus their time  
164 and attention on other needed areas, and Nate Brown agreed. This has been encouraged by the  
165 Board before.

166

167 **MOTION:** To increase the existing Alpine Forestry contract not-to-exceed limit for 2023 from  
168 \$83,000.00 to \$123,000.00 and allow the District Director to execute the related documents.  
169 [BRUCE / BROWN] All in favor: Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt,  
170 Westberg. None Opposed. Abstain: None. Absent: None. Motion carries.

171

172 **DISCUSSION AND POSSIBLE APPROVAL OF CRACK SEAL/SEAL COAT**  
173 **CONTRACT**

174 Phares Gines reviewed this report: As part of our preventative maintenance program for our  
175 asphalt trails, a crack seal coat is applied on a four-year cycle. This area is really hard on asphalt,  
176 but this program has been successful. Only one contractor responded with a bid for this work this  
177 year, and they responded at the last minute before the deadline. Our policy requires we get at  
178 least two quotes, but since it was advertised according to policy, we can accept this sole bid.  
179 Phares commended Dave Paskoski for going over the entire four-year trail schedule and  
180 realigning sections and streamlining the process, ultimately saving the District money. Chair  
181 Connolly recommended establishing a long-term relationship with a seal coat contractor and use  
182 them year after year, much like the established relationship with Alpine Forestry.

183  
184 **MOTION:** To approve and award the contract for the 2023 Trails CS/SC project to Kilgore  
185 Paving and to allow the District Director to execute the related documents for the amount not to  
186 exceed \$100,846.42. [BROWN / MOFFITT] All in favor: Brown, Bruce, Castro, Chair  
187 Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain: None. Absent: None. Motion  
188 carries.

189  
190 Comment/request from Ben Castro about putting pressure on the Newpark HOA to better  
191 maintain the parking lot near the Fieldhouse. That is on them to do, and it seems like it's getting  
192 worse all the time. Director Jones will follow up on that.

193  
194 **DISCUSSION AND POSSIBLE APPROVAL OF FIELDHOUSE CARDIO AND**  
195 **WEIGHT EQUIPMENT PURCHASE AND INSTALLATION**

196 Brian Kadziel reviewed this report: This is Phase Two of our RAP grant funds from 2022.

197  
198 **MOTION:** To approve the purchase of the specified cardio and fitness equipment from Pacific  
199 Fitness Products, LLC in the amount of \$44,065.00 and allow the District Director to execute the  
200 related documents. [McGEE / BRUCE] All in favor: Brown, Bruce, Castro, Chair Connolly,  
201 McGee, Moffitt, Westberg. None Opposed. Abstain: None. Absent: None. Motion carries.

202  
203 **LEADERSHIP PARK CITY – 2023 CITY TOUR OVERVIEW FROM CHAIR**  
204 **CONNOLLY**

205 PowerPoint shared by Chair Connolly of her trip to Fort Collins, Colorado. She was also joined  
206 by staff member Lily Chirico on this city tour.

207  
208 **DIRECTOR'S UPDATE**

209 Board members received a staff report from Director Jones in their Board packets prior to the  
210 meeting. Staff have been doing a great job of dealing with flooding and trying to get the fields  
211 open and make sure everything is operating. Everybody has been amazing at being able to pivot  
212 and make things work. The Trailside East project is almost wrapped up. There are a few small  
213 things to finish up, but that's it. Director Jones and Phares Gines have been working with Utah  
214 Open Lands on several open space issues and some other things that are coming up. Ryan Bruce  
215 requested to get the ranger monthly newsletter. Phares offered to help him with that.

216  
217

218 **DISTRICT COMMITTEE UPDATES**

219 **Parks and Facilities:** Report from Nate Brown: Yes, they did meet. He mentioned the positive  
220 send off of Paul Cain and welcoming in Allan Hilton. They've been dealing with some issues at  
221 Trailside East: parking along the road and containment of sports equipment. They're working on  
222 fencing options to mitigate damage and/or loss of equipment. Regarding the pond project,  
223 they're probably going to need to ask for an extension on that to do that project properly due to  
224 some new water issues there. Clean up work is needed on the fencing (natural fences and regular  
225 fences) due to the unseasonable winter. Joining the meeting this time remotely, Nate also shared  
226 his frustration about the Owl system. The sound is not great. Carrie Westberg agreed. (She also  
227 joined the meeting remotely.)  
228

229 **Trails and Open Space:** Report from Ben Castro: They just had national trails day this last  
230 weekend. They also talked about the crack seal contract. At Pinebrook, they presented about fuel  
231 mitigation. They built a greenhouse and are wanting to grow some native plants for upcoming  
232 seasons. There are also a couple of different volunteer days planned: Run-a-muck (dog waste  
233 pick up) and volunteering with Ecology Bridge for the garlic mustard games where volunteers  
234 pick and bag garlic mustard, then it is weighed for prizes. There are also going to be some  
235 interpretive hikes in July on the third Thursday.  
236

237 **Recreation:** Report from Larry Moffit: They did meet, and a lot of what they talked about was  
238 already discussed during this meeting. Weather is affecting the camps. If there's lightning within  
239 10 miles, they bring everybody inside. Hiring was successful for summer camps. Lastly, they're  
240 working on some policy updates: the refund policy for people who cancel camps before the start  
241 and also private instruction. They're working to have that ready for the 2024 season.  
242

243 **Director Liaison:** Report from Len McGee: They talked about spring runoff and damage to  
244 trails. Some admin positions have been filled, and Dana and Brad have done a great job in a  
245 difficult hiring market. David Thomas is working on some trail easement agreements, but they're  
246 waiting on some trail descriptions for that. The rest of their discussion were things that were  
247 covered tonight.  
248

249 **Personnel:** Ryan Bruce: Did not meet. Nothing to report.  
250

251 **Strategic Planning:** Ben Castro: He mentioned that they have a bi-monthly meeting and so  
252 much was being discussed and decided. That is why they asked the SE Group to come tonight –  
253 to update the entire Board.  
254

255 **BOSAC Committee:** Ben Castro: Did not meet. Nothing to report.  
256

257 **Audit Committee:** Nate Brown: Did not meet. Nothing to report.  
258

259 **Interlocal Agreement Committee:** Report from Len McGee: They met to discuss in May, with  
260 the recommendation of reaching out to the other two stakeholders, to inform them of the  
261 District's intent to begin making revisions to the agreement. The committee will meet later this  
262 month and plan to include both Ben Liegert and Brian Kadziel to discuss parks and recreation  
263 operations as it relates to the agreement.

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

Discussion about a special board meeting on the calendar with SE Group after they receive their packets next Tuesday. A meeting was scheduled Friday, 6/23, 8:00-9:30.

Regarding the survey, the question was asked, “Are they planning to do a Spanish-speaking survey for the Spanish-speaking community?” Chair Connolly mentioned that the Solomon Fund is happy to help with that, if needed.

Len McGee asked about doing password changes. Brad Rogers mentioned that they can reset it.

Members of the Board were asked to complete their “Conflict of Interest” forms. Ben Castro was available to notarize forms immediately following the meeting, if needed.

At 9:23pm, Chair Connolly called for a motion to adjourn the meeting.

**MOTION:** To adjourn the meeting of June 8, 2023. [CASTRO / MOFFITT] All in favor: Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain: None. Absent: None. Motion carries.

**MOTIONS:**

**MOTION:** To approve minutes from 5/11/2023. [CASTRO / MOFFITT] All in favor: Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain: None. Absent: None. Motion carries.

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

**MOTION:** To approve a combined property tax rate of 0.000599 for 2023 for operations & maintenance and debt service. This rate is estimated to generate revenue of \$8,311,178 for operations & maintenance and \$4,631,981 for debt service. approve proposed 2023 property tax rates. [CASTRO / McGEE] All in favor: Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain: None. Absent: None. Motion carries.

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

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315 Westberg. None Opposed. Abstain: None. Absent: None. Motion carries.

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323 **MOTION:** To approve the purchase of the specified cardio and fitness equipment from Pacific  
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329 Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain:  
330 None. Absent: None. Motion carries.

331  
332 Minutes prepared by Jennifer Durham

333  
334 Clerk/Board Member Approval: 