



Snyderville Basin Special Recreation District
Board Meeting Minutes
Thursday, July 13, 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:** Ryan Bruce, Brandi Connolly, Len McGee, Larry Moffitt, and
2 Carrie Westberg. Board members participated electronically via Zoom and at anchor location.

3
4 **Absent:** Nate Brown and Ben Castro.

5
6 **Staff Present:** Jennifer Durham, Phares Gines, Steven Good, Director Dana Jones, Brian
7 Kadziel, Justine Kadziel, Ben Liegert, Dave Paskoski, Brad Rogers, Matt Wagoner, and Stacy
8 Wilson. Staff participated electronically via Zoom and at anchor location.

9
10 **Attending Guests:** David Thomas, Summit County Attorney; Greg Ogden, CPA; Darin Barr,
11 Ballard King & Associates; Carla Lehigh, EWG; Matt Bruce, Corona Insights; Brad, Annaka
12 Egan, Mark Kane, Hannah Loope, and Drew Pollak-Bruce, Gracia Seeley, Cole Knight SE
13 Group. Guests participated electronically via Zoom and at anchor location.

14
15 **CALL TO ORDER AND PUBLIC INPUT**

16 The meeting of July 13, 2023 was called to order by Chair Connolly at 6:00pm.

17
18 No public input. Chair Connolly closed public input at 6:01pm.

19
20 **REVIEW AND APPROVAL OF THE 2022 ANNUAL FINANCIAL REPORT**
21 **PRESENTED BY GREG OGDEN, CPA**

22
23 Board members received the 2022 annual financial report in their Board packet prior to the
24 meeting and received a hard copy during the meeting provided by Greg Ogden, CPA.
25 The Board reviewed certain sections of the report with Greg Ogden. Went over last year's
26 numbers and confirmed everything looked appropriate. Chair Connolly said this is a decent look
27 at cost accounting in recreation and the other programs. It looks like an \$840,000 in revenue
28 versus 1.6 million in expenses, is that fair to say. Greg Ogden said that is correct. Greg Ogden
29 also clarified that the fieldhouse falls into parks and facilities.

30
31 **MOTION:** To approve the 2022 Annual Financial Report presented by Greg Ogden, CPA.
32 [BRUCE / WESTBERG] All in favor: Bruce, Chair Connolly, McGee, Moffitt, Westberg. None
33 Opposed. Abstain: None. Absent: Brown, Castro. Motion carries.

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

35 SAP Update Agenda:

- 36 1. Key finding and takeaways from the Board one on one.
37 2. Strategic direction and big moves
38 a. Subdistrict planning
39 b. Enhancing equity
40 c. Strengthening community partnerships
41 d. Restructuring agreements
42 e. Supporting staff and career development
43 f. Delivering essential community needs
44 g. Becoming a fully transparent organization
45 3. Restricted/Representative sample survey
46 4. Discussion and possible approval of Silver Creek concept and phasing plan for inclusion
47 in the Restricted/Representative Sample Survey
48

49 **DISCUSSION AND POSSIBLE APPROVAL OF SILVER CREEK CONCEPT AND**
50 **PHASING PLAN FOR INCLUSION IN THE STATISTICALLY VALID SURVEY WITH**
51 **INPUT FROM PLANNING CONSULTANT SE GROUP**
52

53 Hannah Loope from SE Group shared an overview of the Silver Creek concept and phasing plan,
54 which included a maintenance facility, outdoor athletic fields, a trail system, and an indoor
55 recreation center. Additional features including tennis/pickleball courts, a pump track, a bike
56 playground, and a dog park were also added since the last presentation of the concept plan based
57 on feedback from the one-on-one interviews with board members. There were questions brought
58 up regarding winter use of the trails and whether plowing/maintaining them in the winter for
59 Nordic skiing/walking was a possibility. There were concerns expressed about increasing the
60 amount of dedicated parking as well as adding restroom facilities, with the possibility of looking
61 into facilities that could be accessed from the outside of the building.
62

63 Carla Lehigh with EWG reviewed the site recreation center diagrams. Director Jones suggested a
64 more open changing room rather than traditional male/female rooms and discussion ensued as to
65 what that could entail. The topic of a climbing wall, which would need to be staffed, versus a
66 bouldering wall, which would not need to be supervised was discussed. There was also
67 conversation surrounding court versus turf options in the facility, with it being understood that a
68 convertible option would not suffice for District operations. Consultants weighed in on market
69 research regarding those two amenities, with staff offering observations of needing more turf
70 versus court options. J. Kadziel shared her opinion that stakeholder operations would benefit
71 more from an additional community indoor turf field. B. Kadziel agreed with that sentiment and
72 added that with additional turf space, more District evening HIIT-type fitness classes could be
73 offered. Please note in this meeting at 7:14 the power dropped. We reconnected with everyone a
74 few minutes later.
75

76 Chair Connolly asked the board that this overview mentioned getting a list of registered voters to
77 then send as a representative sample to them. Given that a large percentage of our homeowners
78 here and taxpayers are not full-time residents of the county and therefore not registered voters in
79 the area. The question was posed: Is that a concern or is it not a concern because the influencers

80 in the area may or may not vote for this bond? Moffitt also commented on the issue of adding a
81 project price to the ballot measure for the recreation bond. SE Group suggested having the
82 language in the questionnaire be very similar when voting for this bond on the ballot. They will
83 come up with the correct language that looks appropriate and make sure the voters respond to it
84 in the right way.

85
86 **MOTION:** To move forward the approval of the Silver Creek concept and phasing plan as
87 discussed in this meeting for inclusion in the statistically valid survey with input from planning
88 consultant SE Group [MCGEE/WESTBERG] All in favor: Bruce, Chair Connolly, McGee,
89 Moffitt, Westberg. None Opposed. Abstain: None. Absent: Brown, Castro. Motion carries.

90
91
92 **DISCUSSION AND POSSIBLE APPROVAL OF MINUTES FROM 6/8/2023 AND**
93 **6/23/2023**

94 Board members received draft minutes from 6/8/2023 and 6/23/2023 Board meetings in their
95 Board packet prior to the meeting.

96
97 **MOTION:** To approve minutes from 6/8/2023 and 6/23/2023. [WESTBERG/ MOFFITT] All in
98 favor: Bruce, Chair Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain: McGee
99 abstained from the approval of the 6/23/2023 minutes. Absent: Brown, Castro. Motion carries.

100
101 **DISCUSSION AND POSSIBLE APPROVAL OF THE PRIOR MONTH'S**
102 **EXPENDITURES**

103 Board members received the prior month's expenditures in their Board packet prior to the
104 meeting.

105
106 **MOTION:** To approve prior month's expenditures. [MCGEE / BRUCE] All in favor: Bruce,
107 Chair Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain: None. Absent: Brown,
108 Castro. Motion carries.

109
110 **DISCUSSION AND POSSIBLE APPROVAL TO SURPLUS THE 2002 GMC SIERRA**
111 **2500 HD FLATBED AND PURCHASE A 2023 FORD MAVERICK**

112 Board members received a staff report from Justine Kadziel in the Board packet prior to the
113 meeting.

114
115 Director Jones gave an overview of the District's fleet inventory, specifically regarding the 2002
116 GMC Sierra 2500 HD Flatbed. J. Kadziel shared that the 2023 Ford Maverick would be used
117 primarily for Community Outreach operations. As the Community Outreach department grows,
118 the vehicle will be used to help transport equipment and materials and regularly visit event site
119 locations. Additionally, with the team moving to the new Newpark office space, the vehicle can
120 be utilized to transport staff between the various office locations, as well as to parks and
121 trailheads. The vehicle will be purchased through a State of Utah cooperative purchasing contract
122 and will not exceed the adopted Capital Replacement budget line item of \$50,000.

123
124 Chair Connolly requested that going forward, the Board would prefer to see an annual fleet
125 inventory and purchasing/maintenance schedule rather than approving individual vehicle
126 purchases.

127
128 **MOTION:** To approve the declaration of the 2002 GMC Sierra 2500 HD flatbed as surplus
129 property and the purchase of a 2023 Ford Maverick in the amount of \$29,608.95 and to allow the
130 District Director to execute the documents relating to both. [MOFFITT / WESTBERG] All in
131 favor: Bruce, Chair Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain: None.
132 Absent: Brown, Castro. Motion carries.

133 **DISCUSSION AND POSSIBLE APPROVAL OF DOG WASTE STATION SERVICE**
134 **CONTRACT**

135 Board members received a staff report from Dave Paskoski in the Board packet prior to the
136 meeting.

137
138 Paskoski explained that with 44 dog waste stations in the District requiring service multiple
139 times a week, staff is seeking to outsource this task to an independent contractor to free up trails
140 and open space staff for other responsibilities. Request for proposals was initiated and three
141 companies submitted bids. All submittals met the Scope of Work requirements and staff
142 recommended Daizy Dooz due to them providing the least expensive quote and including yearly
143 additional pressure washing and station sterilization. While this was not identified in the 2023
144 budget, staff intends to use funds within the contract services to cover the expenses.

145
146 Chair Connolly commended staff for initiating the use of outsourcing certain services such as
147 this. Chair Connolly did ask about the swope of work and requested that it be added to all future
148 staff reports for Board to see.

149
150 **MOTION:** To approve entering a one-year contract with Daizy Doo DWS for \$29,100.00, as
151 proposed, and allow the District Director to execute the documents relating to the transaction.
152 [BRUCE / WESTBERG] All in favor: Bruce, Chair Connolly, McGee, Moffitt, Westberg. None
153 Opposed. Abstain: None. Absent Brown, Castro Motion carries.

154
155 **DISCUSSION AND POSSIBLE APPROVAL OF FIELDHOUSE CLEANING**
156 **CONTRACT AMENDMENT**

157 Board members received a staff report from Ben Liegert in the Board packet prior to the
158 meeting.

159
160 Liegert explained that the previous contract did not include nightly cleaning of the track,
161 sidelines of the field, and furniture. With staff being unsuccessful in hiring a part-time staff
162 member to assist with these responsibilities, Liegert is hoping to utilize the cleaning service to
163 assist with those additional needs at The Fieldhouse. The amendment will include four hours for
164 every day of the week, which would be an annual increase of \$48,984 a year and come out of
165 approved department operations budget.

166
167 **MOTION:** To amend the custodial services contract with Wasatch Property Services, Inc to the
168 amount of \$129,584 and allow the District Director to execute documents that relate to the
169 agreement. [BRUCE / MCGEE] All in favor: Bruce, Chair Connolly, McGee, Moffitt,
170 Westberg. None Opposed. Abstain: None. Absent: Brown, Castro. Motion carries.

171

172 **DISCUSSION AND POSSIBLE APPROVAL OF TRAILSIDE AND NEW PARK**
173 **OFFICE CLEANING SERVICES CONTRACT**

174 Board members received a staff report from Ben Liegert in the Board packet prior to the
175 meeting.

176
177 Liegert explained the need to identify certain services that could be contracted to allow staff to
178 focus on its specialized tasks and this included the need for custodial help at the Trailside
179 Administrative building and now the newly leased Newpark Administrative offices. Because the
180 total cost was close to the \$50,000 procurement threshold, two quotes were sought, with Wasatch
181 Property Services being the lowest of the two.

182
183 **MOTION:** To approve and award the custodial service contract to Wasatch Property Services,
184 Inc. for \$39,000 and allow the District Director to execute documents that relate to the
185 agreement. [WESTBERG / MOFFITT] All in favor: Bruce, Chair Connolly, McGee, Moffitt,
186 Westberg. None Opposed. Abstain: None. Absent: Brown, Castro. Motion carries.

187
188 **DIRECTOR'S UPDATE**

189 Board members received a staff report from Director Jones in the Board packet prior to the
190 meeting.

191
192 Director Jones introduced Stacy Wilson as the new Administrative Operations Coordinator and
193 due to time constraints, no other topics were discussed.

194
195 At this point in the meeting, Board members decided to table future agenda items until the
196 August Board meeting.

197
198 **DISTRICT COMMITTEE UPDATES**

199 **Parks and Facilities:** Report from Nate Brown

200
201 **Trails and Open Space:** Report from Ben Castro

202
203 **Recreation:** Report from Larry Moffit

204
205 **Director Liaison:** Report from Len McGee

206
207 **Personnel:** Report from Ryan Bruce

208
209 **Strategic Planning:** Report from Ben Castro

210
211 **BOSAC Committee:** Report from Ben Castro

212
213 **Audit Committee:** Report from Nate Brown

214
215 **Interlocal Agreement Committee:** Report from Len McGee

216
217

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

219 Chair Connolly asked Director Jones for an update at the August Board meeting regarding
220 progress on software to help with District asset keeping and contract management. She also
221 expressed her gratitude for the District summer camp programming.
222

223 At 9:47pm, Chair Connolly called for a motion to adjourn the meeting.
224

225 **MOTION:** To adjourn the meeting of July 13, 2023. [MOFFITT/WESTBERG] All in favor:,
226 Bruce, Chair Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain: Absent Brown,
227 Castro Motion carries.
228

229 **MOTIONS:**

230
231 **MOTION:** To approve the 2022 Annual Financial Report presented by Greg Ogden, CPA.
232 [BRUCE / WESTBERG] All in favor: Bruce, Chair Connolly, McGee, Moffitt, Westberg. None
233 Opposed. Abstain: None. Absent: Brown, Castro. Motion carries.
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235 **MOTION:** To move forward the approval of the Silver Creek concept and phasing plan as
236 discussed in this meeting for inclusion in the statistically valid survey with input from planning
237 consultant SE Group [MCGEE/WESTBERG] All in favor: Bruce, Chair Connolly, McGee,
238 Moffitt, Westberg. None Opposed. Abstain: None. Absent: Brown, Castro. Motion carries.
239

240 **MOTION:** To approve minutes from 6/8/2023 and 6/23/2023. [WESTBERG/ MOFFITT] All in
241 favor: Bruce, Chair Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain: McGee
242 abstained from the approval of the 6/23/2023 minutes. Absent: Brown, Castro. Motion carries.
243

244 **MOTION:** To approve prior month's expenditures. [MCGEE / BRUCE] All in favor: Bruce,
245 Chair Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain: None. Absent: Brown,
246 Castro. Motion carries.
247

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249 property and the purchase of a 2023 Ford Maverick in the amount of \$29,608.95 and to allow the
250 District Director to execute the documents relating to both. [MOFFITT / WESTBERG] All in
251 favor: Bruce, Chair Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain: None.
252 Absent: Brown, Castro. Motion carries.
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255 proposed, and allow the District Director to execute the documents relating to the transaction.
256 [BRUCE / WESTBERG] All in favor: Bruce, Chair Connolly, McGee, Moffitt, Westberg. None
257 Opposed. Abstain: None. Absent Brown, Castro Motion carries.
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260 amount of \$129,584 and allow the District Director to execute documents that relate to the
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268 Bruce, Chair Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain: Absent Brown,
269 Castro Motion carries.

270
271 Minutes prepared by Stacy Wilson

272
273 Clerk/Board Member Approval: 