



Snyderville Basin Special Recreation District
Board Meeting Minutes
Thursday, July 14, 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:** Ryan Bruce, Brandi Connolly, Len McGee, Larry Moffitt,
2 Carrie Westberg. Board members participated electronically via Zoom and at anchor location.

3
4 **Absent:** Nate Brown, Ben Castro

5
6 **Staff Present:** Mike Baker, Steve Good, Director Dana Jones, Brian Kadziel, Justine Kadziel,
7 Ben Liegert, Allie McKinney, Matt Wagoner. Staff participated electronically via Zoom and at
8 anchor location.

9
10 **Attending Guests:** Mark Kane, Bev Harrison

11
12 **CALL TO ORDER AND PUBLIC INPUT**

13 The meeting of July 14, 2022, was called to order by Chair Connolly at 6:00 pm.

14
15 Bev Harrison from Fox Point at Redstone discussed the District’s bike racks. Harrison requested
16 increased functional bike racks and signage. Chair Connolly thanked Harrison for the input and
17 stated that the District will be participating in a strategic planning process and encouraged
18 Harrison to attend the public hearings in the fall.

19
20 Chair Connolly closed public input at 6:08 pm.

21
22 **RE-ALIGNMENT AND APPOINTMENT OF MEMBERS TO SBSRD STANDING**
23 **COMMITTEES**

24 Chair Connolly discussed the realignment of the Trails Committee, Open Space Committee and
25 Parks and Recreation Committee to Trails and Open Space Committee, Parks Committee and
26 Recreation Committee. Chair Connolly stated that all other committees would remain as is. Chair
27 Connolly suggested the following appointment of members to the re-aligned committees:

28
29 Trails and Open Space Committee – Brown, Castro, Moffitt (Chair)
30 Recreation Committee – Brown, Bruce (Chair), Westberg
31 Parks Committee – Brown (Chair), McGee, Westberg
32

33 **MOTION:** To approve the re-alignment of the Trails and Open Space Committee, Parks
34 Committee and Recreation Committee and appointment of members to SBSRD standing
35 committees. [WESTBERG / MCGEE] All in favor: Bruce, Chair Connolly, McGee, Moffitt,
36 Westberg. None Opposed. Abstain: None. Absent: Brown, Castro. Motion carries.

37

38 **CONSENT AGENDA**

39 1. REQUEST TO APPROVE MINUTES FROM 06/16/2022.

40

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

42 Westberg thanked the District for clarification on the transportation charge in the May
43 expenditures report.

44

45 **MOTION:** To approve the two-point Consent Agenda [MOFFITT / BRUCE] All in favor:
46 Bruce, Chair Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain: None. Absent:
47 Brown, Castro. Motion carries.

48

49 **DISCUSSION AND POSSIBLE APPROVAL OF USE OF IMPACT FEE**
50 **ENTITLEMENTS FROM MOUNTAIN REGIONAL WATER FOR THE TRAILSIDE**
51 **EAST PROJECT**

52 Board members received a staff report from Director Jones in their Board packets prior to the
53 meeting. Director Jones explained that the District entered into a Water Transfer
54 and Banking Agreement ("Agreement") with Mountain Regional Water Special Service
55 District ("MRW") in August 2013. Director Jones stated that this agreement issued prepaid water
56 source capacity entitlements and water right entitlements to the District. Director Jones explained
57 that some of the entitlements can be applied towards the District's obligation to pay water impact
58 fees to MRW for the Trailside East project.

59

60 Director Jones stated that in addition to the water source and water right entitlements from the
61 Agreement, the District has entitlements for water storage and distribution capacity because it
62 received an excess during the final expansion at the Fieldhouse.

63

64 Director Jones explained that currently, the District holds the following entitlements: 29.18 acre
65 feet of water rights, 8.51 acre feet of water source capacity, .72 acre feet of water storage
66 capacity, and .72 acre feet of distribution capacity.

67

68 Director Jones stated that the District is in the process of building new fields at Trailside East
69 and in order to receive approval for connection from MRW, the District must pay an impact fee.
70 Director Jones stated that the project requires the use of .075 acre feet of water usage, which
71 equates to a fee of \$24,470. Director Jones explained that the District would like to use \$21,994
72 of the available pre-paid credits to offset the impact fee. Director Jones stated that per the
73 Agreement, the District's Administrative Control Board must present a letter to MRW
74 authorizing the use of the entitlements. Board members received a copy of this letter in their
75 board packet prior to the meeting.

76

77 The Board and Liegert discussed the impact fee specifications. The Board and Liegert discussed
78 the difference between running the water lines through Summit County vs MRW. The Board and

79 Liegert discussed the impact fee assessment process. The Board and Director Jones discussed the
80 benefits of using the credit with MRW.

81
82 **MOTION:** To approve the use of \$21,994 of pre-paid credits towards the impact fee required to
83 be paid to Mountain Regional Water for the Trailside East project [BRUCE / WESTBERG] All
84 in favor: Bruce, Chair Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain: None.
85 Absent: Brown, Castro. Motion carries.

86
87 **DISCUSSION AND POSSIBLE APPROVAL OF CONTRACT FOR STRATEGIC**
88 **PLANNING SERVICES**

89 Board members received a staff report from Director Jones in their Board packets prior to the
90 meeting. Chair Connolly explained that in May, the District published an RFP to request
91 proposals from experienced and well qualified planning and consulting firms for professional
92 master planning services to compose three (3) planning documents built on a single public
93 engagement process including a Five-Year Trails & Open Space Management Plan, a Silver
94 Creek Village Recreation Complex Development Plan, and a Ten-Year District Master Plan.

95
96 Chair Connolly stated that the Strategic Planning Committee received and reviewed four
97 proposals. The committee then held two interviews for the purpose of clarifying information
98 within the proposals. Following these interviews, the committee scored all non-cost evaluation
99 criteria before opening the sealed bids and then ranked the total scores. Chair Connolly explained
100 that following the scoring and ranking, the committee recommends to the Board that the SE
101 Group be awarded the contract for the District's Strategic Planning Services.

102
103 Chair Connolly and Director Jones stated that the SE Group's depth of experience and cohesive
104 nature of their team set them apart from the other firms. The Board discussed the timeline and
105 bonding cycle. The Board and Director Jones discussed the budget for these services.

106
107 **MOTION:** To approve awarding the contract for Strategic Planning Services to SE Group in the
108 amount of \$335,000 and to authorize the District Director to execute the necessary documents
109 [MOFFITT / MCGEE] All in favor: Bruce, Chair Connolly, McGee, Moffitt, Westberg. None
110 Opposed. Abstain: None. Absent: Brown, Castro. Motion carries.

111
112 **DISCUSSION AND POSSIBLE APPROVAL OF PURCHASE OF LINER FOR**
113 **WILLOW CREEK POND**

114 Chair Connolly stated that the District has not received the necessary documents for the
115 discussion of purchasing a liner for the Willow Creek Pond, so this agenda item will be
116 continued to the August Board meeting or a special Board meeting.

117
118 **DISCUSSION AND POSSIBLE APPROVAL OF TRAIL ASPHALT REPLACEMENT**
119 **KSC**

120 Board members received a staff report from Wagoner in their Board packets prior to the meeting.
121 Wagoner explained that the District has an asphalt replacement schedule used to evaluate the
122 condition of existing trails starting with those that were constructed earliest. Wagoner stated that
123 this year the Berm Trail along Silver Summit Parkway was identified as a priority for
124 replacement. Wagoner explained that in accordance with the District's procurement rules for

125 construction projects up to \$100,000 staff sought quotes for the work from two contractors.
126 Wagoner stated that Kenny Seng Construction was the lower of the two bids.
127

128 Wagoner explained that the segment to be replaced is estimated to be 2084 feet so the total cost,
129 using Kenny Seng Construction's rate, should be \$98,990.00. Wagoner stated that \$100,000 has
130 been allocated in 2022 for asphalt replacement so the bid amount is within this budget. Wagoner
131 stated that the District recommends that Kenny Seng Construction be awarded the project and
132 their existing contract be changed to reflect the additional work.
133

134 The Board and Wagoner discussed the cost of the project. The Board and Wagoner discussed the
135 asphalt replacement schedule and trail assessment.
136

137 **MOTION:** To approve a change order to the contract with Kenny Seng Construction for asphalt
138 replacement on the Berm Trail for an amount not to exceed \$100,000.00 and to allow the District
139 Director to execute documents that pertain to that agreement [MCGEE / WESTBERG] All in
140 favor: Bruce, Chair Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain: None.
141 Absent: Brown, Castro. Motion carries.
142

143 **DIRECTOR'S UPDATE**

144 Board members received a staff report from Director Jones in their Board packets prior to the
145 meeting. Director Jones discussed the District's quarterly staff engagement survey. Director
146 Jones stated that the District is preparing for Truth in Taxation. Director Jones discussed the
147 presentation of the District's Personnel Policies to Summit County Council. Director Jones stated
148 the District is currently hiring for the position of Business Manager. Director Jones discussed the
149 need to amend the agreement with the Community Garden due to the new drought water rates.
150

151 **UPDATES FROM DISTRICT COMMITTEES**

152 **STANDING COMMITTEES:**

153 **District Director Liaison & Annual Review Committee:** Chair Connolly stated that
154 most of what the committee discussed has already been discussed throughout the
155 meeting.

156 **Personnel Committee:** Did not meet. Chair Connolly stated that the committee approved
157 the Business Manager position job description online.

158 **Trails Committee:** Moffitt stated that the committee discussed the Preserve trail, Hi Ute
159 trail, Discover trail, Woodward, Old Ranch Road Bike trail and Bitner Road Bike trail.
160 Moffitt stated that the committee discussed trail maintenance.

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

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

163 **BOSAC (County appointed) –** Did not meet.
164

165 **AD HOC COMMITTEE:**

166 **Capital Investment and Strategic Action Plan Committee:** Chair Connolly stated that
167 most of what the committee discussed was discussed during the Discussion and possible
168 approval of the contract for the Strategic Planning Services.

169 **Ice Arena Committee:** Did not meet.
170

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

172 Chair Connolly thanked the Recreation Team and Camp Counselors for their extraordinary
173 Camp Programs this summer. Westberg discussed an email with Wagoner regarding Tom
174 Prochazka. Chair Connolly thanked Baker for the work on the Strategic Planning process.
175

176 At 6:56 pm, Chair Connolly called for a motion to adjourn the meeting.
177

178 **MOTION:** To adjourn the meeting of July 14, 2022 [WESTBERG / MOFFITT] All in favor:
179 Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain:
180 None. Absent: None. Motion carries.
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182 **MOTIONS:**

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184 Minutes prepared by Allie McKinney

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186 Clerk/Board Member Approval: 