



Snyderville Basin Special Recreation District
Board Meeting Minutes
Thursday, August 11, 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, Steve Good, Director Dana Jones, Brian Kadziel, Justine Kadziel,
8 Ben Liegert, Allie McKinney, Matt Wagoner. Staff participated electronically via Zoom and at
9 anchor location.

10
11 **Attending Guests:** None

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

14 The meeting of August 11, 2022 was called to order by Chair Connolly at 6:02pm.

15
16 No public input. Chair Connolly closed public input at 6:03pm.

17
18 **CONSENT AGENDA**

19 1. REQUEST TO APPROVE MINUTES FROM 07/14/2022.

20
21 2. REQUEST TO APPROVE THE PRIOR MONTH'S EXPENDITURES.

22 The Board and Director Jones discussed the fraud charge on Phares Gines' credit card.

23
24 **MOTION:** To approve the two-point Consent Agenda [MOFFITT / WESTBERG] All in favor:
25 Bruce, Chair Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain from the Minutes:
26 Brown, Castro. Absent: None. Motion carries.

27
28 **REVIEW OF 2ND QUARTER 2022 FINANCIAL REPORT**

29 Board members received a staff report from Michael Versagli in their Board packets prior to the
30 meeting. Director Jones thanked Versagli for his work preparing this report. Director Jones
31 stated that the District collected 23% of the annual budgeted revenue. Director Jones explained
32 that the District has spent approximately 30% of the budgeted expenses. The Board and Director

33 Jones discussed the budget surplus, Impact Fee revenue, Restaurant Grant funding, and the
34 possibility of applying for grants in 2023.

35

36 **DISCUSSION AND POSSIBLE APPROVAL OF CHANGE ORDER FOR**
37 **CONSTRUCTION SERVICES AT TRAILSIDE EAST PARK**

38 Board members received a staff report from Baker and Liegert in their Board packets prior to the
39 meeting. Director Jones stated that the District recommends a change order for 615 linear feet of
40 split rail and wire mesh fencing be added to both the upper and lower fields of the Trailside East
41 Park to improve playability and reduce the amount of wear and tear to the side hills. Director
42 Jones explained that the other change order involves installing both boys and girls lacrosse lines
43 to the fields rather than the unified lacrosse lines, upgrading the model of irrigation master valve,
44 and installing perlite insulation in the restroom. Director Jones stated that the District will
45 receive a credit for providing the bike racks with the District logo. Director Jones discussed the
46 progress on the project. The Board discussed the installation of both boys and girls lacrosse lines.
47 Director Jones discussed the possible implementation of contingency costs in the future project
48 budgets.

49

50 **MOTION:** To approve change order (4) in the amount of \$19,363 and change order (5) in the
51 amount of \$9,798.10 for construction services with Kenny Seng Construction, not to exceed
52 \$29,161.10 and authorize the District Director to execute the necessary documents. [CASTRO /
53 MCGEE] All in favor: Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg. None
54 Opposed. Abstain: None. Absent: None. Motion carries.

55

56 **DISCUSSION AND POSSIBLE APPROVAL OF PURCHASE OF LINER FOR**
57 **WILLOW CREEK POND**

58 Board members received a staff report from Baker in their Board packets prior to the meeting.
59 Baker explained that the District was awarded \$720,000 in funding from a Summit County RAP
60 Tax Grant for the Willow Creek Pond Improvement Project. Baker stated that a key component
61 for this project is the new pond liner. He explained that the liner is very large and will be custom
62 fabricated, therefore, the District recommends ordering the liner as soon as possible to allow for
63 production to begin and to reduce chances of delays. Baker stated that the District's procurement
64 policy allows for small purchases under \$50,000 to be made after obtaining at least two price
65 quotes. The District received three price quotes for the liner ranging from \$49,882 to \$90,962.

66

67 The Board discussed what is included in the purchase of this 40 Mil AquaArmor RPE pond liner
68 from BTL Liners.

69

70 **MOTION:** To approve the purchase of a 40 Mil AquaArmor RPE pond liner from BTL Liners
71 in the amount of \$49,882.25 and authorize the District Director to execute the necessary
72 documents. [MCGEE / BROWN] All in favor: Brown, Bruce, Castro, Chair Connolly, McGee,
73 Moffitt, Westberg. None Opposed. Abstain: None. Absent: None. Motion carries.

74

75 **DISCUSSION AND POSSIBLE APPROVAL OF PURCHASE OF VAULT TOILETS**
76 **FOR RAM/RTS TRAIL HEADS**

77 Board members received a staff report from Gines and Wagoner in their Board packets prior to
78 the meeting. Wagoner explained the District is seeking to purchase (2) precast single vault toilets

79 for both the Run-A-Muk (RAM) and RTS trailheads. Wagoner stated that these amenities would
80 greatly improve the usability of the trailheads and the adjoining trail systems. Wagoner explained
81 that (2) quotes were requested and received for this purchase, and that Missoula Concrete was
82 the less expensive quote for the two units. He stated that these facilities will be purchased with
83 funding received from the RAP Grant that the District was awarded in late 2021.

84
85 The Board and Wagoner discussed the RAP Grant funding for this project, as well as practical
86 security protocols.

87
88 **MOTION:** To approve the purchase of two (2) Missoula Concrete Single Vault Toilets in the
89 amount of \$44,480.00 and allow the District Director to execute the necessary documents.
90 [MCGEE / MOFFITT] All in favor: Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt,
91 Westberg. None Opposed. Abstain: None. Absent: None. Motion carries.

92
93 **DISCUSSION AND POSSIBLE APPROVAL OF CAPITAL REPLACEMENT**
94 **PURCHASE – FIELDHOUSE AIR CONDENSING UNIT RE-PIPING**

95 Board members received a staff report from Liegert in their Board packets prior to the meeting.
96 Liegert stated that in 2017, air condenser unit #1 was installed at The Fieldhouse. Liegert
97 explained that in 2021 the unit began having problems and eventually failed. He stated that the
98 three compressors in the unit were replaced under the manufacturer warranty. Liegert explained
99 that after meeting with both CCI and Comfort Systems to repair the unit, the District received
100 bids to replace the compressors and get the unit back up and running. Liegert stated that after
101 submitting their bid, Comfort Systems came back out to further investigate the problem. It was
102 determined that it is in the best interest of the District to re-pipe the unit to prevent the
103 compressors from failing again as the original installation was completed in a manner that will
104 continue to cause these units to fail. Liegert stated that funds from the Capital Replacement
105 Budget will be used for this project.

106
107 The Board and Liegert discussed the timeline for this project and the location of the piping.

108
109 **MOTION:** To approve awarding the contract for Fieldhouse Air Condensing Unit Re-piping to
110 Comfort Systems USA Intermountain for \$43,851.50 and to authorize the District Director to
111 execute the necessary documents [MOFFITT / WESTBERG] All in favor: Brown, Bruce,
112 Castro, Chair Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain: None. Absent:
113 None. Motion carries.

114
115 **DISCUSSION OF TRUTH IN TAXATION AND THE 2023 BUDGET**

116 Board members received a staff report from Director Jones in their Board packets prior to the
117 meeting. Director Jones explained the Truth in Taxation process, which will impact the 2023 tax
118 rate and budget. Director Jones stated that the District is requesting an approximate 30% increase
119 through Truth in Taxation. The Board suggested further staff work to potentially try and decrease
120 that percentage due to the economic state. The Board discussed the Truth in Taxation process
121 from prior years and what the current timeline will be. The Board discussed the potential
122 allocation of these funds.

123
124 **DIRECTOR'S UPDATE**

125 Board members received a staff report from Director Jones in their Board packets prior to the
126 meeting. Director Jones thanked the District staff for their hard work over the summer and the
127 Board for its continued support. The Board and Wagoner discussed the Berm Trail. The Board
128 and Wagoner discussed the Goat Grazing Project at Willow Creek. The Board and J. Kadziel
129 discussed the District’s event pricing structure and the recent Park City Soccer Club Extreme
130 Cup Tournament. The Board and Wagoner discussed PP-50.

131

132 **UPDATES FROM DISTRICT COMMITTEES**

133 **STANDING COMMITTEES:**

134 **District Director Liaison & Annual Review Committee:** Chair Connolly stated that
135 most of what the committee discussed has been covered in tonight’s meeting, including
136 the TSE project, Strategic Planning update, 2022 budget revisions, Truth in Taxation, and
137 personnel items.

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

139 **Trails & Open Space Committee:** Did not meet.

140 **Recreation Committee:** Did not meet.

141 **Parks Committee:** Brown stated that most of what the committee discussed has been
142 covered in tonight’s meeting. Brown explained the committee discussed in further detail
143 the possibility of contracting out some of the District projects. Brown stated that the
144 committee discussed the Community Garden’s water usage. The Board and Liegert
145 discussed the agreement between the District and Community Gardens.

146 **BOSAC (County appointed)** – Castro stated that the committee distinguished the
147 differences between BOSAC, OSAC, and ESAC. Castro explained that the committee
148 discussed different properties.

149

150 **AD HOC COMMITTEE:**

151 **Capital Investment and Strategic Action Plan Committee:** Castro stated that the
152 committee met to discuss the Strategic Action Plan and is looking forward to starting that
153 process.

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

155

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

157 The Board thanked District staff for its hard work. Brown further discussed the fencing around
158 the Trailside East project and how the District has worked to minimize the effects on wildlife.
159 The Board thanked the Events & Outreach Coordinator for facilitating the District’s events this
160 summer.

161

162 **CLOSED SESSION: PERSONNEL MATTERS**

163 At 8:00 pm, Chair Connolly called for a motion to enter into executive session to discuss
164 personnel matters.

165

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

167

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

170

171 Staff in attendance: None.

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

176
177 At 9:15 pm, Chair Connolly called for a motion to close executive session for the purpose of
178 discussing personnel matters.

179
180 **MOTION:** To close the executive session for the purpose of discussing personnel matters.
181 [CASTRO / MCGEE] All in favor: Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt,
182 Westberg. None Opposed. Abstain: None. Absent: None. Motion carries.

183
184 At 9:16 pm, Chair Connolly called for a motion to adjourn the meeting.

185
186 **MOTION:** To adjourn the meeting of May 12, 2022 [BROWN / WESTBERG] All in favor:
187 Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain:
188 None. Absent: None. Motion carries.

189
190
191 **MOTIONS:**

192
193
194 **MOTION:** To approve change order 4 in the amount of \$19,363 and change order 5 in the
195 amount of \$9,798.10 for construction services with Kenny Seng Construction, not to exceed
196 \$29,161.10 and authorize the District Director to execute the necessary documents. [CASTRO /
197 MCGEE] All in favor: Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg. None
198 Opposed. Abstain: None. Absent: None. Motion carries.

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200 **MOTION:** To approve the purchase of a 40 Mil AquaArmor RPE pond liner from BTL Liners
201 in the amount of \$49,882.25 and authorize the District Director to execute the necessary
202 documents. [MCGEE / BROWN] All in favor: Brown, Bruce, Castro, Chair Connolly, McGee,
203 Moffitt, Westberg. None Opposed. Abstain: None. Absent: None. Motion carries.

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205 **MOTION:** To approve the purchase of two (2) Missoula Concrete Single Vault Toilets in the
206 amount of \$44,480.00 and allow the District Director to execute the necessary documents.
207 [MCGEE / MOFFITT] All in favor: Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt,
208 Westberg. None Opposed. Abstain: None. Absent: None. Motion carries.

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210 **MOTION:** To approve awarding the contract for Fieldhouse Air Condensing Unit Re-piping
211 Comfort Systems USA Intermountain for \$43,851.50 and to authorize the District Director to
212 execute the necessary documents [MOFFITT / WESTBERG] All in favor: Brown, Bruce,
213 Castro, Chair Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain: None. Absent:
214 None. Motion carries.

215
216 Minutes prepared by Allie McKinney

217

218 Clerk/Board Member Approval:

A handwritten signature in black ink, appearing to be "BJC", is written over a solid black horizontal line. The signature is stylized and cursive.