



Snyderville Basin Special Recreation District  
Board Meeting Minutes

**Thursday, August 8, 2024**

Board Room – Trailside Park | 5715 Trailside Drive | Park City, Utah  
Virtual Meeting via Zoom | Meeting ID: 870 3315 9879

**Board Members in Attendance:** Ben Castro, Larry Moffitt, Amanda Singer, and Carrie Westberg. Board members participated electronically via Zoom or at the anchor location.

**Absent:** Nate Brown, Ryan Bruce, and Brandi Connolly.

**Staff Present:** Lily Chirico, Phares Gines, Dana Jones, Brian Kadziel, Justine Kadziel, Ben Liegert, Matt Wagoner. Staff participated electronically via Zoom or at the anchor location.

**Attending Guests:** None

**CALL TO ORDER AND PUBLIC INPUT**

The meeting of August 8, 2024, was called to order by Westberg at 6:00pm.

There was no public input given.

Westberg closed public input at 6:00pm.

**DISCUSSION AND POSSIBLE APPROVAL OF MINUTES FROM 7/11/2024**

Board members received draft minutes from the 7/11/2024 Board meeting in their Board packet prior to the meeting.

**MOTION:** To approve the Board meeting minutes from July 11, 2024. [CASTRO/MOFFITT]  
All in favor: Castro, Moffitt, Singer, Westberg. Opposed: None. Abstain: None. Absent: Brown, Bruce, Connolly. Motion carries.

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

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

Westberg asked about flooring and event fees for Running with ED. Jones said the District recouped all hard costs for the event but not all staffing costs.

Via email prior to the meeting, Moffitt asked a question about refunded Impact Fees to American Homes 4 Rent. Jones explained that their fees were paid very early on in the construction process, and refunds are occasionally given, as in this case, if builders don't complete the same square footage as anticipated.

44  
45 **MOTION:** To approve the prior month's expenditures. [MOFFITT/CASTRO] All in favor:  
46 Castro, Moffitt, Singer, Westberg. Opposed: None. Abstain: None. Absent: Brown, Bruce,  
47 Connolly. Motion carries.

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49 **REVIEW OF 2<sup>ND</sup> QUARTER FINANCIAL REPORT**

50 Board members received the 2<sup>nd</sup> Quarter Financial Report in their Board packet prior to the  
51 meeting.

52  
53 Jones shared that revenue is on track for 2024 and noted Fieldhouse passes are at 77% of the  
54 budgeted amount, programs are at 87% of the budgeted amount, and other services are at 78% of  
55 the budgeted amount. Regarding expenditures, the District is 45% spent and on track to be 100%  
56 spent by the end of the year.

57  
58 Westberg asked about the \$10,000 decrease in expenditures within Parks and Facilities. Liegert  
59 clarified that it was for irrigation maintenance, not water use, and noted a change in coding.

60  
61 Based on conversations in the July Board meeting, Castro asked if Staff are still planning to  
62 amend the District's budgets due to overspending. Jones said Staff no longer anticipate  
63 overspending because projects such as The Fieldhouse Front Desk renovation project are not  
64 moving forward in 2024. Wagoner added that the District allocated more money than what was  
65 utilized for trail projects in 2024. The District may see more trail building in Silver Creek  
66 Village in 2025.

67  
68 Discussion between Jones and Singer followed on Impact Fee revenue. Jones explained that  
69 Impact Fees are collected year-round and once collected, the District has six years to spend those  
70 fees. Therefore, some of that revenue must be spent each year to avoid refunding it. Castro asked  
71 if the District charges the same Impact Fee rates for County buildings as private construction  
72 projects. Jones said the District can discount rates but does it sparingly.

73  
74 **DISCUSSION AND POSSIBLE APPROVAL OF CONCRETE REPAIR SERVICES**

75 Board members received a staff report from Ben Liegert and Steve Good in their Board packet  
76 prior to the meeting.

77  
78 Liegert explained that concrete surfaces are an essential part of making the District's parks  
79 accessible but these materials shift and settle over time, especially in harsh winter conditions. As  
80 the parks age it is important to periodically inspect sidewalks and other flatwork to maintain  
81 their function.

82  
83 The concrete at Willow Creek and Matt Knoop Parks has already been repaired, but the  
84 addition of Trailside Park exceeded the \$20,000 procurement threshold and required Board  
85 approval. Funds are available in the Parks and Facilities Department's O&M budget.

86  
87 **MOTION:** To award the concrete repair contract services to Precision Concrete for \$14,011.55  
88 and allow the District Director to execute the relevant documents. [CASTRO/MOFFITT] All in

89 favor: Castro, Moffitt, Singer, Westberg. Opposed: None. Abstain: None. Absent: Brown, Bruce,  
90 Connolly. Motion carries.

91

92 **DISCUSSION AND POSSIBLE APPROVAL OF SUMMITT FORESTRY – SUMMITT**  
93 **PARK/TOLL CANYON FOREST HEALTH AND FUELS REDUCTION CONTRACT**

94 Board members received a staff report from Phares Gines in their Board packet prior to the  
95 meeting.

96

97 In 2020, the District began work on a multiyear Forest Health and Fuels Reduction project within  
98 the Summit Park and Toll Canyon Open Spaces to improve forest health and reduce hazardous  
99 fuels in these Wildland Urban Interface areas. The project has successfully treated over 350 acres  
100 and produced over 3,000 piles of woody material to be disposed of with controlled burns.

101

102 A 9.5-acre section of conifers remains in Toll Canyon that was not treated due to isolation from  
103 previous work. This stand of conifers connects directly to Pinebrook’s Open Space where the  
104 Pinebrook HOA is also completing fuels reduction work.

105

106 Gines recommended a contract with Summitt Forestry to complete the necessary forest thinning,  
107 cutting, and piling. Summitt Forestry has met performance expectations and been an effective  
108 project partner in past collaborations. The work would begin this fall.

109

110 The District was awarded \$77,250 from the WRI Watershed Restoration Initiative FY25 grant  
111 and would spend \$27,075 for this contract. Remaining grant funds will be used towards burning,  
112 which is outlined in a separate Staff report. This expense has been accounted for in the 2024  
113 general budget as grant funds are reimbursed in July 2025.

114

115 Westberg asked if the expense included other areas, and Gines clarified that it was just for the  
116 9.5 acres in Toll Canyon.

117

118 Singer asked what is included in this project. Gines explained that the Forest Health and Fuels  
119 Reduction project includes removing hazardous trees, selectively thinning, removing ladder fuels  
120 and brush, creating piles, and ultimately burning the piles in a controlled setting. Summitt  
121 Forestry would handle everything except the pile burning.

122

123 Castro asked for clarification on the project’s pricing. Gines said that Summitt Forestry would  
124 work to thin, cut, and pile for a cost of \$27,075, and Alpine Forestry would do some  
125 management, boundary marking, and burning. The total cost would equal the grant funded  
126 amount of \$77,250.

127

128 Singer wondered about the total treatment cost per acre when including the burning. Gines said  
129 the cost is \$8,031 per acre, which is on the higher end, but Staff wanted to ensure this area was  
130 treated this year.

131

132 **MOTION:** To approve Summitt Forestry’s contract for 2024 at the rate of \$2,850 per acre not to  
133 exceed a total of \$27,075. [SINGER/MOFFITT] All in favor: Castro, Moffitt, Singer, Westberg.  
134 Opposed: None. Abstain: None. Absent: Brown, Bruce, Connolly. Motion carries.

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**DISCUSSION AND POSSIBLE APPROVAL OF ALPINE FORESTRY FUEL  
REDUCTION/FOREST HEALTH CONTRACT CHANGE ORDER**

Board members received a staff report from Phares Gines in their Board packet prior to the meeting.

The District is seeking a change order to their current contract with Alpine Forestry regarding the Forest Health and Fuels Reduction project.

Gines expects 300-350 piles of slash materials to be created in Toll Canyon this fall along a 9.5-acre section adjacent to Pinebrook HOA property where similar work is being done. The District currently relies on Alpine Forestry to maintain fuel breaks along fire egress roads in Toll Canyon and Summit Park, as well as provide on-call hazardous tree removal and forestry consulting. Gines explained that Alpine Forestry would begin pile burning in late fall into early winter, after work with Summitt Forestry is completed.

This expense has been accounted for in the 2024 general budget. The District was awarded \$77,250 from the WRI Watershed Restoration Initiative FY25 grant, which would reimburse \$53,000 for this change order in 2025. Alpine Forestry has met performance expectations and been an effective project partner. Rates for the provided services will remain consistent with the existing contract.

Castro asked about the future of the Forest Health and Fuels Reduction project. Gines hopes to treat an additional 25 acres in 2025, but budgeting and other projects will determine actual plans. Staff will apply for additional grant funding in 2025.

Moffitt asked if there was any County funding for this project. Gines said not for this purpose.

Castro asked if the area would help with trail visitation. Gines said it's not within the trail corridor.

**MOTION:** To approve a change order to Alpine Forestry's contract for an amount not to exceed \$53,000. [CASTRO/SINGER] All in favor: Castro, Moffitt, Singer, Westberg. Opposed: None. Abstain: None. Absent: Brown, Bruce, Connolly. Motion carries.

**DIRECTOR'S UPDATE**

Board members received the monthly update from District Director, Dana Jones in their Board packet prior to the meeting.

Jones is working with Summit County Community Development Director Peter Barnes to discuss plans at Silver Creek Village. Jones added that Staff are focusing on planning efforts as they look to the future, including storage and office space. Jones noted projects are being completed and the second half of the year will look forward to 2025 and beyond.

179 Staff will begin the 2025 budget process this month which will involve Managers and  
180 Supervisors. Jones said the Controller is reviewing codes to ensure revenue and expenses are  
181 being tracked correctly.

182  
183 Singer asked if Staff conduct any surveys at the conclusion of summer camps and if the results  
184 could be shared. B. Kadziel said parents receive a survey after each week of camp or after a  
185 program's season. Those results will be shared with the Recreation Committee. Castro asked  
186 about surveys for adult programs. B. Kadziel said they are typically sent for all activities in all  
187 age groups. Results are collected via Survey Monkey.

188  
189 Castro asked for an update on The Fieldhouse Front Desk project. In hopes of receiving more  
190 bids, Wagoner said Staff are expanding the project to include a pool-access redesign. This would  
191 also follow regulations from HB257. In addition, Staff hopes to give contractors more lead time  
192 by working on designs now for potential construction next summer.

193  
194 Westberg mentioned a social media post where Basin's Trails department were side vegging  
195 along the Spiro and Armstrong trails but she was unclear if those were within the District's  
196 boundaries. Gines noted that area has several overlaps, and Staff sometimes help Mountain  
197 Trails Foundation with maintenance in this area and vice versa.

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199 **DISTRICT COMMITTEE UPDATES**

200 Westberg requested Board Committee updates from the following:

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202 **STANDING COMMITTEES**

203 **Audit & Policy Review:** did not meet.

204

205 **District Director Liaison:** Castro shared they discussed matters mentioned in the Director's  
206 update.

207

208 **Parks & Facilities:** Moffitt said they discussed upcoming concrete repairs at Trailside Park and  
209 the potential purchase of a chlorine generator. A chlorine generator converts salt to chlorine  
210 which would save the District a significant amount of money in pool maintenance costs. Moffitt  
211 also said The Fieldhouse stair resurfacing project is nearly complete but waiting on a piece of  
212 trim. Discussions are ongoing about the Willow Creek Park Pond lining.

213

214 **Personnel:** did not meet.

215

216 **Recreation:** did not meet.

217

218 **Strategic Planning & Interlocal Agreements:** Castro shared they discussed the Interlocal  
219 Agreements and said they will be bringing changes to the Board for discussion.

220

221 **Trails & Open Space:** Westberg shared they discussed the new e-bike ordinance and related  
222 signage. Gines said approximately 100 signs were delivered and Staff will work to post them.  
223 Singer asked if the District would ever post a speed limit sign of less than 15 miles per hour,  
224 which is the limit in the e-bike ordinance. Jones said posted speed limits must reflect an

225 ordinance, and to post a different limit would require an additional ordinance. Westberg said they  
226 also discussed education and enforcement plans for the new e-bike ordinance. This will be a  
227 primary focus for the new Ranger Supervisor position which will start in the coming weeks. The  
228 committee also reviewed how wildfire and fuel mitigation and how area priorities are  
229 determined, and the possibility of new trail counters and trail connections. The committee also  
230 discussed the 5-year Trails and Open Space plan, which staff are still working to create an  
231 implementation plan. Lastly, the Committee toured the Trailside Greenhouse. Singer asked about  
232 the Greenhouse’s purpose. Gines said it’s full of native seeds that are being propagated for  
233 restoration projects.

234

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

236 Castro asked about the Board Retreat. Westberg encouraged the Board to submit availability to  
237 the Board Chair.

238

239 **ADJOURN**

240 At 6:49, Westberg called for a motion to adjourn the meeting.

241

242 **MOTION:** To adjourn the meeting of August 8, 2024. [SINGER/MOFFITT] All in favor:  
243 Castro, Moffitt, Singer, Westberg. Opposed: None. Abstain: None. Absent: Brown, Bruce,  
244 Connolly. Motion carries.

245

246 **MOTIONS:**

247 **MOTION:** To approve the Board meeting minutes from July 11, 2024. [CASTRO/MOFFITT]  
248 All in favor: Castro, Moffitt, Singer, Westberg. Opposed: None. Abstain: None. Absent: Brown,  
249 Bruce, Connolly. Motion carries.

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273 Minutes prepared by Lily Chirico

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275 Clerk/Board Member Approval: 