



Snyderville Basin Special Recreation District
Board Meeting Minutes
Thursday, September 8, 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:** Director Dana Jones, Ben Liegert, Allie McKinney, Matt Wagoner. Staff
8 participated electronically via Zoom and at anchor location.

9
10 **Attending Guests:** None

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

13 The meeting of September 8, 2022, was called to order by Chair Connolly at 6:05 pm.

14
15 No public input. Chair Connolly closed public input at 6:05 pm.

16
17 **CONSENT AGENDA**

- 18 1. REQUEST TO APPROVE MINUTES FROM 08/11/22, 08/25/22 & Board Retreat
19 08/26/2022.
20
21 2. REQUEST TO APPROVE THE PRIOR MONTH'S EXPENDITURES.
22

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

26
27 **DISCUSSION AND POSSIBLE APPROVAL OF CHANGE ORDER (6) AND (7) FOR**
28 **CONSTRUCTION SERVICES AT TRAILSIDE EAST PARK**

29 Board members received a staff report from Liegert and Director Jones in their Board packets
30 prior to the meeting.
31

32 Chair Connolly stated that both changes are covered in contingency. Chair Connolly explained
33 that Change Order (6) is an asphalt price increase and Change Order (7) is a split rail fence and
34 landscaping installation. The Board discussed the budget to cover these change orders.
35

36 **MOTION:** To approve change order (6) in the amount of \$19,991.65 and change order (7) in the
37 amount of \$8,742.80 for construction services performed by Kenny Seng Construction and
38 authorize the District Director to execute the necessary documents. [BROWN / WESTBERG]
39 All in favor: Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg. None Opposed.
40 Abstain: None. Absent: None. Motion carries.
41

42 **DISCUSSION AND POSSIBLE APPROVAL OF CHANGE ORDER FOR PROJECT**
43 **MANAGEMENT SERVICES – BOWEN COLLINS, TRAILSIDE EAST PARK**

44 Board members received a staff report from Liegert and Director Jones in their Board packets
45 prior to the meeting.
46

47 Chair Connolly explained that the change order is to allow for continued construction
48 management services due to the extension of the project timeline. The Board discussed the role
49 and responsibilities of Bowen Collins as it pertains to the change order for the project.
50

51 **MOTION:** To approve change order (4) in the amount of \$52,218 for construction management
52 services with Bowen Collins and Associates and authorize the District Director to execute the
53 necessary documents. [MCGEE / MOFFITT] All in favor: Brown, Bruce, Castro, Chair
54 Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain: None. Absent: None. Motion
55 carries.
56

57 **DISCUSSION AND POSSIBLE APPROVAL OF ONE REPLACEMENT AND ONE**
58 **NEW VEHICLE**

59 Board members received a staff report from Director Jones and Liegert in their Board packets
60 prior to the meeting.
61

62 Chair Connolly stated the District is seeking to purchase a Toyota Rav4 and a Chevrolet
63 Silverado 3500HD and a replacement and new vehicle purchase. Chair Connolly explained that
64 both vehicles are under state contract. Chair Connolly stated that the Chevy Silverado 3500HD
65 would replace the District’s 2006 Chevy Silverado which is due to be replaced according to the
66 Capital Replacement Schedule.
67

68 **MOTION:** To approve the purchase of a Toyota Rav4 for the price of \$28,889.00, a Chevrolet
69 Silverado 3500HD for the price of \$50,583.00, and approve the surplus of the 2006 Chevy
70 Silverado. [WESTBERG / MOFFITT] All in favor: Brown, Bruce, Castro, Chair Connolly,
71 McGee, Moffitt, Westberg. None Opposed. Abstain: None. Absent: None. Motion carries.
72

73 **DISCUSSION AND POSSIBLE APPROVAL OF PURCHASE OF WILLOW CREEK**
74 **ALL-ABILITIES PLAYGROUND EQUIPMENT**

75 Board members received a staff report from Liegert and Mckinney in their Board packets prior to
76 the meeting.
77

78 Director Jones explained that the Willow Creek Playground equipment is nearing the end of its
79 useful life and the District has been working with Big T Recreation (“Big T”) to design the new
80 Willow Creek All-Abilities Playground. Director Jones discussed the design and updates planned
81 for this All-Abilities playground.

82
83 Liegert stated that the District received a RAP Tax Grant in the amount of \$1,358,763 to be
84 applied towards this project. Liegert discussed the project cost breakdown and explained that Big
85 T operates under State Contract. Liegert explained that while the project will begin in 2022 the
86 District will not make payment until 2023.

87
88 The Board and Liegert discussed adding a contingency cost to the project. The Board and Liegert
89 discussed the pour-in-place surfacing versus artificial turf servicing for the project. Liegert and
90 the Board discussed the components of the project that would not be covered under state
91 contract. The Board and Liegert discussed the donation of the old playground equipment. The
92 Board and Director Jones discussed what the 10% contingency cost might cover.

93
94 **MOTION:** To approve the purchase of the construction and design services from Big T
95 Recreation for the Willow Creek All-Abilities Playground in the amount of \$1,788,585 and
96 authorize the District Director to execute the necessary documents. [BRUCE / CASTRO] All in
97 favor: Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg. None Opposed.
98 Abstain: None. Absent: None. Motion carries.

99
100 **REVIEW AND DISCUSSION OF PRELIMINARY 2022 AMENDED AND 2023**

101 **BUDGETS**

102 Board members received a staff report from Director Jones in their Board packets prior to the
103 meeting.

104
105 Director Jones discussed the proposed 2022 Amended and 2023 Budgets. Director Jones
106 explained that the District’s expenditures for 2022 are less that what was initially budgeted for
107 and discussed the reasoning behind that. The Board and Director Jones discussed the Strategic
108 Plan Contract payment schedule. The Board and Director Jones discussed the 2022 budgeted and
109 amended budget cost difference for Fieldhouse services. Director Jones explained that there is a
110 proposed 2023 Budget without TnT and one with TnT.

111
112 Chair Connolly thanked Director Jones for the thought and work put into preparing and adapting
113 the budget as the District needs. The Board and Director Jones discussed the proposed COLA
114 increase. The Board and Director Jones discussed the adjustments to the employee bonus
115 program. The Board and Director Jones discussed the increase in the amended 2022 budget for
116 water utilities at Matt Knoop. The Board and Wagoner discussed the budgeted water utilities at
117 Trailside East Park.

118
119 Director Jones discussed the 2022 revised Capital Replacement Budget. The Board and Director
120 Jones discussed the Contingency line items. The Board and Director Jones discussed the
121 District’s Capital Replacement Grant Funds. The Board gave Director Jones direction for
122 presenting the Budget to Summit County Council.

123

124 **NOTIFICATION OF INTENT TO INCREASE 2023 PROPERTY TAXES IN THE**
125 **AMOUNT OF \$1,303,919, WHICH IS AN APPROXIMATE 19.9% INCREASE, FOR**
126 **THE PURPOSE OF FUNDING ATTIONAL POSITIONS, KEEPING UP WITH THE**
127 **RISING COSTS OF GOODS AND SERVICES, MAINTAINING ASSETS AND**
128 **PREPARING FOR FUTURE CAPITAL REPLACEMENT NEEDS**

129 Board members received a staff report from Director Jones in their Board packets prior to the
130 meeting.

131
132 Director Jones and the Board discussed the timeline for the Truth in Taxation process. Director
133 Jones gave an overview of the employee payroll and benefit costs.

134
135 **DIRECTOR'S UPDATE**

136 Board members received a staff report from Director Jones in their Board packets prior to the
137 meeting.

138
139 Director Jones discussed Wastewater Treatment Plant's expansion at East Canyon Creek.
140 Director Jones discussed the District's two Manager positions that are currently vacant. The
141 Board and Director Jones briefly discussed the applicants for both positions. Director Jones
142 provided the Board with a Trailside East Park project update. Director Jones stated a meeting
143 will be held next week regarding the Ice Arena. Director Jones stated that the District Managers
144 will be attending the NRPA conference. Director Jones stated that Wagoner will be presenting at
145 a conference on behalf of the District next week.

146
147 **UPDATES FROM DISTRICT COMMITTEES**

148 **STANDING COMMITTEES:**

149 **District Director Liaison & Annual Review Committee:** Chair Connolly stated the
150 committee discussed the District Director's contract, the Strategic Action Plan, and
151 Personnel and hiring.

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

153 **Trails & Open Space Committee:** Moffitt stated that the committee discussed the
154 Trailside East, Flying Dog, Hi Ute and Promontory Trails.

155 **Recreation Committee:** Bruce stated the committee met to receive an update on The
156 Fieldhouse front desk and requested numbers regarding Recreation Programs.

157 **Parks Committee:** Brown stated that most of what the committee discussed was
158 discussed in tonight's meeting.

159 **BOSAC (County appointed)** – Castro stated that the September meeting was cancelled.

160
161 **AD HOC COMMITTEE:**

162 **Capital Investment and Strategic Action Plan Committee:** Did not meet.

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

164
165 **BOARD MEMBER COMMENTS AND REVIEW OF ACTION ITEMS**

166 Chair Connolly thanked the District's Managers who helped her to better understand the
167 District's operations. Chair Connolly discussed using the Strategic Action Plan to best support
168 the Managers in their roles for the District.

169

170 **CLOSED SESSION: PERSONNEL MATTERS**
171 At 8:10 pm, Chair Connolly called for a motion to enter into executive session to discuss
172 personnel matters.
173
174 Chair Connolly signed a closed meeting affidavit for discussion of personnel.
175
176 Board members in attendance: Nate Brown, Ryan Bruce, Ben Castro, Chair Brandi Connolly,
177 Len McGee, Larry Moffitt, Carrie Westberg.
178
179 Staff in attendance: None.
180
181 **MOTION:** To enter into executive session for the purpose of discussing personnel matters.
182 [WESTBERG / BRUCE] All in favor: Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt,
183 Westberg. None Opposed. Abstain: None. Absent: None. Motion carries.
184
185 At 8:40 pm, Chair Connolly called for a motion to close executive session for the purpose of
186 discussing personnel matters.
187
188 **MOTION:** To close the executive session for the purpose of discussing personnel matters.
189 [CASTRO / MCGEE] All in favor: Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt,
190 Westberg. None Opposed. Abstain: None. Absent: None. Motion carries.
191
192 At 8:41 pm, Chair Connolly called for a motion to adjourn the meeting.
193
194 **MOTION:** To adjourn the meeting of September 8, 2022 [BROWN / WESTBERG] All in
195 favor: Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg. None Opposed.
196 Abstain: None. Absent: None. Motion carries.
197
198 **MOTIONS:**
199 **MOTION:** To approve the two-point Consent Agenda [CASTRO / BRUCE] All in favor:
200 Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain:
201 None. Absent: None. Motion carries.
202
203 **MOTION:** To approve change order (6) in the amount of \$19,991.65 and change order (7) in the
204 amount of \$8,742.80 for construction services performed by Kenny Seng Construction and
205 authorize the District Director to execute the necessary documents. [BROWN / WESTBERG]
206 All in favor: Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg. None Opposed.
207 Abstain: None. Absent: None. Motion carries.
208
209 **MOTION:** To approve change order (4) in the amount of \$52,218 for construction management
210 services with Bowen Collins and Associates and authorize the District Director to execute the
211 necessary documents. [MCGEE / MOFFITT] All in favor: Brown, Bruce, Castro, Chair
212 Connolly, McGee, Moffitt, Westberg. None Opposed. Abstain: None. Absent: None. Motion
213 carries.
214

215 **MOTION:** To approve the purchase of a Toyota Rav4 for the price of \$28,889.00, a Chevrolet
216 Silverado 3500HD for the price of \$50,583.00, and approve the surplus of the 2006 Chevy
217 Silverado. [WESTBERG / MOFFITT] All in favor: Brown, Bruce, Castro, Chair Connolly,
218 McGee, Moffitt, Westberg. None Opposed. Abstain: None. Absent: None. Motion carries.

219
220 **MOTION:** To approve the purchase of the construction and design services from Big T
221 Recreation for the Willow Creek All-Abilities Playground in the amount of \$1,788,585 and
222 authorize the District Director to execute the necessary documents. [BRUCE / CASTRO] All in
223 favor: Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg. None Opposed.
224 Abstain: None. Absent: None. Motion carries.

225
226 **MOTION:** To enter into executive session for the purpose of discussing personnel matters.
227 [WESTBERG / BRUCE] All in favor: Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt,
228 Westberg. None Opposed. Abstain: None. Absent: None. Motion carries.

229
230 **MOTION:** To close the executive session for the purpose of discussing personnel matters.
231 [CASTRO / MCGEE] All in favor: Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt,
232 Westberg. None Opposed. Abstain: None. Absent: None. Motion carries.

233
234 **MOTION:** To adjourn the meeting of September 8, 2022 [BROWN / WESTBERG] All in
235 favor: Brown, Bruce, Castro, Chair Connolly, McGee, Moffitt, Westberg. None Opposed.
236 Abstain: None. Absent: None. Motion carries.

237
238 Minutes prepared by Allie McKinney

239
240 Clerk/Board Member Approval: 