



Snyderville Basin Special Recreation District

Board Meeting Minutes

Thursday, December 12, 2024

Board Room – Trailside Park | 5715 Trailside Drive | Park City, Utah

Virtual Meeting via Zoom | Meeting ID: 870 3315 9879

1 **Board Members in Attendance:** Nate Brown, Ryan Bruce, Ben Castro, Brandi Connolly,
2 Larry Moffitt, Amanda Singer, and Carrie Westberg. Board members participated
3 electronically via Zoom or at the anchor location.

4
5 **Absent:** None.

6
7 **Staff Present:** Alex Bedrosian, Lily Chirico, Phares Gines, Dana Jones, Justine Kadziel, Ben
8 Liegert, David Paskoski, Brad Rogers, Matt Wagoner. Staff participated electronically via
9 Zoom or at the anchor location.

10
11 **Attending Guests:** Darrell Child and Preston Child with Olympus Insurance. Kory Parker
12 with Stratton and Bratt.

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

15 The meeting of December 12, 2024, was called to order by Chair Connolly at 6:03pm.

16
17 There was no public input given.

18
19 Chair Connolly closed public input at 6:03pm.

20
21 **DISCUSSION AND POSSIBLE APPROVAL OF RENEWAL OF THE DISTRICT’S LIABILITY,**
22 **PROPERTY, AUTO, AND CYBER INSURANCE POLICIES**

23 Board members received a staff report from Brad Rogers along with an Insurance Proposal
24 from the District’s insurance broker, Olympus Insurance, in their Board packet prior to the
25 meeting.

26
27 Darrell Child, Executive Vice President with Olympus Insurance explained that the District’s
28 general liability carrier, Argonaut Insurance, recently withdrew from the public sector
29 market, leaving little time to secure replacement bids. The District received one new bid
30 from Hudson/Arch which came in at \$287,621, a significant increase from the \$154,000
31 paid in 2024 for similar coverage. D. Child said this is likely due to insufficient time to
32 complete the underwriting process and the District’s recent claim history. The District’s
33 current coverage expires December 14, 2024. While more expensive, choosing
34 Hudson/Arch as the new insurance carrier would provide the District coverage and allow
35 Olympus to explore other options.

36

37 D. Child added that ongoing litigation with recent claims was also a factor in the increased
38 cost and shared that he would be happy to return to another Board meeting to discuss
39 further in a closed session.

40
41 Discussion between the Board and D. Child followed on driver schedule and vehicle
42 replacement, cost equilibrium, secondary insurance, Hudson/Arch history with managing
43 claims, budget implications, liability limits, and cancellation terms. D. Child explained
44 there is a minimum earned premium requirement, so there could not be a mid-term
45 cancellation until after approximately 6 months.

46
47 District staff have reached out to the Utah Local Government Trust (ULGT) to potentially
48 secure coverage through them, but with the late notice, this was not an option to explore
49 before the December 14 coverage expiration.

50
51 Moving forward, Bruce noted Olympus Insurance needs to begin market search well in
52 advance. D. Child assured Staff and Board that they are working diligently to find
53 appropriate coverage for the District.

54
55 **MOTION:** To allow the District Director to execute the necessary documents relating to the
56 renewal of the acquisition of the District's property, liability, auto, and cyber insurance
57 package as presented by broker Olympus Insurance. The District can either choose
58 Olympus Insurance or Utah Local Government Trust with a policy that provides equal or
59 better coverage with equal or lesser deductible and equal or lesser premium as the
60 package presented by Olympus Insurance at a cost not to exceed \$287,621, and an
61 agreement of the District to revisit the policy in six months to see if they can find more
62 competitive rates. [CASTRO/SINGER] All in favor: Bruce, Castro, Connolly, Moffitt, Singer,
63 Westberg. Opposed: Brown. Abstain: None. Absent: None. Motion carries.

64

65 **DISCUSSION AND POSSIBLE APPROVAL OF MINUTES FROM 11/7/2024 AND**
66 **11/14/2024**

67 Board members received draft minutes from the 11/7/2024 and 11/14/2024 Board
68 meetings in their Board packet prior to the meeting.

69
70 **MOTION:** To approve the Board meeting minutes from November 7, 2024.
71 [WESTBERG/SINGER] All in favor: Brown, Bruce, Connolly, Moffitt, Singer, Westberg.
72 Opposed: None. Abstain: Castro. Absent: None. Motion carries.

73
74 **MOTION:** To approve the Board meeting minutes from November 14, 2024.
75 [BRUCE/WESTBERG] All in favor: Brown, Bruce, Castro, Connolly, Moffitt, Singer, Westberg.
76 Opposed: None. Abstain: None. Absent: None. Motion carries.

77

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

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

81
82 Jones shared a question she received about the Wetland Mitigation Implementation
83 Project. Jones noted it's an agreement between Summit County and Basin Recreation for a
84 five-year monitoring plan for the wetlands that was created as part of the Jeremy Ranch
85 frontage road intersection project in 2019. Basin Recreation partnered with the Summit
86 County Public Works to do trail improvements on a section of the trail that runs through
87 that property. The creek was undermining the trail, so the County moved the alignment of
88 the creek and fortified the trail. As part of that overall project, Basin agreed to do the
89 monitoring of the wetlands for five years and has contracted SWCA to do that work. This
90 contract terminates in the fall.

91
92 **MOTION:** To approve the prior month's expenditures. [BROWN/SINGER] All in favor: Brown,
93 Bruce, Castro, Connolly, Moffitt, Singer, Westberg. Opposed: None. Abstain: None. Absent:
94 None. Motion carries.

95
96 **2024 FRAUD RISK ASSESSMENT PRESENTATION**
97 Board members received a copy of the Fraud Risk Assessment in their Board packet prior to
98 the meeting.

99
100 Rogers explained that the Utah State Auditor's office developed the Fraud Risk Assessment
101 to help local government Board members understand best practices in fraud detection and
102 prevention. Rogers noted the District falls into the low-risk category and has most
103 protections in place, with the exception of a fraud hotline which requires cost prohibitive
104 software.

105
106 Castro asked if Basin Recreation factors in how we process payments to vendors. Rogers
107 said while not explicitly a part of the assessment, the District does have fraud protections
108 in place through Zion's Bank.

109
110 Chair Connolly asked about Staff who may be able to both receive cash and make general
111 ledger entries. Rogers said there is one District staff member who may be able to do that,
112 but the District has processes in place to prevent that.

113
114 There was an un-planned IT break from 6:34pm-6:42pm. No business was conducted
115 during this time.

116
117 **DISCUSSION AND POSSIBLE APPROVAL OF AGREEMENT WITH AJC ARCHITECTS FOR**
118 **REDESIGN OF FIELDHOUSE LOCKER ROOMS AND POOL ACCESS**

119 Board members received a staff report from Alex Bedrosian in their Board packet prior to
120 the meeting.

121

122 Wagoner explained that The Fieldhouse locker rooms, and pool entry areas are heavily
123 used and aging portions of the facility. The proposed project would update the existing
124 locker rooms with direct pool access and more direct ADA-compliant access from the
125 facility's front entrance. In consideration of the recent HB257, the design will also seek to
126 increase privacy and provide gender neutral pool access. This agreement is for the
127 architectural redesign of the project; however, for the purposes of construction
128 procurement it would be combined with the in-progress Fieldhouse front desk renovation.
129

130 The legislation (HB257) also requires organizations to formally adopt a privacy plan, which
131 the District does not yet have. Jones noted the District is in discussions with the County
132 Attorney about creating a Privacy Plan. Wagoner said there is no current enforcement
133 potential from the State, and the District is not obligated to enforce it either. If anything is
134 reported to Staff, Basin Recreation is to contact law enforcement. Further Staff training
135 would be detailed in the future Privacy Plan.
136

137 Bruce noted the redesign will help parents and children of different genders enter the pool
138 area.
139

140 Singer asked to confirm that the renovation would meet the requirements of HB257.
141 Wagoner said it would meet legislative requirements and improve the facility and usability.
142

143 Moffitt asked if the redesign will increase the locker room's capacity and benefit facility
144 users who are not entering the pool area. Wagoner noted capacity is an identified
145 constraint.
146

147 Castro asked if there is a dollar amount that makes it cost prohibitive to complete all items
148 in the redesign. Wagoner said the District does not currently have a budget, and noted the
149 Bill says the District primarily needs to assess feasibility, not necessarily complete
150 renovations.
151

152 Brown asked about other entities, but Wagoner said Basin Recreation is affected by the
153 legislation because it's a government facility.
154

155 Chair Connolly encouraged Staff to reach out to other public facilities who have converted
156 to gender neutral changing areas, and to consider having both gendered and unisex
157 changing areas to allow for higher capacity.
158

159 If approved, Wagoner said the design work could begin in December 2024, with
160 construction beginning in Summer 2025. The District will fund the project through its
161 capital projects budget. AJC Architects was selected based on previous experience and
162 relevant expertise.
163

164 **MOTION:** To approve the agreement with AJC for an amount not to exceed \$65,600 and
165 allow the District Director to execute the necessary documents. [SINGER/MOFFITT] All in
166 favor: Brown, Bruce, Castro, Connolly, Moffitt, Singer, Westberg. Opposed: None. Abstain:
167 None. Absent: None. Motion carries.

168
169 **DISCUSSION AND POSSIBLE APPROVAL OF AGREEMENT WITH WASATCH PROPERTY**
170 **SERVICES FOR RENOVATION OF TRAILSIDE PARK ROOM**

171 Board members received a staff report from Alex Bedrosian in their Board packet prior to
172 the meeting.

173
174 One of the first indoor public amenities managed by the District, the Trailside Park Room
175 was designed to fill a variety of roles. However, since its construction, utilization of the
176 space has shifted, and there is a need to update the space to increase its flexibility for
177 multiple year-round functions. Wagoner shared the renovation project would increase
178 storage capacity for recreation programs and improve its functionality as a meeting and
179 conference room. The renovation would also provide new carpet, paint, sound acoustic
180 treatments, and updated lighting.

181
182 Pending Board approval, the fabrication of cabinetry is scheduled to begin in December
183 2024 with on-site work beginning in February 2025, and estimated completion in March
184 2025. The District will fund the project through its capital projects budget. Wasatch
185 Property Services was selected based on previous experience working with the District.

186
187 Bruce asked about the long-term plan of the Trailside administrative buildings. Wagoner
188 said the District plans to hold meetings in the Park room, and convert the Board room to
189 multi-functional office space with additional storage or locker room space for field Staff.

190
191 Bruce and Chair Connolly suggested exploring enhanced AV systems prior to beginning the
192 renovation. Wagoner noted there is a 10% contingency included in this project. Should AV
193 work exceed that, Staff will bring it back to the Board for further consideration.

194
195 **MOTION:** To approve the agreement with Wasatch Property Services in the amount of
196 \$49,957 and allow the District Director to execute the necessary documents, so long as
197 construction doesn't begin before AV work is assessed. [BRUCE/WESTBERG] All in favor:
198 Brown, Bruce, Castro, Connolly, Moffitt, Singer, Westberg. Opposed: None. Abstain: None.
199 Absent: None. Motion carries.

200
201 **DISCUSSION AND POSSIBLE APPROVAL OF AGREEMENT WITH BOWEN COLLINS AND**
202 **ASSOCIATES FOR ENGINEERING OF UPPER TRAILSIDE PARKING LOT EXPANSION**

203 Board members received a staff report from Alex Bedrosian in their Board packet prior to
204 the meeting.

205
206 The upper Trailside parking lot project is intended to address the growing need for access to

207 some of the District’s most popular amenities. Initiated in 2017 before the COVID
208 pandemic halted progress, the project involves revision of the existing preliminary
209 design including site grading, stormwater management, and utility planning. The Trailside
210 parking lot could see an increase in parking stalls of up to 50%, depending on the final
211 design. The project’s primary goal is to increase efficiency, whereas the secondary goal is
212 to free up space for future projects such as improving the skate park and building a
213 maintenance building.

214
215 Funding for the design and engineering is allocated from park-specific impact fees,
216 including a portion that must be committed before the end of 2025. Bowen Collins and
217 Associates was selected based on previous experience working with the District.

218
219 Castro asked if the District would need a conditional use permit. Wagoner was unsure, but
220 said they will acquire a low impact permit, which was required for the Trailside lower
221 parking lot construction.

222
223 Chair Connolly asked if any existing park amenities would be lost. Wagoner said previous
224 design efforts have included grading that would affect the bike park lower pump track, but
225 with the possibility of moving the skate park in future years, there is flexibility to design the
226 parking lot to not affect the bike park. This is all dependent on what Bowen Collins believes
227 is the best, most cost-effective design.

228
229 Chair Connolly asked about utilities and exploring electric vehicle charging. Wagoner noted
230 it is part of the design scope, and discussion followed on the infrastructure needed and the
231 potential of pursuing electric vehicles for the District’s fleet.

232
233 **MOTION:** To approve the agreement with Bowen Collins & Associates in an amount not to
234 exceed \$38,292 and allow the District Director to execute the necessary documents.
235 [BROWN/MOFFITT] All in favor: Brown, Bruce, Castro, Connolly, Moffitt, Singer, Westberg.
236 Opposed: None. Abstain: None. Absent: None. Motion carries.

237
238 **DISCUSSION AND POSSIBLE APPROVAL OF CAPITAL EQUIPMENT PURCHASES**
239 **INCLUDING FIELDHOUSE POOL CHLORINE GENERATOR, WINTER TRAILS GROOMING**
240 **EQUIPMENT, ROBOT FIELD PAINTER, AND FRONT LOADER FOR TRAIL MAINTENANCE**

241 Board members received a staff report from Alex Bedrosian in their Board packet prior to
242 the meeting.

243
244 Bedrosian explained the TinyLineMarker Pro X is an automated field painting robot
245 designed to streamline field marking operations, reduce labor, and ensure consistent, high-
246 quality results. Transitioning from a leased machine to ownership will provide long-term
247 cost savings and operational control. The current lease was for three years and expires in
248 April.

249

250 Bruce mentioned the proposed purchase is a different brand than the leased machine, but
251 Staff have researched and conducted site visits which received great reviews, and noted
252 connectivity was tested at each field location. Liegert noted the company’s customer
253 service also received good reviews.

254
255 Next, Bedrosian detailed the purchase of a 96” Ginzu Groomer with a track setter and a
256 winter track system for the District’s Polaris Ranger. This equipment is used for maintaining
257 Basin Recreation’s 28 miles of multi-use winter trails. These trails are heavily utilized by the
258 community for Nordic skiing, snowshoeing, and fat-tire biking, and would improve
259 grooming efficiency and help to ensure the provision of high-quality winter trails. This
260 purchase would be fully funded through a RAP Recreation Tax grant for \$25,765.00

261
262 Chair Connolly asked about a warranty. Paskoski said they guarantee the equipment
263 through assembly and delivery, but there is no extended warranty.

264
265 Bedrosian then explained the proposed Chlorking NexGen chlorine generator that would
266 replace the existing manual chlorine injection system at The Fieldhouse pool and spa.
267 Using salt instead of chlorine, this advanced system automates chlorine generation,
268 improves water quality management, and reduces hazardous chemical handling. By
269 switching to this system, the District will enhance Staff safety, lower operational costs, and
270 improve water quality for over 20,000 annual pool users.

271
272 Singer asked if the pool would become a salt pool. Bedrosian said the chlorine generator
273 converts salt to chlorine through electrolysis. Castro noted the South Summit Aquatic and
274 Fitness Center installed one and has had a large cost savings. Liegert shared the University
275 of Utah and Ecker Hill Aquatic Center also use chlorine generators. The District spent
276 \$18,700 on chlorine last year, and expected salt costs are approximately \$2,500.

277
278 Chair Connolly asked about the expected lifespan. Kory Parker, Aquatics Division Manager
279 with Stratton and Bratt, shared they expect a 10-year life expectancy, but the payback on
280 chlorine savings is at 2.5 years. Equipment also has a 3-year warranty. This purchase is
281 included in the District’s 2025 capital budget.

282
283 Lastly, Bedrosian shared details on the Cat 926 Wheel Front Loader, which would
284 significantly enhance the capabilities of the Trails and Open Space Departments. This
285 piece of equipment is classified as a “small” construction machine and is a versatile piece
286 of machinery. It would be used for snow removal, trail maintenance, and material
287 transport. With a 2.5-cubic-yard bucket and a 10’-12’ wide snow blade attachment, it is
288 well-suited to handle the growing demands of the District’s expanding trails and open
289 space infrastructure.

290
291 Chair Connolly asked if we have other small construction sized equipment. Gines
292 explained that the District currently has compact rated equipment, and this would be the

293 first piece of small construction sized equipment. Chair Connolly wondered about
294 insurance implications.

295
296 Westberg asked where the equipment would be stored and where it would be primarily
297 used. Gines said it would be kept at Trailside and it can be driven all the way to Summit
298 Park. He also noted it is a specialized machine, and drivers will be limited to specific Staff
299 with training conducted by Gines, Jeremy Beshears, and the equipment company. Chair
300 Connolly noted that policies should be updated to reflect the training required to drive the
301 machine.

302
303 This purchase would be funded through the District's capital fund. Gines noted the District
304 received a \$113,000 discount for being a government entity.

305
306 **MOTION:** To approve the purchase of the TinyLineMarker Pro x robot field painter in the
307 amount of \$25,108 and allow the District Director to execute the necessary documents.
308 [MOFFITT/WESTBERG] All in favor: Brown, Bruce, Castro, Connolly, Moffitt, Singer,
309 Westberg. Opposed: None. Abstain: None. Absent: None. Motion carries.

310
311 **MOTION:** To approve the purchase of the 96" Ginzu Groomer, track setting, and winter track
312 system for the Polaris Ranger in the amount of \$25,765 and allow the District Director to
313 execute the necessary documents. [WESTBERG/CASTRO] All in favor: Brown, Bruce,
314 Castro, Connolly, Moffitt, Singer, Westberg. Opposed: None. Abstain: None. Absent: None.
315 Motion carries.

316
317 **MOTION:** To approve the purchase of the Chlorking NexGen chlorine generator for The
318 Fieldhouse pool and spa in the amount of \$95,500 and allow the District Director to
319 execute the necessary documents. [CASTRO/BRUCE] All in favor: Brown, Bruce, Castro,
320 Connolly, Moffitt, Singer, Westberg. Opposed: None. Abstain: None. Absent: None. Motion
321 carries.

322
323 **MOTION:** To approve the purchase of the Cat 926 Wheel Front Loader for the Trails and
324 Open Space Department in the amount of \$201,000 and allow the District Director to
325 execute the necessary documents. [BRUCE/BROWN] All in favor: Brown, Bruce, Castro,
326 Connolly, Moffitt, Singer, Westberg. Opposed: None. Abstain: None. Absent: None. Motion
327 carries.

328
329 **DISCUSSION AND POSSIBLE APPROVAL OF 2025 STRATEGIC OBJECTIVES AND**
330 **BOARD'S POLICY PRIORITIES**

331 Board members received a copy of the Fiscal Year 2025 Strategic Objectives and Board's
332 Policy Priorities in their Board packet prior to the meeting.

333
334 Chair Connolly said Staff provided the Director's Liaison Committee with a draft
335 Department Driven Work Plan, who then made edits and shared the document with the

336 Board. She reminded the Board that the document’s goal is to be useful for both the Board
337 and Staff. Castro thanked Staff for the work and thought put into the document. Bruce
338 noted Staff also provided feedback on more realistic expectations, and noted he is
339 confident that the document can be consistently reviewed.

340
341 Board and Staff had extensive discussions on data points that could be used for KPI’s,
342 measurable goals, and the document’s objectives. Conversations followed surrounding
343 content for annual reports that could be shared with the public and the Board, their
344 formatting, transparency, and using it to help tell a narrative for the District. Board
345 members also discussed the use of surveys to gather public sentiment, rather than specific
346 thoughts on a potential bond. Emphasis was placed on metrics and goals that track
347 changes over time, rather than simply increasing or improving something.

348
349 Jones noted Staff are already working on a Trails and Open Space annual report to share in
350 the next Board meeting, which can be expanded to include District wide accomplishments
351 later in 2025.

352
353 Bruce then reviewed the Board-Director Compact, which was inspired by Summit County
354 and summarizes guidelines for the Board and District Director in a digestible format
355 separate from the policies and procedures.

356
357 **MOTION:** To approve the fiscal year 2025 Board Strategic Objectives and Compact and
358 Board’s Policy Priorities. [CASTRO/SINGER] All in favor: Brown, Bruce, Castro, Connolly,
359 Moffitt, Singer, Westberg. Opposed: None. Abstain: None. Absent: None. Motion carries.

360
361 **DISCUSSION AND POSSIBLE APPROVAL OF THE 2025 ADMINISTRATIVE CONTROL**
362 **BOARD MEETING SCHEDULE**

363 Board members received a draft 2025 meeting schedule in their Board packet prior to the
364 meeting.

365
366 **MOTION:** To approve the 2025 Administrative Control Board Meeting Schedule.
367 [BRUCE/WESTBERG] All in favor: Brown, Bruce, Castro, Connolly, Moffitt, Singer, Westberg.
368 Opposed: None. Abstain: None. Absent: None. Motion carries.

369
370 **NOMINATING COMMITTEE REPORT OF PROPOSED SLATE OF OFFICERS FOR 2025**

371 Westberg informed the Board that the nominating committee is proposing the slate of
372 officers for 2025 to be: Board Chair – Ben Castro, Vice Chair – Ryan Bruce, Treasurer –
373 Carrie Westberg, Clerk – Amanda Singer.

374
375 Election of 2025 Board officers will be made in the January Board meeting.

376
377 **DIRECTORS UPDATE**

378 Board members received the monthly update from District Director, Dana Jones in their
379 Board packet prior to the meeting.
380
381 Jones reviewed questions that were submitted prior to the meeting.
382
383 Zions Bank and the depositing bank caught fraudulent actions after a vendor deposited a
384 check. Jones noted the District has several protections in place including Positive Pay and
385 Pay E Identifier.
386
387 Four Staff members attended the Athletic Business Conference, including Jones, who had
388 takeaways on how to have more productive meetings. Jones also attended several sessions
389 on metrics and tools for decision making.
390
391 Jones said Staff have been and continue to follow the Park City School District meetings
392 discussing the Treasure Mountain Sports Complex project process closely, noting the first
393 phase does not address the need for indoor space or an aquatic facility, but it may alleviate
394 some needs for outdoor field space.
395
396 The Fieldhouse received 27,151 check-ins, which is about 1,600 more than November
397 2023. B. Kadziel will begin sharing these numbers moving forward in the Director's updates.
398
399 Paylocity is implemented and Jones noted the implementation went relatively smoothly.
400
401 Regarding the Interlocal Agreement, J. Kadziel is working on edits to site specific
402 amendments.
403
404 Another question asked was about youth activities and athletic revenue. Jones said to not
405 expect a huge increase in recreation revenue due to Facility and Staff capacity, noting the
406 District is nearing a plateau. The District is on target to hit miscellaneous revenue. Jones
407 noted the shortage is funds that were going to be moved into Operations to fund the
408 Strategic Plan, which is no longer anticipated.
409
410 The District welcomed a new full-time Parks employee and a new full-time Aquatics Lead
411 Coordinator.
412
413 Jones and Chirico provided an update on the website project. The website is scheduled to
414 launch the end of December.
415
416 **DISTRICT COMMITTEE UPDATES**
417 Chair Connolly requested Board Committee updates from the following:
418
419 **STANDING COMMITTEES**
420 **Audit & Policy Review:** did not meet.

421
422 **Parks & Facilities:** Moffitt said they discussed the chlorine generator, field painting robot,
423 and that the pond is open for skating. The HVAC monitoring system needs to be updated at
424 The Fieldhouse. Liegert said the air handler was recently replaced, but now the software
425 sensors need to be updated.

426
427 **Personnel:** Bruce said they discussed patrons checking in at The Fieldhouse front desk,
428 and noted a newsletter was also sent sharing that information. He also noted there should
429 be an Annual Board Review agenda item added to the January Board meeting. The
430 committee also discussed Staff reviews, which are transitioning into Paylocity.

431
432 Chair Connolly would like the committee to see if the District covers legal counsel if an
433 individual employee was sued.

434
435 **Recreation:** did not meet.

436
437 **Strategic Planning & Interlocal Agreements:** did not meet.

438
439 **Trails & Open Space:** Westberg shared that the committee discussed the new Run-A-Muk
440 trailhead and ribbon cutting, which Paskoski said is averaging 250 users per day. The
441 department is transitioning to winter operations, and Gines had a positive meeting with
442 Wendy Fisher from Utah Open Lands. Gines was also approached by Sun Peak HOA to
443 discuss opening Rob's Trailhead for winter operations, which will require future discussions
444 and consideration. Discussions continue with the Cemetery District and perceived
445 expectations. The Open Space Department is winterizing the greenhouse and working on
446 grant applications.

447
448 **BOARD MEMBER COMMENTS AND REVIEW OF ACTION ITEMS**

449 Bruce congratulated Staff on a successful budget meeting with County Council and
450 successful ribbon cutting events.

451
452 Castro thanked Staff for their work on the Department Driven Work Plan. He then asked for
453 the County to accurately report the terms for Board members.

454
455 Chair Connolly mentioned the County completed an EV fleet study and found vehicles that
456 were parked overnight, and commuter vehicles were great considerations for replacement
457 at their replacement date. She noted the District could consider beginning to track usage in
458 order to gather data for future replacement.

459
460 **CLOSED SESSION: PERSONNEL**

461 At 9:03pm, Chair Connolly called for a motion to enter executive session for the purpose of
462 discussing personnel.

463

464 A closed meeting affidavit was signed for the discussion of personnel.
465
466 Board members in attendance included: Brown, Bruce, Castro, Connolly, Moffitt, Singer,
467 Westberg.

468
469 Staff members in attendance included: none.
470

471 **MOTION:** To enter into executive session for the purpose of discussing personnel.
472 [CASTRO/WESTBERG] All in favor: Brown, Bruce, Castro, Connolly, Moffitt, Singer,
473 Westberg. Opposed: None. Abstain: None. Absent: None. Motion carries.
474

475 At 10:13pm, Chair Connolly called for a motion to close the executive session for the
476 purpose of discussing personnel.
477

478 **MOTION:** To close the executive session for the purpose of discussing personnel.
479 [WESTBERG/CASTRO] All in favor: Brown, Bruce, Castro, Connolly, Moffitt, Singer,
480 Westberg. Opposed: None. Abstain: None. Absent: None. Motion carries.
481

482 **ADJOURN**

483 At 10:14pm, Chair Connolly called for a motion to adjourn the meeting.
484

485 **MOTION:** To adjourn the meeting of December 12, 2024. [MOFFITT/SINGER] All in favor:
486 Brown, Bruce, Castro, Connolly, Moffitt, Singer, Westberg. Opposed: None. Abstain: None.
487 Absent: None. Motion carries.
488

489 **MOTIONS:**

490
491 **MOTION:** To allow the District Director to execute the necessary documents relating to the
492 renewal of the acquisition of the District's property, liability, auto, and cyber insurance
493 package as presented by broker Olympus Insurance. The District can either choose
494 Olympus Insurance or Utah Local Government Trust with a policy that provides equal or
495 better coverage with equal or lesser deductible and equal or lesser premium as the
496 package presented by Olympus Insurance at a cost not to exceed \$287,621, and an
497 agreement of the District to revisit the policy in six months to see if they can find more
498 competitive rates. [CASTRO/SINGER] All in favor: Brown, Bruce, Castro, Connolly, Moffitt,
499 Singer, Westberg. Opposed: None. Abstain: None. Absent: None. Motion carries.
500

501 **MOTION:** To approve the Board meeting minutes from November 7, 2024.
502 [WESTBERG/SINGER] All in favor: Brown, Bruce, Connolly, Moffitt, Singer, Westberg.
503 Opposed: None. Abstain: Castro. Absent: None. Motion carries.
504

505 **MOTION:** To approve the Board meeting minutes from November 14, 2024.
506 [BRUCE/WESTBERG] All in favor: Brown, Bruce, Castro, Connolly, Moffitt, Singer, Westberg.
507 Opposed: None. Abstain: None. Absent: None. Motion carries.

508
509 **MOTION:** To approve the prior month's expenditures. [BROWN/SINGER] All in favor: Brown,
510 Bruce, Castro, Connolly, Moffitt, Singer, Westberg. Opposed: None. Abstain: None. Absent:
511 None. Motion carries.

512
513 **MOTION:** To approve the agreement with AJC for an amount not to exceed \$65,600 and
514 allow the District Director to execute the necessary documents. [SINGER/MOFFITT] All in
515 favor: Brown, Bruce, Castro, Connolly, Moffitt, Singer, Westberg. Opposed: None. Abstain:
516 None. Absent: None. Motion carries.

517
518 **MOTION:** To approve the agreement with Wasatch Property Services in the amount of
519 \$49,957 and allow the District Director to execute the necessary documents, so long as
520 construction doesn't begin before AV work is assessed. [BRUCE/WESTBERG] All in favor:
521 Brown, Bruce, Castro, Connolly, Moffitt, Singer, Westberg. Opposed: None. Abstain: None.
522 Absent: None. Motion carries.

523
524 **MOTION:** To approve the agreement with Bowen Collins & Associates in an amount not to
525 exceed \$38,292 and allow the District Director to execute the necessary documents.
526 [BROWN/MOFFITT] All in favor: Brown, Bruce, Castro, Connolly, Moffitt, Singer, Westberg.
527 Opposed: None. Abstain: None. Absent: None. Motion carries.

528
529 **MOTION:** To approve the purchase of the TinyLineMarker Pro x robot field painter in the
530 amount of \$25,108 and allow the District Director to execute the necessary documents.
531 [MOFFITT/WESTBERG] All in favor: Brown, Bruce, Castro, Connolly, Moffitt, Singer,
532 Westberg. Opposed: None. Abstain: None. Absent: None. Motion carries.

533
534 **MOTION:** To approve the purchase of the 96" Ginzu Groomer, track setting, and winter track
535 system for the Polaris Ranger in the amount of \$25,765 and allow the District Director to
536 execute the necessary documents. [WESTBERG/CASTRO] All in favor: Brown, Bruce,
537 Castro, Connolly, Moffitt, Singer, Westberg. Opposed: None. Abstain: None. Absent: None.
538 Motion carries.

539
540 **MOTION:** To approve the purchase of the Chlorking NexGen chlorine generator for The
541 Fieldhouse pool and spa in the amount of \$95,500 and allow the District Director to
542 execute the necessary documents. [CASTRO/BRUCE] All in favor: Brown, Bruce, Castro,
543 Connolly, Moffitt, Singer, Westberg. Opposed: None. Abstain: None. Absent: None. Motion
544 carries.

545
546 **MOTION:** To approve the purchase of the Cat 926 Wheel Front Loader for the Trails and
547 Open Space Department in the amount of \$201,000 and allow the District Director to

548 execute the necessary documents. [BRUCE/BROWN] All in favor: Brown, Bruce, Castro,
549 Connolly, Moffitt, Singer, Westberg. Opposed: None. Abstain: None. Absent: None. Motion
550 carries.

551
552 **MOTION:** To approve the fiscal year 2025 Board Strategic Objectives and Compact and
553 Board's Policy Priorities. [CASTRO/SINGER] All in favor: Brown, Bruce, Castro, Connolly,
554 Moffitt, Singer, Westberg. Opposed: None. Abstain: None. Absent: None. Motion carries.

555
556 **MOTION:** To approve the 2025 Administrative Control Board Meeting Schedule.
557 [BRUCE/WESTBERG] All in favor: Brown, Bruce, Castro, Connolly, Moffitt, Singer, Westberg.
558 Opposed: None. Abstain: None. Absent: None. Motion carries.

559
560 **MOTION:** To enter into executive session for the purpose of discussing personnel.
561 [CASTRO/WESTBERG] All in favor: Brown, Bruce, Castro, Connolly, Moffitt, Singer,
562 Westberg. Opposed: None. Abstain: None. Absent: None. Motion carries.

563
564 **MOTION:** To close the executive session for the purpose of discussing personnel.
565 [WESTBERG/CASTRO] All in favor: Brown, Bruce, Castro, Connolly, Moffitt, Singer,
566 Westberg. Opposed: None. Abstain: None. Absent: None. Motion carries.

567
568 **MOTION:** To adjourn the meeting of December 12, 2024. [MOFFITT/SINGER] All in favor:
569 Brown, Bruce, Castro, Connolly, Moffitt, Singer, Westberg. Opposed: None. Abstain: None.
570 Absent: None. Motion carries.

571
572 _____
573 Minutes prepared by Lily Chirico

574 Clerk/Board Member Approval: 
575 _____



AGENDA

Administrative Control Board of Snyderville Basin Special Recreation District

Thursday, January 9, 2025

Public notice is hereby given that the Administrative Control Board of the Snyderville Basin Special Recreation District will hold its regularly scheduled meeting on Thursday, January 9, 2025. The meeting will be conducted electronically via Zoom, with the anchor location of the Basin Recreation Trailside Office, 5715 Trailside Drive, Park City, UT 84098.

(All times listed are general in nature and are subject to change by the Board Chair).

To participate in the Board meeting, join the Zoom webinar:

<https://us02web.zoom.us/j/81092537384>

To listen by phone only:

dial 1-669-900-9128, meeting ID 810 9253 7384

- 6:00 PM Call to order and public input for any matter not on the Agenda
000 If you wish to submit comments to the Board, please email justine@basinrecreation.org by 12:00pm on Thursday, January 9. Your comments will be made part of the meeting record.
- 6:10 PM Election of 2025 Board officers
- 6:15 PM Establishment of SBSRD Standing and Ad Hoc committees
- 6:20 PM Discussion and possible approval of minutes from 12/12/2024 and 12/17/2024
- 6:25 PM Discussion and possible approval of the prior month's expenditures
- 6:30 PM RTS Aspen Study results presented by Paul Rogers with Utah State University
- 6:50 PM Request to approve authorized signers for the District's accounts with Zions Bank
- 6:55 PM Discussion and possible approval of 2025 audit engagement letter
- 7:05 PM Trails and Open Space 2024 Annual Report presentation
- 7:25 PM Discussion and possible approval of The Fieldhouse HVAC controller upgrades
- 7:35 PM Discussion and possible approval of revisions to Personnel and Operations Policy Manual for recommendation to County Council
- 7:40 PM Annual Board Self-Assessment (per Chapter 7, GP-4 with references to the entirety of Chapter 7)