



**Snyderville Basin Special Recreation District  
Special Board Meeting Minutes  
Tuesday, December 17, 2024**

Board Room – Trailside Park | 5715 Trailside Drive | Park City, Utah  
Virtual Meeting via Zoom | Meeting ID: 824 6178 3999

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

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5 **Absent:** Larry Moffitt.

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7 **Staff Present:** Dana Jones, J. Kadziel. Staff participated electronically via Zoom or at the  
8 anchor location.

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10 **Attending Guests:** None.

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12 **CLOSED SESSION: PERSONNEL**

13 At 5:33pm, Chair Connolly called for a motion to enter into an executive session for the  
14 purpose of discussing personnel.

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16 A closed meeting affidavit was signed for the discussion of personnel.

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18 Board members in attendance included: Brown, Bruce, Castro, Connolly, Singer, Westberg.

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20 Staff members in attendance: Dana Jones.

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22 **MOTION:** To enter into an executive session for the purpose of discussing personnel.  
23 [WESTBERG/SINGER] All in favor: Brown, Bruce, Castro, Connolly, Singer, Westberg.  
24 Opposed: None. Abstain: None. Absent: Moffitt. Motion carries.

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26 At 6:16pm, Chair Connolly called for a motion to close the executive session for the  
27 purpose of discussing personnel.

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29 **MOTION:** To close the executive session for the purpose of discussing personnel.  
30 [SINGER/WESTBERG] All in favor: Brown, Bruce, Castro, Connolly, Singer, Westberg.  
31 Opposed: None. Abstain: None. Absent: Moffitt. Motion carries.

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33 **DISCUSSION AND POSSIBLE APPROVAL OF THE DISTRICT DIRECTOR'S 2024**  
34 **PERFORMANCE APPRAISAL, WITH A SPECIFIC DECISION ON MERIT-BASED**  
35 **RECOGNITION**

36 Chair Connolly stated that the Board convened in closed session to review Director Jones's  
37 2024 performance evaluation. The discussion covered her personal character, as well as

38 areas of achievement and opportunities for improvement over the year. This process  
39 ensures that Director Jones receives a thorough and fair assessment, while also identifying  
40 her professional development needs and any potential recognition for her contributions to  
41 the District. The Board collaborated with her to establish performance expectations for  
42 2025, ensuring they align with the Strategic Priorities and Objectives set during the previous  
43 Board meeting.

44  
45 **MOTION:** To approve a 2% merit increase for Dana Jones, Basin Recreation District  
46 Director, contingent upon the submission of her performance expectation document to the  
47 District Director Liaison Committee by December 29. [CASTRO/BRUCE] All in favor: Brown,  
48 Bruce, Castro, Connolly, Singer, Westberg. Opposed: None. Abstain: None. Absent: Moffitt.  
49 Motion carries.

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51 **ADJOURN**  
52 At 6:30pm, Chair Connolly called for a motion to adjourn the meeting.  
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54 **MOTION:** To adjourn the special meeting of December 17, 2024. [WESTBERG/BROWN] All  
55 in favor: Brown, Bruce, Castro, Connolly, Singer, Westberg. Opposed: None. Abstain: None.  
56 Absent: Moffitt. Motion carries.

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58 **MOTIONS:**  

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59 **MOTION:** To enter into an executive session for the purpose of discussing personnel.  
60 [WESTBERG/SINGER] All in favor: Brown, Bruce, Castro, Connolly, Singer, Westberg.  
61 Opposed: None. Abstain: None. Absent: Moffitt. Motion carries.

62  
63 **MOTION:** To close the executive session for the purpose of discussing personnel.  
64 [SINGER/WESTBERG] All in favor: Brown, Bruce, Castro, Connolly, Singer, Westberg.  
65 Opposed: None. Abstain: None. Absent: Moffitt. Motion carries.

66  
67 **MOTION:** To approve a 2% merit increase for Dana Jones, Basin Recreation District  
68 Director, contingent upon the submission of her performance expectation document to the  
69 District Director Liaison Committee by December 29. [CASTRO/BRUCE] All in favor: Brown,  
70 Bruce, Castro, Connolly, Singer, Westberg. Opposed: None. Abstain: None. Absent: Moffitt.  
71 Motion carries.

72  
73 **MOTION:** To adjourn the special meeting of December 17, 2024. [WESTBERG/BROWN] All  
74 in favor: Brown, Bruce, Castro, Connolly, Singer, Westberg. Opposed: None. Abstain: None.  
75 Absent: Moffitt. Motion carries.

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77 Minutes prepared by Justine Kadziel

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79 Clerk/Board Member Approval:  \_\_\_\_\_