



**Snyderville Basin Special Recreation District  
Board Meeting Minutes  
Thursday, January 9, 2025**

Board Room – Trailside Park | 5715 Trailside Drive | Park City, Utah  
Virtual Meeting via Zoom | Meeting ID: 810 9253 7384

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

4  
5 **Absent:** None.

6  
7 **Staff Present:** Lily Chirico, Phares Gines, Dana Jones, Justine Kadziel, Ben Liegert, Maddie  
8 Nelson, David Paskoski, Brad Rogers, Matt Wagoner. Staff participated electronically via  
9 Zoom or at the anchor location. David Thomas, Chief Civil Deputy for Summit County was  
10 also present.

11  
12 **Attending Guests:** Georgie Corkery, Anna Miller, and Paul Rogers with Utah State  
13 University. Jessica Kirby with Summit County.

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

16 The meeting of January 9, 2025, was called to order by Westberg at 6:00pm.

17  
18 There was no public input given.

19  
20 Westberg closed public input at 6:00pm.

21  
22 **ELECTION OF 2025 BOARD OFFICERS**

23 Westberg reported the 2025 District officers as: Ben Castro – Chair, Ryan Bruce – Vice  
24 Chair, Carrie Westberg – Treasurer, Amanda Singer – Clerk.

25  
26 **MOTION:** To elect the slate of Snyderville Basin Special Recreation District Administrative  
27 Control Board officers as slated for 2025: Ben Castro – Chair, Ryan Bruce – Vice Chair,  
28 Carrie Westberg – Treasurer, Amanda Singer – Clerk. [SINGER/CONNOLLY] All in favor:  
29 Brown, Bruce, Castro, Connolly, Singer, Westberg. Opposed: None. Abstain: None. Absent:  
30 None. Motion carries.

31  
32 **ESTABLISHMENT OF SBSRD STANDING AND AD HOC COMMITTEES**

33 Chair Castro asked to table this agenda item until the new Board members are appointed.

34  
35 **RTS ASPEN STUDY RESULTS PRESENTED BY PAUL ROGERS WITH UTAH STATE**  
36 **UNIVERSITY**

37 Board members received a copy of the “Condition and Management Futures for a Quaking  
38 Aspen Recreation Area” in their Board packet prior to the meeting.

39  
40 Georgie Corkery, Anna Miller, and Paul Rogers with Utah State University shared results of  
41 the Condition and Management Futures in a Quaking Aspen Recreation Area which studied  
42 the aspen health within Run-A-Muk and RTS, both popular recreational areas within Basin  
43 Recreation's jurisdiction that have experienced declining aspen health over the last  
44 decade. The study also sought to understand public perceptions on the value of aspen in  
45 this area, as well as what potential management actions visitors favor.

46  
47 Corkery explained she conducted both ecological and social surveys. The ecological  
48 survey covered three zones, two within RTS and one within Run-A-Muk. The study found a  
49 low number of recruitment stems, referring to aspens who have not reached maturity. This  
50 could be caused by animal browsing, but Corkery noted it was less prominent within the  
51 off-leash area of Run-A-Muk. The ecological survey also revealed high levels of sodium  
52 which can be detrimental to aspen health.

53  
54 The social surveys asked about management actions, all of which received strong visitor  
55 support. Miller noted most survey respondents were residents and frequent users of the  
56 sites, but added further surveying of winter recreationalists was needed.

57  
58 Chair Castro noted RTS appeared to be thriving prior to the Olympic Park development,  
59 based on the photos presented. P. Rogers and Corkery emphasized the origin of the high  
60 sodium levels is not clear, noting it could also be from roadways or other excavation.

61  
62 Westberg asked if the RTS trails could have contributed to a decline in aspen health. P.  
63 Rogers said it could be a contributing factor, noting the trail density in the area. Chair  
64 Castro and P. Rogers then discussed that mowing vegetation in preparation for winter  
65 Nordic trails could be preventing aspens from maturing.

66  
67 Connolly asked if the District may need to bring in new aspen starts. Corkery said the social  
68 surveys asked recreationalists for their opinions of the aspen in the area and encouraged a  
69 follow-up survey with winter recreationalists.

70  
71 Connolly asked about if a potential cemetery could impact the aspen health. P. Rogers said  
72 root ripping can actually have positive effects.

73  
74 Singer noted the USU team have mentioned several different solutions including fencing,  
75 retaining ponds, and less mowing, and wondered if multiple approaches would be  
76 necessary. P. Rogers said it's likely, but that the key factor will be tracking progress after a  
77 change is made and adjusting as necessary.

78  
79 Jessica Kirby with Summit County asked if USU saw a difference in animal browsing in Run-  
80 a-Muk versus RTS due to the presence of off-leash dogs. Corkery said that was her first  
81 impression of the data as well. Kirby also wondered how the UOP discards its pool water  
82 and if that could be a possible contamination source.

83

84 Based on the study, Nelson said the District has placed five wildlife cameras and plans on  
85 implementing fencing this spring. The Open Space team is also looking into drainage  
86 options such as BDA's, while exploring more sophisticated options such as retention ponds  
87 in future years. Nelson also mentioned they are considering a prescribed broadcast burn  
88 as an effective technique to promote regeneration. Corkery said to be cautious of  
89 regeneration due to grazing and encouraged further ecological surveys. Nelson will prepare  
90 a quarterly update on this topic for the Board.

91

92 **DISCUSSION AND POSSIBLE APPROVAL OF MINUTES FROM 12/12/2024 AND**  
93 **12/17/2024**

94 Board members received draft minutes from the 12/12/2024 and 12/17/2024 Board  
95 meetings in their Board packet prior to the meeting.

96

97 **MOTION:** To approve the Board meeting minutes from December 12, 2024 and December  
98 17, 2024. [WESTBERG/SINGER] All in favor: Brown, Bruce, Castro, Connolly, Singer,  
99 Westberg. Opposed: None. Abstain: None. Absent: None. Motion carries.

100

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

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

104

105 **MOTION:** To approve the prior month's expenditures. [BRUCE/BROWN] All in favor: Brown,  
106 Bruce, Castro, Connolly, Singer, Westberg. Opposed: None. Abstain: None. Absent: None.  
107 Motion carries.

108

109 **REQUEST TO APPROVE AUTHORIZED SIGNERS FOR THE DISTRICT'S ACCOUNTS WITH**  
110 **ZIONS BANK**

111 Board members received a staff report from Dana Jones in their Board packet prior to the  
112 meeting.

113

114 Jones noted that this change was prompted by the shift in Board officers.

115

116 Brown suggested that Staff schedule designated days for check signing, rather than  
117 handling it on an as-needed basis.

118

119 **MOTION:** To approve Ben Castro, Carrie Westberg, Dana Jones, Matt Wagoner, and Brad  
120 Rogers as authorized signers for the District's Zions Bank accounts. [CONNOLLY/SINGER]  
121 All in favor: Brown, Bruce, Castro, Connolly, Singer, Westberg. Opposed: None. Abstain:  
122 None. Absent: None. Motion carries.

123

124 **DISCUSSION AND POSSIBLE APPROVAL OF 2025 AUDIT ENGAGEMENT LETTER**

125 Board members received a copy of the audit engagement letter in their Board packets prior  
126 to the meeting.

127  
128 **MOTION:** To approve the audit engagement letter as proposed. [WESTBERG/BRUCE] All in  
129 favor: Brown, Bruce, Castro, Connolly, Singer, Westberg. Opposed: None. Abstain: None.  
130 Absent: None. Motion carries.

131

132 **TRAILS AND OPEN SPACE 2024 ANNUAL REPORT PRESENTATION**

133 Paskoski presented the Trails annual report, noting that staff have implemented further  
134 tracking for 2025 to provide additional metrics and year over year comparison data. Every  
135 snowfall, the priority is always snow removal, followed by grooming 45km of trails over six  
136 different sites

137

138 Paskoski reviewed dirt trail enhancements, infrastructure trail enhancements,  
139 sustainability and community engagement, and contracted services and additions. Some  
140 highlights included the rebuild of Bamm Bamm at the Trailside Bike Park, trail connections  
141 built to the new Run-A-Muk trailhead, collaboration with a local Eagle Scout group to  
142 rebuild the Puncheon bridge at Trailside East, and the implementation of signage in  
143 response to the new e-bike regulations. The District also organized five volunteer trail work  
144 days, contributing a total of 220 hours of work.

145

146 Paskoski then presented the Trails department's plans for 2025, which include a new East  
147 Canyon Creek trailhead, expanded side vegging, a new skills area in the Trailside Bike Park,  
148 and planned asphalt maintenance.

149

150 Nelson highlighted Open Space projects completed in 2024, including the completion of  
151 the Matt Knoop Pollinator Garden, restoration plantings, noxious weed mitigation, the  
152 ongoing forest health and fuels reduction project in Toll Canyon, and stream restoration.  
153 More than 700 plants were grown in the Trailside Greenhouse, all from seeds collected  
154 from Basin properties.

155

156 Nelson mentioned that the Open Space department hosted 15 volunteer events and  
157 partnered on six additional volunteer events with local organizations, resulting in over 350  
158 volunteer hours of volunteer hours and the removal of 1,200 pounds of weeds.

159

160 In 2025, projects will include the opening of the Matt Knoop Pollinator Garden, monitoring  
161 wildlife and aspen health in RTS, repairing damaged BDAs in East Canyon Creek, hosting  
162 more volunteer events and programs, and continuing the forest health and fuels reduction  
163 project in Toll Canyon.

164

165 Chair Castro thanked Paskoski and Nelson for the comprehensive review of operations.

166

167 Bruce inquired about the beaver populations. Nelson said that the District has only a few  
168 streams capable of supporting beavers, some of which are located near neighborhoods,  
169 potentially causing concerns.

170

171 Connolly asked if the District provides a way for youth groups to connect with Staff for  
172 educational programs. Nelson said that while they have worked with school groups in the  
173 past, they currently lack the capacity to make it a regular program.

174

175 **DISCUSSION AND POSSIBLE APPROVAL OF THE FIELDHOUSE HVAC CONTROLLER**  
176 **UPGRADES**

177 Board members received a staff report from Ben Liegert and Allan Hilton in their Board  
178 packet prior to the meeting.

179

180 In line with the District's continuous focus on operational efficiency, Staff has been  
181 assessing the performance of The Fieldhouse's systems and has determined that the HVAC  
182 system's control could be greatly enhanced with modern technology.

183

184 Liegert explained that the proposed retrofit involves installing new base controllers, field  
185 devices, and temperature sensors to modernize the system, enabling real-time monitoring  
186 and diagnostic capabilities.

187

188 The upgrades come with a one-year warranty that covers both parts and labor for the new  
189 controls. Exclusions from the proposal include HVAC troubleshooting, electrical  
190 modifications, and any additional zone controls beyond the outlined scope.

191

192 The project is expected to begin in early 2025, with installation and programming  
193 scheduled for completion within six weeks of project initiation.

194

195 Westberg asked if the company provides training. Liegert said that they will train Staff  
196 during the installation process and offer additional training once the installation is  
197 complete.

198

199 The project will be funded through the District's Capital Replacement Budget. The  
200 proposed cost included in the motion below is based on pre-negotiated state contract  
201 pricing. Additionally, the District is looking into a Wattsmart incentive program, which could  
202 provide some funding reimbursement.

203

204 Liegert explained that some operational costs might increase to accommodate the full  
205 functionality of the HVAC system.

206

207 **MOTION:** To approve the agreement with Comfort Systems USA for the HVAC Controls  
208 Retrofit at The Fieldhouse facility in the amount of \$74,000 and allow the District Director  
209 to execute the necessary documents. [BRUCE/CONNOLLY] All in favor: Brown, Bruce,  
210 Castro, Connolly, Singer, Westberg. Opposed: None. Abstain: None. Absent: None. Motion  
211 carries.

212

213 **DISCUSSION AND POSSIBLE APPROVAL OF REVISIONS TO PERSONNEL AND**  
214 **OPERATIONS POLICY MANUAL FOR RECOMMENDATION TO COUNTY COUNCIL**

215 Board members received a staff report from Dana Jones in their Board packet prior to the  
216 meeting.

217  
218 Staff are requesting Board approval for two minor wording changes to the Personnel and  
219 Operations policy manual. Jones said that she is preparing a staff report and that the  
220 District is scheduled to be on the County Council agenda for January 22, 2025.

221  
222 **MOTION:** To approve the listed edits of Section 11 A & F of the Personnel and Operations  
223 Policy Manual and forward to County Council for final approval. [CONNOLLY/WESTBERG]  
224 All in favor: Brown, Bruce, Castro, Connolly, Singer, Westberg. Opposed: None. Abstain:  
225 None. Absent: None. Motion carries.

226  
227 **ANNUAL BOARD SELF-ASSESSMENT (PER CHAPTER 7, GP-4 WITH REFERENCES TO**  
228 **THE ENTIRETY OF CHAPTER 7)**

229 Board members received a staff report from Nate Brown in their Board packet prior to the  
230 meeting.

231  
232 Chair Castro highlighted that one key area for the Board to focus on is delegation to the  
233 District Director, emphasizing the importance of having clearer asks and expectations to  
234 distinguish between general comments and action items. Board members discussed the  
235 idea of including a motion for actionable items to provide clarity.

236  
237 Chair Castro also pointed out that the Board Chair should be copied on all  
238 communications between Board members and Staff to ensure compliance. Connolly and  
239 Chair Castro discussed how to manage communications when Board committees are  
240 involved to avoid violating quorum regulations.

241  
242 Bruce noted that the Board's role should focus on observing and asking questions, allowing  
243 the Director to take the lead and execute the direction.

244  
245 Connolly suggested creating a running list of Board action items and their due dates to  
246 improve accountability. She also recommended that the minutes include delivery dates or  
247 delays of action, and that the Clerk track these as well.

248  
249 **DIRECTORS UPDATE**

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

252  
253 Jones shared that starting July 1, 2025, all Utah government organizations, including  
254 special districts, will be required to switch to a .gov domain for both websites and email  
255 accounts. The District has already begun this transition to comply with the new regulations  
256 and will set up redirects. Jones also mentioned that Managers and Supervisors are working  
257 to delegate more tasks.

258

259 Singer expressed appreciation for the metrics from The Fieldhouse, particularly the year-  
260 over-year increases in attendance.

261  
262 Bruce and Liegert discussed the savings generated by solar power at The Fieldhouse, which  
263 amounted to approximately \$3,300-equivalent to one month of usage. The total solar  
264 power generated at The Fieldhouse this year was approximately 87,500 kWh.

265  
266 **2025 DISTRICT DIRECTOR PERFORMANCE EXPECTATIONS**

267 Board members received the 2025 District Director Performance Expectations in their  
268 Board packet prior to the meeting.

269  
270 Bruce thanked Jones for taking the Board’s suggestions and making improvements based  
271 on their feedback.

272  
273 **DISTRICT COMMITTEE UPDATES**

274 Chair Castro requested Board Committee updates from the following:

275  
276 **STANDING COMMITTEES**

277 **Audit & Policy Review:** The committee did not meet but discussed the annual Board self-  
278 assessment via email.

279  
280 **Director Liaison:** Bruce said that Castro and Jones attended a meeting with the Cemetery  
281 District, and Jones noted that the Cemetery District is being tasked with additional  
282 community engagement. Basin Recreation will reroute any trails that interfere with the  
283 Cemetery. County Council is working to appoint two new Board members to replace those  
284 with expired terms. Bruce added Jones’ contract as Director expires at the end of 2025, and  
285 Jones will inform the Board if she plans to seek an extension.

286  
287 **Parks & Facilities:** The committee did not meet.

288  
289 **Personnel:** The committee did not meet.

290  
291 **Recreation:** The committee did not meet.

292  
293 **Strategic Planning & Interlocal Agreements:** The committee did not meet.

294  
295 **Trails & Open Space:** The committee did not meet.

296  
297 **BOARD MEMBER COMMENTS AND REVIEW OF ACTION ITEMS**

298 Castro thanked Brown for his dedication as a Board member, noting that he has termed out  
299 after joining the Board in 2014.

300  
301 Connolly noted the date change for the Winter Sports Extravaganza to January 15, 2025. J.  
302 Kadziel explained that the change was due to a scheduling conflict with White Pine Touring,

303 which assists the District with rental equipment. The new date coincides with an Epic Pass  
304 blackout date and the start of Park City School District’s February Break.

305  
306 Connolly also shared that she received feedback from neighbors near the Silver Springs  
307 and Willow Creek neighborhoods regarding dogs with e-collars but no physical leash, who  
308 were issued tickets. Nelson clarified that these areas cannot be designated as off-leash  
309 zones due to the conservation easement. In leashed areas, e-collars are only allowed when  
310 the owner has a leash on hand and maintains sight and voice control of the dog.

311  
312 **ADJOURN**

313 At 8:15PM, Chair Castro called for a motion to adjourn the meeting.

314  
315 **MOTION:** To adjourn the meeting of January 9, 2025. [BRUCE/BROWN] All in favor: Brown,  
316 Bruce, Castro, Connolly, Singer, Westberg. Opposed: None. Abstain: None. Absent: None.  
317 Motion carries.

318  
319 **MOTIONS:**

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320 **MOTION:** To elect the slate of Snyderville Basin Special Recreation District Administrative  
321 Control Board officers as slated for 2025: Ben Castro – Chair, Ryan Bruce – Vice Chair,  
322 Carrie Westberg – Treasurer, Amanda Singer – Clerk. [SINGER/CONNOLLY] All in favor:  
323 Brown, Bruce, Castro, Connolly, Singer, Westberg. Opposed: None. Abstain: None. Absent:  
324 None. Motion carries.

325  
326 **MOTION:** To approve the Board meeting minutes from December 12, 2024 and December  
327 17, 2024. [WESTBERG/SINGER] All in favor: Brown, Bruce, Castro, Connolly, Singer,  
328 Westberg. Opposed: None. Abstain: None. Absent: None. Motion carries.

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330 **MOTION:** To approve the prior month’s expenditures. [BRUCE/BROWN] All in favor: Brown,  
331 Bruce, Castro, Connolly, Singer, Westberg. Opposed: None. Abstain: None. Absent: None.  
332 Motion carries.

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335 Rogers as authorized signers for the District’s Zions Bank accounts. [CONNOLLY/SINGER]  
336 All in favor: Brown, Bruce, Castro, Connolly, Singer, Westberg. Opposed: None. Abstain:  
337 None. Absent: None. Motion carries.

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340 favor: Brown, Bruce, Castro, Connolly, Singer, Westberg. Opposed: None. Abstain: None.  
341 Absent: None. Motion carries.

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350 Policy Manual and forward to County Council for final approval. [CONNOLLY/WESTBERG]  
351 All in favor: Brown, Bruce, Castro, Connolly, Singer, Westberg. Opposed: None. Abstain:  
352 None. Absent: None. Motion carries.

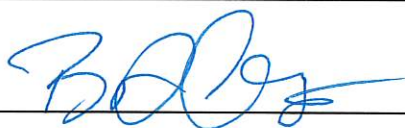
353  
354 **MOTION:** To adjourn the meeting of January 9, 2025. [BRUCE/BROWN] All in favor: Brown,  
355 Bruce, Castro, Connolly, Singer, Westberg. Opposed: None. Abstain: None. Absent: None.  
356 Motion carries.

357

358 Minutes prepared by Lily Chirico

359

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



361