



Snyderville Basin Special Recreation District
Board Meeting Minutes
Thursday, May 9, 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, Larry
2 Moffitt, Amanda Singer, and Carrie Westberg. Board members participated electronically via
3 Zoom or at the anchor location.

4
5 **Absent:** None.

6
7 **Staff Present:** Lily Chirico, Steve Good, Phares Gines, Brian Kadziel, Justine Kadziel, David
8 Paskoski, Brad Rogers, and Matt Wagoner. Staff participated electronically via Zoom or at the
9 anchor location.

10
11 **Attending Guests:** Ethan Adams, Jimmy Howe, and Sean Maher from RRC Associates,
12 Heinrich Dieters and Logan Jones from Park City Municipal, Joanne Calvori, and Michael
13 Watson.

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

16 The meeting of May 9, 2024, was called to order by Chair Connolly at 6:00pm.

17
18 Chair Connolly reminded attendees that because the e-bike survey is on the agenda, there will
19 not be public input on the topic. A public hearing on the subject is scheduled for the June
20 meeting.

21
22 There was no public input given.

23
24 Chair Connolly closed public input at 6:01pm.

25
26 **DISCUSSION AND POSSIBLE APPROVAL OF MINUTES FROM 4/11/2024**

27 Board members received draft minutes from the 4/11/2024 Board meeting in their Board packet
28 prior to the meeting. This agenda item was moved up to ensure a timely start to the e-bike survey
29 results presentation.

30
31 Brown noted he was listed as an attendee but was not present at the meeting. The minutes were
32 revised to reflect his absence before being signed.

34 **MOTION:** To approve the Board meeting minutes from April 11, 2024.
35 [WESTBERG/SINGER] All in favor: Bruce, Connolly, Moffitt, Singer, Westberg. Opposed:
36 None. Abstain: Brown, Castro. Absent: None. Motion carries.

37

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

40 Board members received the prior month's expenditures in their Board packet prior to the
41 meeting. This agenda item was moved up to ensure a timely start to the e-bike survey results
42 presentation.

43

44 With a Mechanic now on staff, Chair Connolly asked why there was a service charged to a third
45 party for vehicle maintenance. Wagoner explained it was possible the Mechanic didn't have the
46 correct parts as they are still creating an inventory, or it could have been a holdover for previous
47 services.

48

49 **MOTION:** To approve the prior month's expenditures. [CASTRO/MOFFIT] All in favor:
50 Brown, Bruce, Castro, Connolly, Moffitt, Singer, Westberg. Opposed: None. Abstain: None.
51 Absent: None. Motion carries.

52

53 **REVIEW OF 1ST QUARTER 2024 FINANCIAL REPORT**

54 Board members received a copy of the 1st quarter 2024 financial report in their Board packet
55 prior to the meeting. This agenda item was moved up to ensure a timely start to the e-bike survey
56 results presentation.

57

58 Rogers shared there was nothing notable to discuss, however there are some underspent areas
59 due to project or invoice delays.

60

61 Singer asked about a lack of revenue for annual pass sales at The Fieldhouse. B. Kadziel clarified
62 that the line item is no longer used and should be removed, and revenue is listed on other lines.

63

64 Bruce asked about outreach efforts relating to the scholarship fund. B. Kadziel said that expenses
65 include the use of translators and equipment at various registration events held throughout the
66 year in partnership with the Park City Education Foundation and Youth United program. He
67 shared the District received a \$15,000 grant from the Park City Education Foundation to help
68 these efforts.

69

70 Chair Connolly expressed interest in seeing year over year comparison data in addition to the
71 quarterly reports.

72

73 Castro asked about ongoing payments to SE Group. Wagoner and Rogers noted there are still
74 pending invoices, and they will investigate it.

75

76 **DISCUSSION OF THE 2024 COMMUNITY E-BIKE SURVEY RESULTS PRESENTED**
77 **BY RRC ASSOCIATES**

78 Board members received a copy of the presentation and survey results gathered by RRC
79 Associates in their Board packet prior to the meeting. This agenda item was moved to begin at
80 the planned time of 6:15pm.

81
82 Ethan Adams, Jimmy Howe, and Sean Maher from RRC Associates presented an overview of
83 the findings from an e-bike survey conducted earlier this year in conjunction with Park City
84 Municipal. Methodology included a statistically valid survey and an open link survey. The
85 survey garnered 2,228 responses and explored feelings towards e-bike use on both single-track
86 trails and pathways.

87
88 General insights from the survey regarding e-bike use on pathways included high e-bike
89 ownership and familiarity, approval of using e-bikes on pathways, concerns around safety, and
90 support for speed limits. With each topic, Maher explained any differences in the findings
91 between respondents from within the District versus within Park City limits.

92
93 Maher then presented findings regarding e-bike use on single-track trails. He reported a low
94 number of respondents who have ridden an e-bike on single-track trails and support for the
95 current Park City Municipal ordinance. The current Park City Municipal ordinance allows
96 individuals over 65 years old or with a mobility disability to ride class 1 e-bikes on single-track
97 trails. In addition, there was some consensus that ages 55 and older should be allowed to ride e-
98 bikes on single-track trails. Like e-bike use on pathways, respondents felt e-bikes on single-track
99 trails pose some safety concerns.

100
101 Overall, Maher concluded that sentiments were more positive towards e-bike use on pathways in
102 comparison to e-bike use on single-track trails.

103
104 Respondents supported additional resources towards policy enforcement, with desires for more
105 signage followed by increased Ranger presence. There was also strong consensus surrounding
106 bike rental shops aiding in e-bike policy education.

107
108 Castro asked if the public was willing to pay to fund further enforcement on trails. Maher said
109 the survey did not ask about additional taxes or fees.

110
111 Singer wondered if they ran cross tabs on the responses of e-bike owners vs non e-bike owners.
112 Maher said they are currently working on it as Park City and the City Council are also interested
113 in this data. Adams believes they can share this data within a week.

114
115 Bruce asked to define a statistically valid survey. Adams explained that it is taking measures to
116 ensure you are surveying who you are surveying, and on the specific topic. This survey used mail
117 methodologies so RRC could look at demographics of the sample compared to the census and
118 required passwords to access the survey. The survey had a margin of error of +/- 3.4% with a
119 95% confidence interval. Maher added that for the District's population, they would aim for 380-
120 400 responses from residents, and they received 743.

121

122 Chair Connolly questioned if there was anything in the comments about certain classes of e-bikes
123 on the pathways. RRC Associates staff did not notice specific classes being mentioned but noted
124 several comments regarding speed.

125
126 Castro inquired about the Summit County bike share program and the speed of those e-bikes.
127 Howe said the survey did not mention these and there were no related comments.

128
129 Chair Connolly clarified that two key takeaways included support for speed limits on pathways
130 and support for allowing e-bikes on single-track trail for those with mobility issues or ages 65
131 and older.

132
133 Chair Connolly noted Park City's current policy allows e-bikes on single-track trails for riders
134 who have a mobility issue or are over the age of 65. Summit County currently does not have any
135 policy surrounding e-bike use. Heinrich Dieters from Park City Municipal added that staff have
136 not determined how the City will proceed.

137
138 Moffitt noted that speed regulations should be applicable to all bikes, not just e-bikes. Moffitt
139 felt that a speed limit of 15mph is reasonable to accommodate commuters. Lastly, he added, if
140 possible, he wants the District's regulations to align with Park City's.

141
142 Singer feels that speed limits should reflect the nature of the pathway, as some trails, while
143 paved, have more turns or limited sightlines than others.

144
145 Discussion followed on the use of classified and unclassified e-bikes, particularly by teens under
146 the age of 14, which is not allowed under Utah law. Castro also echoed wanting to align with any
147 regulations placed within City limits.

148
149 Bruce asked about a program that has designated an area in Park City where e-bikes are allowed
150 with no restrictions. Deiters said it is a new area where the trails are sequestered and specifically
151 designed for e-bike use. Bruce is intrigued by creating a trail area with no e-bike restrictions.
152 Bruce then asked Staff if there was any evidence that supports the claim that e-bikes damage
153 trails at a faster rate. Paskoski noted e-bikes may bring less experienced riders further into the
154 backcountry which could pose an issue but has not explored whether more damage is done.

155
156 Discussion with Staff and Board members followed on specific language surrounding current
157 County e-bike policies. Wagoner explained that under current legislation the District can create
158 its own regulations. Summit County does not have any current regulations surrounding e-bikes.

159
160 Bruce asked if signage would need to be purchased, and what the cost would be, should the
161 District pursue speed limits on pathways. Chair Connolly encouraged staff to investigate speed
162 signage that is enforceable. Wagoner has reached out to the Sherriff's office for their input.

163
164 Dieters believes it is a great opportunity to alleviate confusion and create clarity on e-bike
165 policies for trail users. Chair Connolly agreed that clarity and safety concerns are a priority.

166

167 Brown said he envisions enforcement of any regulations focusing on education rather than
168 ticketing.

169
170 Further discussions and a public hearing are scheduled at the June 13th Board meeting. Chair
171 Connolly asked for a Staff report with suggested regulations regarding age and speed restrictions.
172 She also encouraged Staff to submit their suggested regulations to Dave Thomas, Chief Civil
173 Deputy for Summit County, prior to the meeting. Lastly, she asked Staff to consider what
174 education and enforcement would look like from a Ranger’s perspective, and to bring that
175 information to County Council before the June meeting.

176
177 **DISCUSSION AND POSSIBLE APPROVAL OF ANNUAL SERVICES CONTRACTS**

178 Board members received a staff report from David Paskoski in their Board packet prior to the
179 meeting.

180
181 Paskoski said there are four service contracts up for approval which include asphalt trail
182 replacement, asphalt crack seal and seal coat, road base overlay on Wasatch Trail, and trails dog
183 waste station services. Paskoski reviewed the service, price, location, contract length, and
184 proposed servicer of each contract. Paskoski noted the proposed contract terms for trails dog
185 waste station services and crack seal and seal coat are each 4 years, renewed annually.

186
187 Westberg asked if Daisy Dooz will serve Run-A-Muk as well, which Paskoski confirmed.

188
189 Chair Connolly asked if there are any penalties outlined in the contracts if the services are not
190 completed as described and suggested adding accountability clauses in all contracts. Wagoner
191 explained they have expanded the scope of work to create clear expectations, and added it’s a
192 reasoning behind renewing contracts annually, even if they are awarded for several years.
193 Paskoski added that Daisy Dooz has previously done an exceptional job.

194
195 Discussion followed on the amount of dog waste bags that are being replaced. The District
196 replaces 1,500 dog waste bags every other day at Run-A-Muk, and 300 bags every other day on
197 average at other locations. Castro would like to see data comparing visitor numbers from the trail
198 counters to the amount of dog waste bags used to discuss the popularity of various trails.
199 Wagoner noted it would be an interesting data point and could be useful.

200
201 Chair Connolly asked if Staff have looked into compostable dog waste bags or other eco-friendly
202 solutions. Gines said he has researched this subject and will share his findings later with the
203 Trails Committee.

204
205 Regarding the crack seal and seal coat contract, Chair Connolly asked if they would repair any
206 sections of trail where further maintenance is needed. Paskoski said they will still do the crack
207 seal and seal coat, however they will mark it for potential replacement in the future.

208
209 Chair Connolly applauded staff efforts for getting multi-year contracts.

210
211 **MOTION:** To approve annual service contract amounts as summarized in the above staff report
212 and allow the District Director to execute the required documents. The summary is as follows:

213 \$68,000 to Go Pave Utah, \$78,762.12 annually to Kilgore Contracting, \$116,107.20 to Kilgore
214 Contracting, and \$49,465.92 annually to Daizy Dooz. [MOFFIT/BRUCE] All in favor: Brown,
215 Bruce, Castro, Connolly, Moffitt, Singer, Westberg. Opposed: None. Abstain: None. Absent:
216 None. Motion carries.

217
218 **DISCUSSION AND POSSIBLE APPROVAL OF REVISIONS TO DISTRICT POLICIES**

219 Wagoner shared they are revising the policy review schedule to ensure enough time to review
220 edits with County Council and the Board. Bruce and Rogers added that some revisions are being
221 postponed due to the ongoing audit. Rogers anticipates having revisions for the Board to review
222 and possibly approve at the June Board meeting.

223
224 Chair Connolly added that the auditor is going to make language suggestions to the policy, and it
225 makes sense to wait for their feedback.

226
227 **DISCUSSION OF 2024 GRANT FUNDING OPPORTUNITIES**

228 Board members received a staff report from Matt Wagoner in their Board packet prior to the
229 meeting.

230
231 Wagoner shared that staff have begun creating a grant schedule, and noted the document shared
232 in the staff report is a draft. Wagoner highlighted the variability of the District’s grant funding
233 over the past five years, with 2021 being the highest receiving year. Wagoner then shared several
234 new grants the District has applied for, the intended projects, and their statuses.

235
236 Wagoner noted consistent success with the RAP tax grant but is working to broaden the grant
237 applications to create a more consistent flow of grant funding.

238
239 Westberg asked about the Restaurant Tax Grant, which the District did not receive in 2024.
240 Wagoner explained the District had applied for funding for Fieldhouse equipment and a
241 matching grant for half of the cost of the Matt Knoop Park Turf replacement project. The turf
242 project was not awarded due to an application technicality.

243
244 Brown appreciated seeing timelines and layouts of grant applications. Castro also appreciated the
245 document and noted how important metrics and data are when applying for grant funding.

246
247 Chair Connolly said that grant funding is vital to remove some financial burdens from taxpayers
248 and wondered about professional workshops in grant writing to improve the District’s
249 applications.

250
251 Discussion followed on applying for grant funding for more standard projects or capital
252 replacement, versus banner, ‘flashy’ projects. Wagoner suggested big, capital projects tend to
253 have better funding success rates. Particularly for grants that occur annually, Castro encouraged
254 staff to plan and prepare in advance to discuss, review, and submit a strong application.

255
256 While the District didn’t receive all the grants it requested, Bruce applauded staff for applying.

257

258 Brown would like to see projects that were funded by grants completed before taking on
259 anything new.

260

261 **DIRECTOR'S UPDATE**

262 Board members received the monthly update from District Superintendent, Matt Wagoner in
263 their Board packet prior to the meeting.

264

265 Wagoner noted the unpredictability of the weather this month and how that has shifted typical
266 spring operations.

267

268 Wagoner commended Steve Good's supervision on the Matt Knoop Park turf field replacement
269 project. The project is nearing completion and contractors are currently working on adding the
270 infill.

271

272 Other updates included the hiring of seasonal employees, the completion of the Willow Creek
273 Park courts shade project, and Run-A-Muk opening after its annual spring closure. Wagoner
274 noted fencing repairs are ongoing as well at Run-A-Muk.

275

276 Chair Connolly asked about potential meetings with the Planning Commission regarding the
277 Run-A-Muk trailhead improvements. Wagoner said they are on the Planning Commission's
278 meeting agenda for the following week.

279

280 Singer asked about progress on the Silver Creek development, and Wagoner said the District
281 recently received an update from SE Group. After staff are able to meet with the Planning
282 Commission to discuss the permitting at Run-A-Muk, another meeting will be scheduled, and the
283 focus will shift to Silver Creek.

284

285 Singer then asked if the District has data on recreation scholarship recipients. B. Kadziel
286 explained that students in the Park City School District who receive a free or reduced lunch are
287 eligible for Basin Recreation's scholarships. The District does not ask for further information on
288 scholarship applications, however it does track which camps and programs the scholarship
289 recipients attend. B. Connolly suggested working with Youth United, who helps to fund the
290 scholarships, to view any demographic data the District may be interested in. The District has
291 considered changing its scholarship fund policy to a sliding pay scale based on self-reported
292 income.

293

294 Chair Connolly asked if any of the Recreation Coordinators are bilingual English and Spanish
295 speakers. B. Kadziel shared one staff member has some knowledge, but none are fluent. Chair
296 Connolly suggested making Spanish speaking a requirement or preferred skill for the next
297 Recreation department hire. B. Kadziel noted they have begun looking for dual Spanish and
298 English-speaking employees on recent Front Desk and part-time hires. This has also been a focus
299 of the Equity Advancement cohort with Park City Community Foundation, which staff are
300 participating in.

301

302 Brown was excited to see the District's participation in the Elektron Solar farm in Tooele
303 County, along with several other local organizations. The District's purchase of renewable

304 energy certificates get Basin Recreation near to net-100% renewable electrical energy for
305 government operations and will help fill in the renewable energy “gap” between the District’s
306 total usage and what is produced via rooftop solar.

307

308 **DISTRICT COMMITTEE UPDATES**

309 Chair Connolly requested Board Committee updates from the following:

310

311 **STANDING COMMITTEES**

312 **Audit & Policy Review:** Brown shared they discussed the changing policy review timeline and
313 ongoing audit.

314

315 **District Director Liaison:** Bruce thanked Wagoner for stepping in for Director Jones while she
316 was out of the office. The committee discussed transparency and adding more details to future
317 Board meeting agendas.

318

319 **Parks & Facilities:** Moffitt shared they discussed completed and upcoming summer projects
320 including a drinking fountain and new shade structure at Willow Creek Park, the opening date of
321 the Willow Creek Park Pond, ongoing turf replacement project at Matt Knoop Park, opening the
322 District’s grass fields, opening of The Fieldhouse Splash Pad, and future stair tread replacement
323 project at The Fieldhouse. The committee also discussed complaints about the colors and
324 obstructing views of the new Willow Creek Park playground, which Director Jones is handling.
325 Chair Connolly noticed some of the landscape fabric is showing around the pond, and Good
326 shared they plan to mediate that next week before opening. Staff and Board members also
327 discussed that the Willow Creek Park Pond liner replacement project is paused indefinitely. The
328 District has returned the grant funding for the project because they have exceeded the timeline.

329

330 **Personnel:** Bruce shared they reinforced the nepotism disclosure to the Board from the District
331 Director, which will be discussed during closed session later that evening. They also discussed
332 considerations around various position levels and what qualifies a position to be a supervisor
333 versus associate manager, etc., and a potential review of all staff job titles to be more in line with
334 local and national positions.

335

336 **Recreation:** Brown shared they discussed weather issues and Fieldhouse front desk project
337 updates. B. Kadziel shared that Wagoner is working with architects, electricians, Fieldhouse
338 staff, and other variables that have potential to slow the permitting process. B. Kadziel noted
339 they are working to minimize disruptions to facility patrons and program participants. The
340 permitting process is estimated to take a minimum of 6-8 weeks before the District can begin the
341 procurement process for a Contractor. Staff and Board members also discussed the stair tread
342 replacement project. Lastly, B. Kadziel and Brown discussed summer camp registration
343 processes. Unlike Park City Municipal, the District does not provide early registration for
344 residents. B. Kadziel noted that the Recreation department has reviewed registrations and 93% of
345 all summer camp and summer program participants were residents of Summit County. Staff and
346 Board members do not feel the need to change protocols but will continue to monitor the data.

347

348 **Strategic Planning & Interlocal Agreements:** Castro shared that with the leadership of J.
349 Kadziel, they continue to revamp the Interlocal Agreement for Joint Use of Facilities for

350 Recreation. J. Kadziel has regularly scheduled meetings with PCMC and PCSD to revise the
351 agreement. The committee also has a meeting scheduled with the Planning Commission to
352 discuss future development in the Silver Creek area and the Run-A-Muk trailhead improvement
353 project. Chair Connolly added she would like to see staff review the 10-Year Strategic Plan and
354 5-Year Trails Plan and share their implementation strategy and performance indicators with the
355 Board.

356
357 **Trails & Open Space:** did not meet.

358
359 **BOARD MEMBER COMMENTS AND REVIEW OF ACTION ITEMS**

360 Bruce said he appreciated the alerts he received regarding the recent Fieldhouse Pool closure. B.
361 Kadziel clarified that this type of closure does not happen often, and the notifications were
362 created through the updated Mindbody software. While valuable, B. Kadziel noted staff wants to
363 send notifications only when necessary, so patrons don't opt-out.

364
365 Moffitt hopes the District is able to clarify e-bike regulations as we head into summer.

366
367 Chair Connolly thanked staff for their hard work throughout the changing seasons and inclement
368 weather.

369
370 **CLOSED SESSION: PERSONNEL**

371 At 8:35pm, Chair Connolly called for a motion to enter into executive session for the purpose of
372 discussing personnel.

373
374 A closed meeting affidavit was signed for the discussion of personnel.

375
376 Board members in attendance included: Brown, Bruce, Castro, Connolly, Moffitt, Singer,
377 Westberg.

378
379 Staff members in attendance included: Brad Rogers and Matt Wagoner.

380
381 **MOTION:** To enter into executive session for the purpose of discussing personnel.

382 [SINGER/BROWN] All in favor: Brown, Bruce, Castro, Connolly, Moffitt, Singer, Westberg.

383 Opposed: None. Abstain: None. Absent: None. Motion carries.

384
385 At 9:04pm, Chair Connolly called for a motion to close the executive session for the purpose of
386 discussing personnel.

387
388 **MOTION:** To close the executive session for the purpose of discussing personnel.

389 [BRUCE/SINGER] All in favor: Brown, Bruce, Castro, Connolly, Moffitt, Singer, Westberg.

390 Opposed: None. Abstain: None. Absent: None. Motion carries.

391
392 At 9:05pm, Chair Connolly called for a motion to adjourn the meeting.

393

394 **MOTION:** To adjourn the meeting of May 9, 2024. [WESTBERG/CASTRO] All in favor:
395 Brown, Bruce, Castro, Connolly, Moffitt, Singer, Westberg. Opposed: None. Abstain: None.
396 Absent: None. Motion carries.

397

398 **MOTIONS:**

399 **MOTION:** To approve the Board meeting minutes from April 11, 2024.
400 [WESTBERG/SINGER] All in favor: Bruce, Connolly, Moffitt, Singer, Westberg. Opposed:
401 None. Abstain: Brown, Castro. Absent: None. Motion carries.

402

403 **MOTION:** To approve the prior month's expenditures. [CASTRO/MOFFIT] All in favor:
404 Brown, Bruce, Castro, Connolly, Moffitt, Singer, Westberg. Opposed: None. Abstain: None.
405 Absent: None. Motion carries.

406

407 **MOTION:** To approve annual service contract amounts as summarized in the above staff report
408 and allow the District Director to execute the required documents. The summary is as follows:
409 \$68,000 to Go Pave Utah, \$78,762.12 annually to Kilgore Contracting, \$116,107.20 to Kilgore
410 Contracting, and \$49,465.92 annually to Daizy Dooz. [MOFFIT/BRUCE] All in favor: Brown,
411 Bruce, Castro, Connolly, Moffitt, Singer, Westberg. Opposed: None. Abstain: None. Absent:
412 None. Motion carries.

413

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415 [SINGER/BROWN] All in favor: Brown, Bruce, Castro, Connolly, Moffitt, Singer, Westberg.
416 Opposed: None. Abstain: None. Absent: None. Motion carries.

417

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

421

422 **MOTION:** To adjourn the meeting of May 9, 2024. [WESTBERG/CASTRO] All in favor:
423 Brown, Bruce, Castro, Connolly, Moffitt, Singer, Westberg. Opposed: None. Abstain: None.
424 Absent: None. Motion carries.

425

426 Minutes prepared by Lily Chirico

427

428 Clerk/Board Member Approval: 