



**Snyderville Basin Special Recreation District
Board Meeting Minutes
Thursday, October 10, 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:** Ryan Bruce, Ben Castro, Brandi Connolly, Amanda Singer,
2 and Carrie Westberg. Board members participated electronically via Zoom or at the anchor
3 location.

4
5 **Absent:** Nate Brown, Larry Moffitt.

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

10
11 **Attending Guests:** Pete Gillwald, Max Greenhalgh.

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

14 The meeting of October 10, 2024, was called to order by Chair Connolly at 6:01pm, who
15 attended virtually.

16
17 Chair Connolly called for a motion to elect Ben Castro as chair pro tem to preside during the
18 October 10, 2024 Board meeting.

19
20 **MOTION:** To elect Ben Castro as chair pro tem during the October 10, 2024 Board meeting.
21 [SINGER/BRUCE] All in favor: Bruce, Castro, Connolly, Singer, Westberg. Opposed: None.
22 Abstain: None. Absent: Brown, Moffitt. Motion carries.

23
24 Castro read public input that was submitted via email by Charles L. Goodman. Goodman wrote
25 that there is a small field next to the Woods Dog Park in the Jeremy Ranch neighborhood that he
26 believes would be a great location for a new playground, and noted ‘the infrastructure is already
27 in place.’ Goodman encouraged the Board to consider this as part of the Strategic Plan.

28
29 Castro closed public input at 6:03pm.

30
31 **PRELIMINARY SITE PLANNING PRESENTATION FROM SNYDERVILLE**
32 **CEMETERY DISTRICT**

33 Max Greenhalgh and Pete Gillwald, Board members of the Snyderville Basin Cemetery District,
34 shared preliminary site planning information. The Cemetery District is tasked with identifying
35 potential cemetery sites within the Snyderville Basin. After looking at different properties,
36 digging test plots, and meeting with the County Council, the Cemetery District is examining a
37 10-acre parcel between highway 224 and Basin Recreation’s RTS trail system on the north side
38 of Olympic Parkway near the new Run-A-Muk trailhead.

40 The Cemetery District is planning a passive, low-profile cemetery that would not affect the
41 District's singletrack trails in the area. Gillwald said this site is favorable due to its central
42 location, variety of terrain and vegetation, satisfactory dirt, and its Summit County ownership.
43 Gillwald then shared a draft site map with the Board.
44

45 The property's deed does allow for a cemetery, however subdividing the land would require an
46 amendment. The Cemetery District is looking to use 10-12 of the 300 acres in this deed. Basin
47 Recreation is one of nine benefited parties that would need to approve of the property
48 subdivision.
49

50 Castro asked about the location of the Millenium paved trail. Gillwald said the cemetery would
51 be further south, and added it's okay if singletrack or Nordic trails run throughout.
52

53 Bruce asked about the Council's suggestion of moving the site further east than what is proposed.
54 Gillwald and Greenhalgh said that location had good soil, but there was increased highway noise.
55

56 Castro asked who would be managing and maintaining the cemetery and the property.
57 Greenhalgh said the Cemetery District's responsibility is to create and maintain the cemetery but
58 noted working collaboratively with Basin Recreation would be beneficial due to the District's
59 equipment and staff expertise. Castro wants to ensure the District is compensated for lending any
60 equipment or labor.
61

62 Connolly encouraged Staff to consider any trail or recreation program impacts the potential
63 cemetery might have.
64

65 Bruce wants to ensure current trail connections stay in place and reminded Gillwald and
66 Greenhalgh that the Nordic trails are much wider than single-track trails. Gillwald said they are
67 waiting for detailed topography maps to draw a more precise layout of the cemetery, and added
68 they do not yet have any funding but are exploring Truth in Taxation and a line of credit with the
69 County.
70

71 Phase 1 of the potential project would have an anticipated fall 2025 completion date.
72 Westberg arrived at 6:11pm and Castro vacated the Chair.
73

74 **DISCUSSION AND POSSIBLE APPROVAL OF MINUTES FROM 8/8/2024 AND**
75 **9/12/2024**

76 Board members received draft minutes from the 8/8/2024 and 9/12/2024 Board meetings in their
77 Board packet prior to the meeting.
78

79 A quorum was not present to approve the August Board meeting minutes. Draft minutes have
80 been posted to the District's website in the interim.
81

82 **MOTION:** To approve the Board meeting minutes from September 12, 2024.
83 [CASTRO/SINGER] All in favor: Bruce, Castro, Connolly, Singer, Westberg. Opposed: None.
84 Abstain: None. Absent: Brown, Moffitt. Motion carries.
85

86 It was later realized the motion was invalid and will be revisited in the November meeting.

87

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

89 Board members received the prior month's expenditures in their Board packet prior to the
90 meeting.

91

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

95

96 **DISCUSSION AND POSSIBLE APPROVAL OF CONTRACT FOR WILLOW CREEK**
97 **PARK POND IMPROVEMENTS**

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

100

101 The Willow Creek Park Pond is a popular amenity that provides unique recreational
102 opportunities for the community. Over time the high volume of use has contributed to erosion
103 on the south bank which has exposed the impermeable barrier that lines the pond. Previous
104 efforts have been made by Staff to develop engineered plans for improving both the aesthetics
105 and functionality of the pond. Given the geotechnical challenges of the site, Staff is moving
106 forward with an incremental approach to achieve the desired results.

107

108 Wagoner explained the proposed project will focus on the southeastern shoreline of the pond
109 between the transitional depth area and the dock. This is the most heavily used portion of the
110 pond and will serve as the test case for a stabilized shoreline that will be implemented elsewhere
111 if successful. The project will include grading the shore to a more stable slope and retaining the
112 edge with large rocks to reduce future erosion. The design also calls for stone steps where the
113 bank is steeper and an improved gravel pathway to access the dock.

114

115 The construction is expected to take 10-14 days, beginning in mid-October during the pond's
116 annual closure. The projected timeline will also allow for Staff to prepare the pond for winter
117 use. Funding is allocated from the 2024 Capital Replacement budget. If this phase is successful,
118 efforts will continue to improve the pond's full surroundings.

119

120 Singer asked about the project's timing, and Wagoner said a benefit of the scaled-back approach
121 is that it can be completed in the off-season while the pond is already closed. Connolly asked
122 about other landscape improvements. Wagoner said there is budget for further landscaping at the
123 pond, and added if the project is successful in this section of the pond the District will continue
124 the improvement projects on the remaining slopes in future years.

125

126 Westberg asked when Staff will consider the project a success or failure. Wagoner said an
127 understanding of the project's impacts would occur next fall after having a full summer season
128 of use. Connolly asked Staff to consider improving the pond's aesthetics in the interim.

129

130 Singer asked if this project would be a temporary fix and if it would require ongoing
131 maintenance. Wagoner explained it's intended to be a longer-term solution by addressing the
132 bank slope.

133
134 The pond should be open for skating this winter.

135
136 **MOTION:** To approve the contract with Taig Nielsen Construction in an amount not to exceed
137 \$24,900 and authorize the District Director to execute the required documents.
138 [CASTRO/SINGER] All in favor: Bruce, Castro, Connolly, Singer, Westberg. Opposed: None.
139 Abstain: None. Absent: Brown, Moffitt. Motion carries.

140
141 **DISCUSSION AND POSSIBLE APPROVAL OF REVISIONS TO THE GOVERNANCE**
142 **AND FINANCE POLICY MANUAL FOR RECOMMENDATION TO COUNTY**
143 **COUNCIL**

144 Board members received a redline document showing revisions for review in their Board packet
145 prior to the meeting.

146
147 Jones reminded the Board that discussion pertaining to the Governance and Finance Policy
148 Manual revisions were discussed in the September Board meeting and that all edits have since
149 been reviewed by David Thomas, Chief Civil Deputy for Summit County. Bruce added that the
150 changes consolidated language and reflected how business is conducted between the Board and
151 the District Director.

152
153 **MOTION:** To approve the revisions to the Governance and Finance Policy manual for
154 recommendation to County Council. [SINGER/CONNOLLY] All in favor: Bruce, Castro,
155 Connolly, Singer, Westberg. Opposed: None. Abstain: None. Absent: Brown, Moffitt. Motion
156 carries.

157
158 **DISCUSSION AND POSSIBLE APPROVAL OF THE TENTATIVE 2025 BUDGETS FOR**
159 **RECOMMENDATION TO COUNTY COUNCIL**

160 Board members received a staff report, 2025 Strategic Initiatives & Action Plans, and the 2025
161 draft budgets from Dana Jones in their Board packet prior to the meeting.

162
163 Jones said that District Managers and Supervisors have prepared the 2025 General and Capital
164 fund budgets with a focus on maintaining and improving the programs, events, and facilities
165 currently offered by the District, as well as planning for future growth. Staff also focused on
166 aligning the budget with the Strategic Plan.

167
168 Jones then explained some of the changes to revenue and expenses in the 2025 draft budget.
169 While Fieldhouse revenue shows a projected 11% increase compared to the 2024 budget, this is
170 based on actual 2024 Fieldhouse revenue numbers. Connolly suggested adding in an 'actual'
171 column to the budget for easier year-over-year comparisons. The District is also planning for
172 increased revenue in programs, events, property taxes, and interest.

173
174 For expenses, costs include adding two new part-time positions in Marketing and Accounting, a
175 3% cost of living adjustment, and a 2.5% employee appraisal increase. Jones added that the

176 COLA amount mirrors what other Special Districts are planning and that employees are eligible
177 for a merit increase up to 3% but has anticipated the average to be 2.5%. Grant funding has also
178 been reflected in both expenses and revenue. Staff have also removed contingency line items
179 from individual departments.

180
181 In Recreation, all programs now fall under the category of either Athletics or Youth Activities.
182 Youth Activities revenue includes all camps, while Athletics revenue includes all other
183 programming, including adult programs. Discussion followed pertaining to tracking of recreation
184 partnership programs which will change in 2025 therefore reflecting the increase in Athletics
185 revenue. The District provides the registration software, some marketing, and the facilities, while
186 the partner organization provides all staffing and program organization. The District will collect
187 100% of the revenue, and then pay the partner organization 65%. Lastly, the District is budgeting
188 for an increase in contract services in parks and trails.

189
190 Castro noted an increase in \$160,000 in Admin salaries. Jones said the Rangers were previously
191 included in Trails salaries, and Rogers added the Ranger Supervisor was only budgeted for 6
192 months in 2024.

193
194 Connolly asked about best practices for including grant revenue into the budget. Rogers noted
195 most grants had not been awarded at the time of formulating the budget, and added Staff had
196 extensive discussions on how to reflect this. Jones added that should the District receive
197 significant grant funding after the budget has been improved, Staff would amend the budget at
198 that time to reflect the increase in revenue. . Projects that have pending grant funding are still
199 budgeted for in either capital replacement or operations budgets, and if grant funding was
200 received, those budgeted funds would move to a reserve.

201
202 Connolly asked about the increased expenses within Recreation, and Jones clarified that it's due
203 to paying the percentage of increased revenue to those partnership programs.

204
205 Regarding Capital projects and replacement items, Jones said the budgeted list is optimistic of
206 what the District could complete in a year because of external factors. These projects and
207 purchases all either improve efficiency, replace something worn, or set the District up for a
208 larger, phased project in the future. Jones noted some of these projects are also funded by grants
209 and impact fees.

210
211 Discussion followed with Castro and Wagoner on impact fees and plans to spend the funds
212 before expiration. The District had planned to spend a significant amount on the Silver Creek
213 development and will need to seek larger projects in the next few years to spend the impact fees
214 designated for parks. In the coming years, impact fees will no longer be designated as park or
215 trail impact fees, giving the District more spending flexibility. Wagoner said the District will
216 work to ensure no fees are returned. Staff will start giving a quarterly update on impact fee
217 spending within the quarterly budget report.

218
219 Singer asked about the budgeted trails capital purchase. Gines explained that the Trails
220 department is looking to increase efficiency in time taken for snow removal. Valued at \$203,000,
221 Gines acknowledged that it is a large purchase but said that it's built for durability compared to

222 the smaller machines, and can travel faster to allow for more efficiency. With the maintenance
223 included in the purchase and the new Mechanic on Staff, Gines believes it will last up to 20
224 years.

225
226 Gines said the purchase will also reduce contractor service expenses which typically cost \$8,500-
227 \$15,000 per year. Singer asked if this would replace any smaller pieces of equipment. Due to its
228 large size, the front loader would mainly be used in trailheads and parking lots. Connolly asked if
229 it would benefit the Cemetery District. Gines said it will be most valuable in the winter rather
230 than summer construction projects.

231
232 **MOTION:** To approve as amended the 2025 tentative budgets for recommendation to County
233 Council. [CASTRO/BRUCE] All in favor: Bruce, Castro, Connolly, Singer, Westberg. Opposed:
234 None. Abstain: None. Absent: Brown, Moffitt. Motion carries.

235
236 **DIRECTORS UPDATE**
237 Board members received the monthly update from District Director, Dana Jones in their Board
238 packet prior to the meeting.
239
240 Jones introduced the 2025 Strategic Initiatives and Actions Plans that Board members received in
241 their Board packet prior to the meeting, and said the Board can elaborate on its top priorities for
242 the District at the upcoming Board retreat.

243
244 Discussion followed regarding best practices in setting top priorities for the District and how
245 those would be measured. Thomas shared the process that the County Manager and County
246 Council embark on annually and the success of that approach. He explained that in this process
247 discussion on priorities and objectives drives the creation of an annual management plan that is
248 used as a framework to utilize as the budget process begins. Should priorities or objectives
249 change, direct budget implications and staffing bandwidth adjustments are made. Connolly asked
250 for that document to be shared with the Board if possible.

251
252 Connolly asked if Staff are on track to deliver an annual report to the community. Jones said
253 Staff can create something to share, but added the Strategic Plan was not implemented until
254 midway through 2024. Staff and Board discussed the formatting and sharing of the report on the
255 new website.

256
257 Lastly, Jones mentioned there may be some upcoming Staff turnover. Singer asked if the District
258 recruits constantly or as needed. Jones said it's a year-round effort for part-time staff, and as
259 needed for full-time staff. If the District needs to utilize a recruiter, Bruce encouraged Staff to
260 start the process sooner than later.

261
262 **DISTRICT COMMITTEE UPDATES**
263 Westberg requested Board Committee updates from the following:

264
265 **STANDING COMMITTEES**
266 **Audit & Policy Review:** did not meet.

267

268 **District Director Liaison:** Bruce said there was discussion on the Strategic Plan and Interlocal
269 agreements with the Park City School District but are awaiting a new Board and Superintendent.
270 There was also discussion on different fleet management processes.

271
272 **Parks & Facilities:** Westberg shared the discussion regarding the pool draining process and
273 recent pool maintenance, and the upcoming Willow Creek Pond renovation.

274
275 **Personnel:** did not meet.

276
277 **Recreation:** did not meet.

278
279 **Strategic Planning & Interlocal Agreements:** Castro shared updates on the Interlocal
280 Agreement and thanked J. Kadziel for her work on this process.

281
282 **Trails & Open Space:** Westberg shared the Bitner Connector trail is close to being complete and
283 Staff plan to do a ribbon cutting. The committee also discussed the upcoming front loader
284 purchase, construction of the new Run-A-Muk trailhead, an upcoming meeting with Utah Open
285 Lands, and planned education and enforcement of e-bikes. Jones said at next month's Board
286 meeting the new Ranger Supervisor, Aaron Williams will give a presentation on the Ranger
287 program. The committee will plan to discuss trail implications of the Cemetery District's
288 proposed site at the next committee meeting. Bruce asked what the lead time is for the front
289 loader purchase. Gines said the District can purchase it after January 1, 2025 and there is a 30-60
290 day lead time.

291
292 **BOARD MEMBER COMMENTS AND REVIEW OF ACTION ITEMS**

293 Connolly asked for an update on the website project. J. Kadziel said Chirico and Kelly Fink are
294 working diligently to complete the project but noted some delays with the developer regarding
295 the timeline. Staff have been reviewing designs and are pleased with all the revisions. The
296 projected launch date is mid-December. Singer noted that while the launch date is later than
297 anticipated, she is appreciative of the persistence to keep the developer to the agreed upon
298 timeline.

299
300 **CLOSED SESSION: PERSONNEL**

301 At 7:35pm, Westberg called for a motion to enter executive session for the purpose of discussing
302 personnel.

303
304 A closed meeting affidavit was signed for the discussion of personnel.

305
306 Board members in attendance included: Bruce, Castro, Connolly, Singer, Westberg.

307
308 Staff members in attendance included: none.

309 David Thomas, Chief Civil Deputy for Summit County was present.

310
311 **MOTION:** To enter into executive session for the purpose of discussing personnel.

312 [BRUCE/SINGER] All in favor: Bruce, Castro, Connolly, Singer, Westberg. Opposed: None.

313 Abstain: None. Absent: Brown, Moffitt. Motion carries.

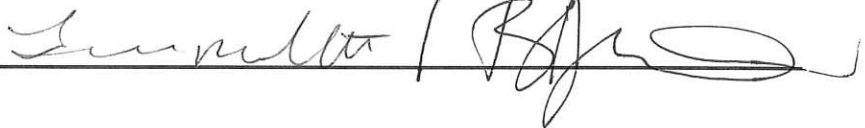
314
315 At 8:21pm, Westberg called for a motion to close the executive session for the purpose of
316 discussing personnel.
317
318 **MOTION:** To close the executive session for the purpose of discussing personnel.
319 [BRUCE/CONNOLLY] All in favor: Bruce, Castro, Connolly, Singer, Westberg. Opposed:
320 None. Abstain: None. Absent: Brown, Moffitt. Motion carries.
321
322 **ADJOURN**
323 At 8:22pm, Westberg called for a motion to adjourn the meeting.
324
325 **MOTION:** To adjourn the meeting of October 10, 2024. [SINGER/CONNOLLY] All in favor:
326 Bruce, Castro, Connolly, Singer, Westberg. Opposed: None. Abstain: None. Absent: Brown,
327 Moffitt. Motion carries.
328
329 **MOTIONS:**
330 **MOTION:** To elect Ben Castro as chair pro tem. [SINGER/BRUCE] All in favor: Bruce, Castro,
331 Connolly, Singer, Westberg. Opposed: None. Abstain: None. Absent: Brown, Moffitt. Motion
332 carries.
333
334 **MOTION:** To approve the Board meeting minutes from September 12, 2024.
335 [CASTRO/SINGER] All in favor: Bruce, Castro, Connolly, Westberg. Opposed: None. Abstain:
336 Singer. Absent: Brown, Moffitt. Motion carries.
337
338 **MOTION:** To approve the prior month's expenditures. [BRUCE/SINGER] All in favor: Bruce,
339 Castro, Connolly, Singer, Westberg. Opposed: None. Abstain: None. Absent: Brown, Moffitt.
340 Motion carries.
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343 \$24,900 and authorize the District Director to execute the required documents.
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348 recommendation to County Council. [SINGER/CONNOLLY] All in favor: Bruce, Castro,
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352 Council. [CASTRO/BRUCE] All in favor: Bruce, Castro, Connolly, Singer, Westberg. Opposed:
353 None. Abstain: None. Absent: Brown, Moffitt. Motion carries.
354
355 **MOTION:** To enter into executive session for the purpose of discussing personnel.
356 [BRUCE/SINGER] All in favor: Bruce, Castro, Connolly, Singer, Westberg. Opposed: None.
357 Abstain: None. Absent: Brown, Moffitt. Motion carries.
358

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

362
363 **MOTION:** To adjourn the meeting of October 10, 2024. [SINGER/CONNOLLY] All in favor:
364 Bruce, Castro, Connolly, Singer, Westberg. Opposed: None. Abstain: None. Absent: Brown,
365 Moffitt. Motion carries.

366
367

Minutes prepared by Lily Chirico

368 Clerk/Board Member Approval: 
369