



Snyderville Basin Special Recreation District  
Board Meeting Minutes  
**Thursday, June 13, 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, Brandi Connolly, Larry Moffitt,  
2 Amanda Singer, and Carrie Westberg. Board members participated electronically via Zoom or at  
3 the anchor location. Brandi Connolly left the meeting at 6:46pm.

4  
5 **Absent:** Ben Castro.

6  
7 **Staff Present:** Jeremy Beshears, Lily Chirico, Phares Gines, Dana Jones, Ben Liegert, Brad  
8 Rogers, Mike Versagli. 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:** Jason Sleight from Jones Simkins, Heinrich Dieters and Logan Jones from  
12 Park City Municipal, Lora Anthony from Mountain Trails Foundation, Ryan Goff, Jon Pierce.

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

15 The meeting of June 13, 2024, was called to order by Westberg at 6:04pm.

16  
17 Jon Pierce applauded the control gates throughout the McLeod Creek trail for speed calming.

18  
19 Westberg closed public input at 6:06pm.

20  
21 **DISCUSSION AND POSSIBLE APPROVAL OF MINUTES FROM 5/9/2024**

22 Board members received draft minutes from the 5/9/2024 Board meeting in their Board packet  
23 prior to the meeting. This agenda item was moved up to ensure a timely start to the public  
24 hearing and e-bike discussion.

25  
26 **MOTION:** To approve the Board meeting minutes from May 9, 2024. [BRUCE/SINGER] All in  
27 favor: Brown, Bruce, Connolly, Moffitt, Singer, Westberg. Opposed: None. Abstain: None  
28 Absent: Castro. Motion carries.

29  
30 **DISCUSSION AND POSSIBLE APPROVAL OF THE PRIOR MONTH'S**  
31 **EXPENDITURES**

32 Board members received the prior month’s expenditures in their Board packet prior to the  
33 meeting. This agenda item was moved up to ensure a timely start to the public hearing and e-bike  
34 discussion.

35  
36 **MOTION:** To approve the prior month’s expenditures. [BROWN/MOFFITT] All in favor:  
37 Brown, Bruce, Connolly, Moffitt, Singer, Westberg. Opposed: None. Abstain: None. Absent:  
38 Castro. Motion carries.

39  
40 **DISCUSSION AND POSSIBLE APPROVAL OF SILVER CREEK VILLAGE SOFT**  
41 **SURFACE TRAIL CONNECTION PROJECT CONTRACT**

42 Board members received a staff report from Phares Gines in their Board packet prior to the  
43 meeting. This agenda item was moved up to ensure a timely start to the public hearing and e-bike  
44 discussion.

45  
46 Gines explained there are two existing soft surface trails along the perimeter of Silver Creek  
47 Village, and the proposed trail project would make a desired connection between those trails,  
48 creating a loop. The new 5400’ long trail would match the existing trail in width (10 feet) and  
49 material and would be multi-use and multi-directional. It’s also possible for the trail to be used  
50 for cross-country skiing when winter conditions allow. Gines added that this trail is represented  
51 on Basin Recreation’s Master Trails Plan and in the Silver Creek Village property conceptual  
52 plan.

53  
54 Staff conducted a competitive procurement and recommended awarding the contract to Ruf  
55 Excavation. The District has previously worked with Ruf Excavation and had positive results and  
56 received encouraging feedback from other references. The proposed contract amount includes a  
57 10% contingency. Funding for the project will come from impact fees.

58  
59 Moffitt asked if the trail would impact the tunnel underneath highway 248. Gines said there is  
60 potential for the State to improve the tunnel in the future.

61  
62 **MOTION:** To approve and award the contract for the 2024 Silver Creek Soft Surface Trail  
63 Connection Project for an amount not to exceed \$105,226.00 and to allow the District Director to  
64 execute the documents that pertain to that transaction. [SINGER/CONNOLLY] All in favor:  
65 Brown, Bruce, Connolly, Moffitt, Singer, Westberg. Opposed: None. Abstain: None. Absent:  
66 Castro. Motion carries.

67  
68 **PUBLIC HEARING: E-BIKE DISCUSSION**  
69 **CONSIDERATION FOR RECOMMENDATION OF E-BIKE ORDINANCE TO THE**  
70 **SUMMIT COUNTY COUNCIL**

71 Board members received a staff report from Matt Wagoner in their Board packet prior to the  
72 meeting. This agenda item was moved to begin at the planned time of 6:15pm.

73  
74 In May of 2024, in collaboration with Park City Municipal’s Trails and Open Space Department,  
75 the District completed a public opinion poll regarding the use of e-bikes on area trails. Jones  
76 explained that the survey consultants examined the data and after extensive discussions with the

77 consultants and Basin Recreation and Park City Municipal staff, the District is recommending  
78 two management actions for the Board to consider.

79  
80 The first recommendation is to establish a speed limit on transportation trails of 15 miles per  
81 hour. The second recommendation is to create a conditional allowance for Class 1 e-bikes on  
82 natural surface trails to include operators ages 65 and older. Jones added there would be  
83 additional language included to clarify that mobility disabilities also qualify for the conditional  
84 allowance.

85  
86 Both recommendations align with Park City municipal's regulations. Jones emphasized how  
87 interconnected the District and Park City trails are, and how unified regulations would allow for  
88 a more seamless user experience. Upon Board approval, staff propose that the draft e-bike  
89 ordinance be forwarded to the Summit County Council for adoption into code.

90  
91 Bruce asked if there are plans for enforcement of these regulations. Jones explained the District  
92 has two full time Rangers, in addition to two seasonal rangers and plans to expand the  
93 department. Basin Recreation Rangers cannot write personal citations, therefore their time is  
94 dedicated to education and encouraging compliance. Jones clarified that Rangers will not ask e-  
95 bike users for personal information or identification to confirm compliance.

96  
97 Westberg asked if there is discussion on implementing a courtesy tag or other such program.  
98 Jones said the District does not plan to create anything of that type, however it will honor any  
99 programs put in place by Park City. Jones added users will be asked to follow the honor system,  
100 but the Sheriff can enforce the restrictions once the recommendations are adopted into code.

101  
102 At 6:23pm, Westberg opened the meeting to public comment.

103  
104 Jon Pierce shared he recently purchased an e-bike and while he uses the motor sparingly, it gives  
105 him peace of mind for pursuing longer rides at his age. He was pleased with the District's  
106 recommendations to align with Park City as there are several entities with various regulations.  
107 Pierce then expressed concern over the survey data and believed many of those surveyed are not  
108 local to the area, however he still supports the proposed policy. He then echoed the need for  
109 education and commented that he has met several of Basin's Rangers and had great  
110 conversations. Lastly, Pierce noted a high number of e-bikes users who he believed were too  
111 young and violated the City's restriction, and that local guides should play a role in educating  
112 and following regulations.

113  
114 Ryan Goff shared he is an avid biker and has extensive knowledge of bikes and e-bikes because  
115 of his career in the industry. He noted there is a lack of understanding with the speed capabilities  
116 of Class 1 e-bikes and explained e-bikes are marginally faster than regular mountain bikes. Goff  
117 explained in his organization e-bike sales are surpassing regular mountain bike sales in certain  
118 categories and feels it's not a matter of 'if' e-bikes will be allowed on single-track trails, but  
119 'when'. He encouraged the Board to match Park City's e-bike policy, and to consider creating a  
120 designated 'pilot' area where riders could use e-bikes without restrictions.

121  
122 Westberg closed public comment at 6:31pm.

123  
124 Chair Connolly encouraged Staff to think about designating a specialized e-bike friendly area  
125 and believes the District should continue to be forward thinking. Lastly, she noted how critical  
126 education will be for everyone, particularly parents and kids.

127  
128 Moffitt would like to see the District work with rental shops to educate renters on the  
129 regulations. He then asked if there was a maximum speed set on the Summit County bike share  
130 e-bikes to help with enforcement, to which the Board did not have an answer.

131  
132 Jones emphasized how Basin Recreation is within one regional trail system and it's easy to  
133 access other jurisdictions where e-bikes are allowed with fewer restrictions. She questioned if the  
134 District needs to provide a designated e-bike area if it's already provided in close proximity.  
135 Connolly strongly encouraged the District to create its own e-bike friendly area within its own  
136 management area.

137  
138 At a future Board meeting, Bruce would like more specifics around what the Ranger team is  
139 doing to educate the public, and what the Rangers are not doing that the Sheriff may be  
140 responsible for.

141  
142 **MOTION:** To forward to the Summit County Council for adoption into code the attached  
143 ordinance which has been reviewed by the Summit County Attorney's Office.  
144 [MOFFITT/BRUCE] All in favor: Brown, Bruce, Connolly, Moffitt, Singer, Westberg. Opposed:  
145 None. Abstain: None Absent: Castro. Motion carries.

146  
147 **DISCUSSION AND POSSIBLE APPROVAL OF VEHICLE SURPLUS PLAN**

148 Board members received a staff report from Jeremy Beshears in their Board packet prior to the  
149 meeting.

150  
151 Beshears explained that the District now reviews all vehicles over 10 years old to determine if  
152 they should be considered for surplus or if they are still in reasonable condition and able to serve  
153 its intended purpose. After comprehensive vehicle inspections, Beshears recommended that five  
154 vehicles be considered surplus which include B-23 (Ford F-150), T-25 (Ford F-150), T-30  
155 (Dodge 3500), T-29 (Polaris 900), and Mule 4010. While some of these vehicles could be kept in  
156 service with extensive maintenance, Beshears said the values are declining rapidly and parts are  
157 more difficult to come by.

158  
159 During vehicle inspections, Beshears noted excessive rust caused by winter road treatments.  
160 Moving forward, this will be mitigated by installing undercoating in all newly acquired vehicles  
161 in addition to frequent washing and bi-annual inspections of all vehicles.

162  
163 Lastly, Beshears recommended that after vehicles were inspected for surplus due to age, the Ford  
164 Escape and F-32 (Ford F-150) were declared in good condition and should continue to be used.  
165 The vehicles will be reevaluated on an annual basis.

166  
167 To replace the five surplus vehicles, Beshears explained that the current half-ton F-150 trucks  
168 have limited utility to the Parks and Trails teams due to being marginal at tasks suited for heavy

169 equipment like plowing, and ill-suited for lighter tasks such as transporting crews into the  
170 backcountry. Beshears recommended purchasing two 1-ton pickup trucks, two side by side  
171 vehicles, and one compact track loader as replacements. After surplus, the estimated cost is  
172 \$226,000.

173  
174 Moffitt asked about the budget for replacement vehicles. Jones said some were budgeted for in  
175 Capital and Capital Replacement funds, and the District plans to readjust its total budget and  
176 present changes to the Board.

177  
178 Westberg asked about the current fleet management plan and what changes Beshears intends to  
179 make. Beshears explained that the current surplus recommendations are seven to eight years,  
180 however many District vehicles have low miles for the amount of rust he's seeing. The under  
181 spray on new vehicles and frequent washing would help to maximize the return after 10 years,  
182 which is the surplus schedule Beshear's proposes.

183  
184 Singer asked about the surplus process. Beshears said the District will auction vehicles off  
185 internally, and one vehicle will be traded-in. If vehicles are not sold in the internal auction they  
186 will be sold to the public.

187  
188 Westberg clarified the District was looking to purchase two new side by side vehicles. Beshears  
189 said one is intended for the Parks department and the other for the Trails department. The  
190 District has six side by side vehicles in its fleet, two of which are up for surplus.

191  
192 Discussions followed on the details of the budget and how the fund transfers within the Capital  
193 budgets would work.

194  
195 **MOTION:** To approve the surplus of B-23, T-25, T-30, T-29, and Mule 4010 in accordance  
196 with District surplus policy and approve the purchase of two 1-ton pickups each in an amount not  
197 to exceed \$76,000 and \$70,000, two side by side's each in an amount not to exceed \$13,000 and  
198 \$40,000, and one compact track loader in an amount not to exceed \$75,000.

199 [SINGER/CONNOLLY] All in favor: Brown, Bruce, Connolly, Moffitt, Singer, Westberg.  
200 Opposed: None. Abstain: None. Absent: Castro. Motion carries.

201  
202 Brandi Connolly left the meeting at 6:46pm.

203  
204 **DISCUSSION AND POSSIBLE APPROVAL OF RUN-A-MUK OFF-LEASH**  
205 **AREA/PARKING IMPROVEMENT CONTRACT**

206 Board members received a staff report from Phares Gines in their Board packet prior to the  
207 meeting.

208  
209 Gines explained that the District seeks to create an additional trailhead with a restroom at Run-  
210 A-Muk Off Leash Area (RAM) and add a permanent restroom at the nearby RTS Trailhead.  
211 Additional parking at RAM would help to minimize street parking and provide easier access for  
212 individuals with mobility issues. These are two of the most visited trailheads in the District.  
213 There are currently no restrooms at RAM, and only a port-a-potty at RTS.

214

215 The District received a Summit County Recreation Arts and Parks (RAP) Grant in 2021 for  
216 \$132,121.00 to cover part of the project. Staff conducted a competitive procurement and  
217 recommended awarding the contract to RUF Excavation. The District has previously worked  
218 with Ruf Excavation and had positive results and received positive feedback from other  
219 references. The proposed contract amount includes a 10% contingency.

220

221 After an extended amount of time since the grant was received, Westberg is excited to hear the  
222 project is moving forward.

223

224 Singer asked about the timeline. Gines said they are still waiting on the conditional use permit,  
225 but he expects construction to start this summer and last approximately 30-60 days.

226

227 Westberg asked about the trailhead surface material. Gines said it will be like the existing  
228 trailheads, however he is hoping to approach the Commissioner's again and ask for a change  
229 order to add a paved asphalt surface. A more permanent surface would decrease the amount of  
230 maintenance needed. While the paved surface would have initial budget implications, Gines said  
231 the District would save extensively over time with the lower maintenance needs compared to the  
232 soft surface. If the change is approved by the Planning Commission, staff won't need Board  
233 approval if the additional cost is within the contingency budget.

234

235 **MOTION:** To approve and award the contract for the 2024 Run-A-Muk and RTS Trailhead  
236 improvement Project to RUF Excavation for an amount not to exceed \$426,222.50 and to allow  
237 the District Director to execute documents pertaining to that transaction. [BRUCE/SINGER] All  
238 in favor: Brown, Bruce, Moffitt, Singer, Westberg. Opposed: None. Abstain: None. Absent:  
239 Castro, Connolly. Motion carries.

240

#### 241 **INFORMATION SESSION ABOUT IMPLEMENTATION OF PAYLOCITY**

242 Board members received a staff report from Nick Darby in their Board packet prior to the  
243 meeting.

244

245 Rogers shared that the Administrative Operations Team has explored options for new software to  
246 replace several existing platforms with a single, cohesive system for all HR, payroll, and  
247 timekeeping functions. Rogers explained that the current systems do not communicate with one  
248 another which creates a very manual process for staff, providing numerous opportunities for  
249 error. Consolidating the various systems into one new platform would improve accuracy and  
250 enhance transparency for staff.

251

252 Staff selected a platform called Paylocity which will combine HR and payroll functions,  
253 automate tasks, provide an integrated timekeeping and scheduling system, track leave balances,  
254 and remove the need for NeoGov, uAttend, and When to Work, while also eliminating the use of  
255 Pelorus for payroll. Paylocity will also eliminate the need for ad-hoc excel and PDF documents  
256 relating to payroll and other functions.

257

258 Rogers added that Paylocity was chosen over other platforms due to its customer service and in-  
259 house software, and its commitment to the setup and implementation process. Paylocity also

260 allows communications with all staff, including part-time and seasonal employees, and has a  
261 dedicated account team to assist the District.

262  
263 Paylocity will take 12 weeks to implement, with a go live date for the District of October 1,  
264 2024. Prior to launching, staff will receive training to acclimate to the platform and dive into the  
265 enhanced features and functionality.

266  
267 Jones noted that this agenda item does not require Board approval as it does not exceed budget  
268 but felt it important to explain updated operations and be transparent.

269  
270 Westberg asked if the public will be affected as the staff report noted pulling some information  
271 from DaySmart and Mindbody. Rogers noted it would only affect staff. Westberg then wondered  
272 if staff had connected with other organizations who use Paylocity. Rogers said they checked  
273 numerous references.

274  
275 Singer asked about the transfer of information. Rogers stated the current systems will stay in  
276 place after Paylocity is implemented as an archive. Rogers added the fee structure of Paylocity is  
277 per employee which will incentivize Staff to keep the system up to date as employees are hired  
278 and separated.

279  
280 The Board all shared excitement for Paylocity and are eager for it to be implemented.

281  
282 **DISCUSSION AND POSSIBLE APPROVAL OF ADJUSTMENT TO DISTRICT**  
283 **RETENTION**

284 Board members received a staff report from Jennifer Durham and Brad Rogers in their Board  
285 packet prior to the meeting.

286  
287 Rogers explained that a record retention management project was initiated in 2023, where over  
288 300 boxes of accumulated District records were reviewed. Following State guidelines, the  
289 District destroyed approximately 200 of those boxes, and transferred 58 boxes to the State's  
290 long-term records storage facility. Transferred records included agency history, Board meeting  
291 minutes, development and construction projects, audits, and employee history. Staff determined  
292 there are an additional 10 boxes which contain impact fee statements that should be transferred  
293 to the State storage center.

294  
295 The State's current General Retention Schedule (GRS) states impact fee statements should be  
296 destroyed after three years, but Utah State Code says if an impact fee is not spent within six  
297 years, it must be refunded, and allows an additional year for the owner to be notified. This  
298 pushes the retention timeframe to at least seven years to facilitate refunds, if needed. For these  
299 documents to be stored at the State facility, GRS must match Utah State Code. A vote of  
300 approval by the District's governing Board is required to adjust the GRS.

301  
302 Bruce asked if this change would be reflected in the District's policies and Rogers said that it  
303 will.

304

305 **MOTION:** To approve a change in the District General Retention Schedule (GRS) for the  
306 retention and eventual disposition of impact fee records from three years to seven years.  
307 [MOFFITT/SINGER] All in favor: Brown, Bruce, Moffitt, Singer, Westberg. Opposed: None.  
308 Abstain: None. Absent: Castro, Connolly. Motion carries.

309  
310 **REQUEST TO APPROVE PROPOSED 2024 PROPERTY TAX RATES FOR**  
311 **OPERATIONS & MAINTENANCE AND DEBT SERVICE**

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

314  
315 Staff and Board discussed this with David Thomas, and it was determined that the District does  
316 not need to make a motion and approve certified tax rates, as the Summit County Council is the  
317 governing authority for the Special District. This item will be removed from future agendas.

318  
319 **REVIEW AND POSSIBLE APPROVAL OF THE 2023 ANNUAL FINANCIAL REPORT**  
320 **PRESENTED BY THE DISTRICT AUDITOR**

321 Board members received a hard copy of the draft 2023 Annual Financial Report from Jason  
322 Sleight with Jones Simkins during the meeting.

323  
324 Sleight explained that the audit examined each major fund of the District, issuing opinions for  
325 each fund and for the respective changes in financial position for the year. Sleight then shared  
326 the auditor's responsibilities for the audit of financial statements. The audit contained several  
327 different reports, one of which was on Internal Control over Financial Reporting and compliance.  
328 The audit found one material weakness which was driven by a material adjustment that was  
329 needed at the beginning of the audit. Sleight recommended the District implement procedures to  
330 ensure accounts be reconciled and reviewed by separate individuals. Sleight added that he has  
331 worked closely with staff and noted this recommendation is already being implemented.

332  
333 Sleight also reviewed the District's financial statements. This section also had multiple opinions,  
334 but noted the District had a good year. The audit found no issues with budgetary reporting, and  
335 Sleight pointed out new items within the financial statements including the office lease and new  
336 net pension liability.

337  
338 **MOTION:** To accept the 2023 Annual Financial Report presented by Jason Sleight with Jones  
339 Simkins. [SINGER/MOFFITT] All in favor: Brown, Bruce, Moffitt, Singer, Westberg. Opposed:  
340 None. Abstain: None. Absent: Castro, Connolly. Motion carries.

341  
342 **DISCUSSION AND POSSIBLE APPROVAL OF REVISIONS TO PERSONNEL AND**  
343 **OPERATIONS POLICY MANUAL SECTION 7.0 EMPLOYEE DEVELOPMENT**

344 Board members received a staff report from Brad Rogers in their Board packet prior to the  
345 meeting.

346  
347 Rogers explained the Employee Development Program is intended for District employees who  
348 seek to increase their earning potential within their assigned grade. Once completed, employees  
349 are eligible for a salary increase of up to 5%. Employees who are at or near redline for their  
350 assigned grade may qualify for a one-time bonus of \$2,500. Employees shall only qualify once



351 for an Employee Development Plan and salary increase within a given grade. This replaces the  
352 career ladder plan which was removed from policy earlier this year.

353  
354 For staff to complete the Employee Development Program, Rogers said they must a) improve  
355 skills and job knowledge through participation in a variety of different courses, research projects,  
356 self-study, and other opportunities as outlined in the program, and b) demonstrate this added skill  
357 and knowledge through clearly defined projects, reports, or other presentations determined at the  
358 outset of the program.

359  
360 Interested employees would collaborate with their supervisor and/or manager to identify specific  
361 skills and goals that are compatible with department needs. Each Employee Development Plan  
362 must contain tasks within each of the five tiers of the Employee Development Pyramid which  
363 include technical skills, teamwork, customer service, communication, and job knowledge. Each  
364 tier within the pyramid and each skill within the tier also has an assigned point value.

365  
366 The timeframe for completion will depend on the selected tasks as outlined in the approved  
367 Employee Development Plan. A final capstone project will be required upon completion of all  
368 tiers.

369  
370 Rogers noted this would not go into effect until policies are reviewed and approved by Summit  
371 County Council. Staff plan to present policy changes to Council this fall, giving Managers and  
372 Supervisors time to create programs specific to their employees.

373  
374 Singer asked if the Leadership program would be incorporated into this development plan.  
375 Rogers said it could be a part of an employee's development but wouldn't suffice on its own.

376  
377 Westberg asked about Manager involvement in creating the program. Rogers explained that  
378 department managers will play a large role in creating the programs. Westberg then clarified that  
379 this would be an optional program.

380  
381 Bruce asked about staff development in the Strategic Plan, and noted this would be great to  
382 include in the end of year report, in addition to sharing progress with relevant Board committees.

383  
384 Lastly, Westberg clarified that employees could go through the program more than once should  
385 they move into a new grade.

386  
387 **MOTION:** To approve revisions to personnel and operations policy manual section 7.0  
388 employee development. [SINGER/BRUCE] All in favor: Brown, Bruce, Moffitt, Singer,  
389 Westberg. Opposed: None. Abstain: None. Absent: Castro, Connolly. Motion carries.

390  
391 **DIRECTOR'S UPDATE**

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

394

395 Jones shared notable dates, including an upcoming County Council meeting to discuss the e-bike  
396 ordinance change and Snyderville Basin Planning Commission meeting to discuss potential  
397 development in Silver Creek.

398  
399 Jones said the District is projected for revenue to be higher than budgeted, and expects to be  
400 close on expenses again this year. Jones believes Staff may need to bring revised Capital  
401 Expenditures and Capital Replacement budgets to the Board and County Council for approval.  
402 Lastly, Jones added they are creating many connections throughout the variety of projects staff  
403 are completing.

404  
405 Moffitt asked about the layout of the financial reports. Jones and Rogers said they consolidated  
406 some items to make it more manageable and to provide an appropriate amount of detail.

407

#### 408 **DISTRICT COMMITTEE UPDATES**

409 Westberg requested Board Committee updates from the following:

410

#### 411 **STANDING COMMITTEES**

412 **Audit & Policy Review:** did not meet.

413

414 **District Director Liaison:** Bruce shared all discussions were covered in the Director's update or  
415 other agenda items.

416

417 **Parks & Facilities:** Moffitt shared they discussed upcoming projects such as The Fieldhouse  
418 stair replacement and Fieldhouse Front Desk project RFP. He added that the Splash Pad is open,  
419 and some fitness classes are moving outside. Lastly, they discussed upcoming tournaments, and  
420 that staff are working to reduce the number of tournaments annually to reduce strain on staff and  
421 so residents can enjoy the park amenities.

422

423 **Personnel:** Bruce shared they discussed policy updates regarding the staff development  
424 program. He and Rogers then shared that they would review more policy updates in July to get  
425 back on the review schedule.

426

427 **Recreation:** did not meet.

428

429 **Strategic Planning & Interlocal Agreements:** Singer shared they discussed the ongoing  
430 Interlocal Agreement and its continued revisions. They also discussed creating action plans to  
431 implement the Strategic Plan and creating performance indicators to implement in 2025. Jones  
432 noted staff are working on a spreadsheet of Strategic Plan implementation.

433

434 **Trails & Open Space:** Westberg said the committee toured the Trails and Open Space  
435 Greenhouse and learned about its operations. They also discussed the Silver Creek soft surface  
436 trail and Run-A-Muk project.

437

#### 438 **BOARD MEMBER COMMENTS AND REVIEW OF ACTION ITEMS**

439 Bruce congratulated staff on a successful StART of Summer Color Run event. Jones added that  
440 she has been in discussion with the Outreach team on making all community events free.

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**ADJOURN**

At 8:15pm, Westberg called for a motion to adjourn the meeting.

**MOTION:** To adjourn the meeting of June 13, 2024. [SINGER/BROWN] All in favor: Brown, Bruce, Moffitt, Singer, Westberg. Opposed: None. Abstain: None. Absent: Castro, Connolly. Motion carries.

**MOTIONS:**

**MOTION:** To approve the Board meeting minutes from May 9, 2024. [BRUCE/SINGER] All in favor: Brown, Bruce, Connolly, Moffitt, Singer, Westberg. Opposed: None. Abstain: None Absent: Castro. Motion carries.

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

**MOTION:** To approve and award the contract for the 2024 Silver Creek Soft Surface Trail Connection Project for an amount not to exceed \$105,226.00 and to allow the District Director to execute the documents that pertain to that transaction. [SINGER/CONNOLLY] All in favor: Brown, Bruce, Connolly, Moffitt, Singer, Westberg. Opposed: None. Abstain: None. Absent: Castro. Motion carries.

**MOTION:** To forward to the Summit County Council for adoption into code the attached ordinance which has been reviewed by the Summit County Attorney’s Office. [MOFFITT/BRUCE] All in favor: Brown, Bruce, Connolly, Moffitt, Singer, Westberg. Opposed: None. Abstain: None Absent: Castro. Motion carries.

**MOTION:** To approve the surplus of B-23, T-25, T-30, T-29, and Mule 4010 in accordance with District surplus policy and approve the purchase of two 1-ton pickups each in an amount not to exceed \$76,000 and \$70,000, two side by side’s each in an amount not to exceed \$13,000 and \$40,000, and one compact track loader in an amount not to exceed \$75,000. [SINGER/CONNOLLY] All in favor: Brown, Bruce, Connolly, Moffitt, Singer, Westberg. Opposed: None. Abstain: None. Absent: Castro. Motion carries.

**MOTION:** To approve and award the contract for the 2024 Run-A-Muk and RTS Trailhead improvement Project to RUF Excavation for an amount not to exceed \$426,222.50 and to allow the District Director to execute documents pertaining to that transaction. [BRUCE/SINGER] All in favor: Brown, Bruce, Moffitt, Singer, Westberg. Opposed: None. Abstain: None. Absent: Castro, Connolly. Motion carries.

**MOTION:** To approve a change in the District General Retention Schedule (GRS) for the retention and eventual disposition of impact fee records from three years to seven years. [MOFFITT/SINGER] All in favor: Brown, Bruce, Moffitt, Singer, Westberg. Opposed: None. Abstain: None. Absent: Castro, Connolly. Motion carries.

487 **MOTION:** To accept the 2023 Annual Financial Report presented by Jason Sleight with Jones  
488 Simkins. [SINGER/MOFFITT] All in favor: Brown, Bruce, Moffitt, Singer, Westberg. Opposed:  
489 None. Abstain: None. Absent: Castro, Connolly. Motion carries.

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491 **MOTION:** To approve revisions to personnel and operations policy manual section 7.0  
492 employee development. [SINGER/BRUCE] All in favor: Brown, Bruce, Moffitt, Singer,  
493 Westberg. Opposed: None. Abstain: None. Absent: Castro, Connolly. Motion carries.

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495 **MOTION:** To adjourn the meeting of June 13, 2024. [SINGER/BROWN] All in favor: Brown,  
496 Bruce, Moffitt, Singer, Westberg. Opposed: None. Abstain: None. Absent: Castro, Connolly.  
497 Motion carries.

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Minutes prepared by Lily Chirico

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

DRAFT