



**Snyderville Basin Special Recreation District  
Board Meeting Minutes**

**Thursday, September 12, 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, and Carrie Westberg. Board members participated electronically via Zoom or at the  
3 anchor location.

4  
5 **Absent:** Amanda Singer.

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

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11 **Attending Guests:** None.

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

14 The meeting of September 12, 2024, was called to order by Chair Connolly at 6:02pm.

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16 There was no public input given.

17  
18 Chair Connolly closed public input at 6:02pm.

19  
20 **DISCUSSION AND POSSIBLE APPROVAL OF MINUTES FROM 8/8/2024**

21 Board members received draft minutes from the 8/8/2024 Board meeting in their Board packet  
22 prior to the meeting.

23  
24 A quorum was not present to approve the August meeting minutes. Draft minutes will be posted  
25 in the interim.

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

28 Board members received the prior month's expenditures in their Board packet prior to the  
29 meeting.

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

34  
35 **UPDATE OF 2024 RECREATION, ARTS, AND PARKS (RAP TAX) POTENTIAL**  
36 **GRANT PROJECTS**

37 Board members received a staff report from Alex Bedrosian in their Board packet prior to the  
38 meeting.

39  
40 Wagoner shared that Staff are constantly exploring opportunities to secure additional funding  
41 through grants to reduce the reliance on taxpayer dollars. Wagoner explained that efforts are

42 currently focused on the Recreation, Arts, and Parks Grant (RAP Tax), which Staff believes best  
43 align with planned upcoming projects and purchases. Wagoner then listed the planned RAP Tax  
44 Grant submissions and their justifications.

45  
46 The Fieldhouse locker room and pool entry redesign project is part of the larger Fieldhouse front  
47 desk renovation. RAP Tax Grant funding would be used to comply with recently enacted HB257  
48 by redirecting traffic for additional pool access.

49  
50 Wagoner noted the staff report listed the Trailside Skatepark redesign as the 2<sup>nd</sup> application, but it  
51 will be replaced with a request for funding to purchase a chlorine generator for The Fieldhouse  
52 pool.

53  
54 Next, a grant application is planned for funding to resurface the Willow Creek Park pickleball  
55 and tennis courts. With high community use, Wagoner believes this will make a compelling  
56 request. Staff are also requesting grant funding for the East Canyon Creek trailhead expansion  
57 project, which is scheduled to begin in 2025.

58  
59 Lastly, a RAP Tax Grant submission is planned for new UTV Snow Tracks and Drag Groomer  
60 attachments. The District previously received grant funding to purchase a new UTV, and this  
61 funding would be used to outfit the machine for winter use.

62  
63 Westberg asked if the Trailside Skatepark redesign would be kept on a list of future projects.  
64 Wagoner said the amenity is aging and Staff plan to push the project one year. It will be a larger-  
65 scale construction project with the potential addition of in-ground features. Wagoner added that  
66 the District plans to expand the Trailside upper parking lot prior to replacing amenities.

67  
68 Chair Connolly asked about the Willow Creek Park pond lining project and noted that the pond's  
69 surroundings look worn. Wagoner said the project is budgeted for and Staff is working with a  
70 contractor to do a water circulation project to increase water clarity. With some obstacles to work  
71 through before replacing the pond liner, Wagoner said it would not be a compelling grant  
72 application at this time.

73  
74 Bruce and Wagoner discussed the application timeline. RAP Tax Grant applications are due by  
75 the end of September with awards announced by the end of 2024. This allows time for Staff to  
76 apply for other grants should projects not receive funding. Wagoner and Jones reminded the  
77 Board that these projects were selected as best fitting the RAP Tax Grant guidelines, but other  
78 grants have been identified as potential funding sources for additional projects. Staff will prepare  
79 a full list of intended grants and their corresponding potential projects. Castro noted many grant  
80 applications open in January and encouraged Staff to ask for funding for a large variety of  
81 projects.

82  
83 Chair Connolly suggested the District look at grant opportunities for trail maintenance projects  
84 and use tourism data to show wide public benefit. Castro recommended using data from the  
85 Summit County Bike Share program in support for trail resurfacing grant funding. Chair  
86 Connolly wondered if the chlorine generator application would be seen as driving tourism

87 compared to trail projects. Jones said South Summit was awarded a RAP Tax Grant for its  
88 chlorine generator purchase.

89

90 **DISCUSSION OF TIMELINE AND ASSUMPTIONS FOR 2025 BUDGETS**

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

93

94 Jones shared the proposed budget calendar as it relates to the 2025 budget, including dates of  
95 scheduled Board Meetings, a proposed special Board Meeting, and proposed County Council  
96 meetings. The District is tentatively scheduled on the County Council’s agenda for November 6  
97 and December 4, 2024.

98

99 Jones explained Staff have been working for six weeks to prepare the 2025 budget. This includes  
100 budget workshops and aligning projects and programs with the Strategic Plan. Jones plans to  
101 match 2025 Fieldhouse revenue with the expected 2024 revenue, and noted Staff has seen  
102 success with partnership programs.

103

104 The District is exploring adding part-time benefitted positions in Marketing and Accounting in  
105 2025, and planning for a 3% COLA which aligns with the other Special Districts. Moffitt asked  
106 about the County’s COLA proposal. Rogers believes it is budgeting for a 3.3% COLA. Staff are  
107 also increasing the capital replacement budget due to aging facilities within the District. Board  
108 members will see draft budgets by October 1.

109

110 Brown asked for further explanation of the proposed part-time benefitted positions. Jones said  
111 part-time benefitted employees would receive the same health benefits as those of full-time  
112 employees but would work 30 hours per week instead of the traditional 40. Discussion followed  
113 between Board and Staff on who would be attracted to these types of positions, the cost savings  
114 of part-time benefitted versus full-time benefitted positions, ACA guidelines, and future growth.  
115 Chair Connolly requested a cost-benefit analysis of a part-time benefitted position. Jones noted a  
116 tighter budget is slated for 2025.

117

118 As part of the budget presentation, Chair Connolly would like to see the Strategic Plan and Trails  
119 and Open Space Plan items that are being addressed in the 2025 budget, along with key  
120 performance indicators.

121

122 **REVIEW OF PROPOSED CHANGES TO PERSONNEL AND OPERATIONS POLICY**  
123 **MANUAL AND GOVERNANCE AND FINANCE POLICY MANUAL**

124 Board members received a staff report from Brad Rogers and Dana Jones along with a redline  
125 document showing adjustments for review in their Board packet prior to the meeting.

126

127 Jones explained that these proposed policy changes are part of the larger 2024 project to review  
128 and streamline the District’s policy manuals. Current changes for review include additional  
129 adjustments and formatting edits to the newly consolidated Personnel & Operations Policy  
130 Manual. Chair Connolly added that changes were also made to the Governance sections,  
131 however they were not shared prior to the meeting. Jones said all adjustments will be sent to  
132 David Thomas for review, then returned to the Board for approval to forward to County Council.

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Chair Connolly suggested Jones ask the County Council how the upcoming meeting should be noticed.

Castro noted difficulty in determining which edits are proposed changes versus consolidation of current policy. Within the staff report, Chair Connolly would like to see a description of substantive changes for each section and call out which edits are new versus simply consolidation.

Bruce supported the changes to the Disciplinary Procedures, and confirmed the Grievance and Appeals procedure was a new addition but not a new policy. Bruce then provided feedback for the ADA/ADAA Reasonable Accommodation section including a recommendation that the ADA Intake form be inclusive of the Pregnant Workers Fairness Act, for ADA accommodations and forms to go through a single person such as the Business Manager rather than multiple Staff members, and lastly suggested reconsideration of requesting HIPPA disclosure authorizations from employees, noting concern of Staff requesting medical records of other employees.

Castro expressed concern in the number of sections needing review by County Council. Chair Connolly said County Council was okay with one update rather than multiple requests and reminded Board and Staff to give Council ample time to review the changes. Castro then asked about the timeline for County Council to review and approve and Chair Connolly said they are meeting to discuss this with the County Council Chair next week.

Brown would like to see comments added explaining why certain changes were made.

Board members can send additional feedback regarding policies to Brown and Jones.

Jones commended Rogers and his staff for their formatting efforts. Rogers added some sections, such as the ADA Policy, had to be written from scratch as there was no comprehensive County policy to work from. Moffitt asked about the writing process. Rogers said they looked at surrounding municipalities and took inspiration from Salt Lake County. Discussion followed on the use of calendar days versus business days to define timelines.

Chair Connolly asked if Managers gave feedback on progressive discipline within the Disciplinary Procedures section. Rogers said recent internal situations informed both the Disciplinary Procedures and ADA sections.

**DISTRICT FACILITY PLANNING UPDATE**

Wagoner shared an update on the planning process for future Basin Recreation facilities. The District's highest priorities for expansion have been a new maintenance facility and additional office space. Staff were hopeful that these facilities would be built within phase one of construction at Silver Creek Village, however based on recent meetings with the Summit County Planning Commission and County Staff, development of the Silver Creek Village site may take longer than anticipated.



178 Wagoner added that Staff are pressed for office space and are currently working at three sites  
179 including offices at Trailside Park, The Fieldhouse, and leased space in Newpark. With the re-  
180 direction away from Silver Creek Village, the District is exploring all options including  
181 maximizing functionality of current office and storage areas and purchasing an existing building,  
182 which could be more cost effective than constructing a new site.

183  
184 For a more extensive discussion, Jones and Wagoner suggested meeting during a Board retreat or  
185 scheduling additional time.

186  
187 Chair Connolly encouraged Wagoner to meet with the Strategic Planning Committee and think  
188 about how location, size, future growth, and other factors weigh into future facilities decisions.  
189 Castro suggested the District's interlocal agreements could also factor into these decisions.  
190 Wagoner agreed and said they are looking at this more comprehensively as a general facilities  
191 plan.

192  
193 Chair Connolly provided context that the Silver Creek Village site does not have the correct  
194 zoning for a maintenance facility and is not a centralized location within District amenities.

195  
196 Staff and Board then discussed potential budget and permitting implications whether the District  
197 chooses to build a new building or purchase an existing building.

198  
199 Chair Connolly asked if there were other facilities or projects that are part of the District's  
200 facility planning. Wagoner said office and maintenance space are the priority because they were  
201 intended to be built at Silver Creek, but the scope could be expanded. Wagoner noted many  
202 things that were intended for Silver Creek Village are possible elsewhere.

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204 **DIRECTORS UPDATE**  
205 Board members received the monthly update from District Director, Dana Jones in their Board  
206 packet prior to the meeting.

207  
208 Jones said Lily Chirico and the Outreach team have been working with Ross Downard to update  
209 photography throughout the District for the website project and other marketing needs. Staff and  
210 volunteer patrons have been featured in photos at Trailside Park, Willow Creek Park, and at The  
211 Fieldhouse. Jones also shared that she has received several positive comments about the Flying  
212 Dog trail. The trails team has worked diligently on side vegging that area.

213  
214 Chair Connolly asked about the solar panel photos featured in the Directors Update. Liegert said  
215 the panels are on The Fieldhouse and noted the District is benefitting from significant energy  
216 cost savings. Chair Connolly encouraged Staff to share that information with the public. Liegert  
217 is working with different companies to explore additional energy-saving incentives after  
218 completing a power audit at The Fieldhouse.

219  
220 Chair Connolly asked if Staff has received any feedback about the new speed limit signs along  
221 transportation trails. Jones said they have not received any public feedback, but the District is  
222 working with Park City Municipal, Park City Police, and the Sheriff's department to share  
223 cohesive messaging and create a task force. Jones added the new Ranger Supervisor has been a

224 great addition to the District and this project. Gines said the Sheriff’s department has been very  
225 responsive and willing to participate in educational opportunities, noting a productive meeting  
226 earlier in the day. Anecdotally, Chair Connolly believes the speed limit signs have had a positive  
227 effect. Jones said the District is also researching radar speed signs as an educational tool for trail  
228 users and for Staff to capture data.

229  
230 Discussion followed on how the task force will work to educate students and parents on the new  
231 e-bike and speed limit regulations. Chair Connolly will share contact information of an involved  
232 cohort of parents which may be a good starting place. Brown noted a visual increase in e-bikes  
233 parked outside of Ecker Hill Middle School over the past few years. Chair Connolly encouraged  
234 Staff and the task force to discuss innovative solutions, specifically surrounding the 14-year-old  
235 age limit to ride an e-bike without supervision which is Utah State law. Moffitt noted the large  
236 amount of information and media coverage the new e-bike ordinance has received.

237  
238 **DISTRICT COMMITTEE UPDATES**

239 Chair Connolly requested Board Committee updates from the following:

240  
241 **STANDING COMMITTEES**

242 **Audit & Policy Review:** did not meet in person, but Bruce said they worked to shorten the  
243 Board governance section of the Policy and Procedures manual. Chair Connolly asked Thomas if  
244 policies can reference a section of State code rather than write the entire code. Thomas said they  
245 could. Additional Board member feedback on these policies can be sent to Brown and Jones.

246  
247 **District Director Liaison:** Bruce said they will review the 2025 Board meeting schedule. The  
248 Board does not plan to meet next August due to high scheduling conflicts, but they do plan to  
249 hold two meetings in October of 2025. The committee also discussed tying all year-end reports  
250 to the Strategic Plan. Castro said there was also an update regarding the strategic planning of the  
251 interlocal agreement. Bruce added that the commercial use agreement is still undergoing  
252 significant updates by Staff. The committee does not expect commercial use agreement changes  
253 to be submitted with the rest of the policy updates.

254  
255 **Parks & Facilities:** did not meet.

256  
257 **Personnel:** Bruce said they reviewed the policy and procedure updates and the Aquatics Lead  
258 job posting via email.

259  
260 **Recreation:** Brown shared they discussed potential fee schedule adjustments regarding resident  
261 and non-resident rates. Brown noted the PC MARC recently updated its fee schedules and added  
262 Singer has done research of other similar districts. There is still discussion and research to be  
263 done regarding potential revenue impacts and what costs, such as facility and program fees, may  
264 be adjusted. Chair Connolly noted even if the revenue changes are minimal, it could provide  
265 positive resident feedback.

266  
267 Chair Connolly asked if Staff have investigated Utah Hockey Club youth programs. Jones said  
268 the Recreation department has discussed a street hockey program but noted the PC MARC just

269 launched one. Staff will investigate if the MARC's program is in collaboration with the Utah  
270 Hockey Club.

271  
272 **Strategic Planning & Interlocal Agreements:** Did not meet, but Castro shared they discussed  
273 with the Director Liaison committee about interlocal agreements.

274  
275 **Trails & Open Space:** Westberg shared updates including the completion of the Silver Creek  
276 soft surface trail, paving of the Bitner connector path, and that construction is underway for the  
277 new Run-A-Muk trailhead and trail. The new section of trail at Run-A-Muk will be wider and  
278 more wheelchair accessible. Gines still plans to request a permit to add a permanent asphalt  
279 surface for the trailhead instead of the soft surface that's planned. The County engineer will help  
280 with the presentation to the Planning Commission. On the Open Space side, Staff had a positive  
281 meeting with Lewis Kogan, the new Executive Director at the Swaner Preserve and EcoCenter  
282 and look forward to collaborating on projects. Westberg reported no update on Hi Ute, and that  
283 Staff are working to build Beaver Dam Analogs, propagating plants in the Trailside Greenhouse,  
284 adding fencing to the Matt Knoop Park pollinator garden, attending the Summit County Weeds  
285 tour, and participating in budget discussions.

286  
287 **BOARD MEMBER COMMENTS AND REVIEW OF ACTION ITEMS**

288 Castro would like additional information about the potential new Snyderville Basin Cemetery.  
289 Chair Connolly suggested inviting the Cemetery District to the next Board meeting to provide an  
290 update.

291  
292 Moffitt complimented the line of sight this season along the McLeod Creek trail.

293  
294 Chair Connolly would like to see more media coverage of some of the District's completed  
295 projects and grand opening events, along with integration of the weather hotline to the new  
296 website. Brown added it would be great for Basin to be featured in the KPCW daily newsletter.  
297 Chair Connolly encouraged Staff to reach out to the County's Public Information Officer for  
298 support.

299  
300 Board members discussed potential dates for a Board retreat. The retreat is tentatively scheduled  
301 for the evening of Thursday, November 7. Chair Connolly said they could also discuss policy  
302 revisions during the retreat.

303  
304 **ADJOURN**

305 At 7:45pm, Chair Connolly called for a motion to adjourn the meeting.

306  
307 **MOTION:** To adjourn the meeting of September 12, 2024. [BROWN/CASTRO] All in favor:  
308 Brown, Bruce, Castro, Connolly, Moffitt, Westberg. Opposed: None. Abstain: None. Absent:  
309 Singer. Motion carries.

310  
311 **MOTIONS:**

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

315  
316 **MOTION:** To adjourn the meeting of September 12, 2024. [BROWN/CASTRO] All in favor:  
317 Brown, Bruce, Castro, Connolly, Moffitt, Westberg. Opposed: None. Abstain: None. Absent:  
318 Singer. Motion carries.

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320 \_\_\_\_\_  
320 Minutes prepared by Lily Chirico

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322 Clerk/Board Member Approval: 