



**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.

39

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

87 Board members received the prior month's expenditures in their Board packet prior to the  
88 meeting.

89  
90 **MOTION:** To approve the prior month's expenditures. [BRUCE/SINGER] All in favor: Bruce,  
91 Castro, Connolly, Singer, Westberg. Opposed: None. Abstain: None. Absent: Brown, Moffitt.  
92 Motion carries.

93  
94 **DISCUSSION AND POSSIBLE APPROVAL OF CONTRACT FOR WILLOW CREEK**  
95 **PARK POND IMPROVEMENTS**

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

98  
99 The Willow Creek Park Pond is a popular amenity that provides unique recreational  
100 opportunities for the community. Over time the high volume of use has contributed to erosion  
101 on the south bank which has exposed the impermeable barrier that lines the pond. Previous  
102 efforts have been made by Staff to develop engineered plans for improving both the aesthetics  
103 and functionality of the pond. Given the geotechnical challenges of the site, Staff is moving  
104 forward with an incremental approach to achieve the desired results.

105  
106 Wagoner explained the proposed project will focus on the southeastern shoreline of the pond  
107 between the transitional depth area and the dock. This is the most heavily used portion of the  
108 pond and will serve as the test case for a stabilized shoreline that will be implemented elsewhere  
109 if successful. The project will include grading the shore to a more stable slope and retaining the  
110 edge with large rocks to reduce future erosion. The design also calls for stone steps where the  
111 bank is steeper and an improved gravel pathway to access the dock.

112  
113 The construction is expected to take 10-14 days, beginning in mid-October during the pond's  
114 annual closure. The projected timeline will also allow for Staff to prepare the pond for winter  
115 use. Funding is allocated from the 2024 Capital Replacement budget. If this phase is successful,  
116 efforts will continue to improve the pond's full surroundings.

117  
118 Singer asked about the project's timing, and Wagoner said a benefit of the scaled-back approach  
119 is that it can be completed in the off-season while the pond is already closed. Connolly asked  
120 about other landscape improvements. Wagoner said there is budget for further landscaping at the  
121 pond, and added if the project is successful in this section of the pond the District will continue  
122 the improvement projects on the remaining slopes in future years.

123  
124 Westberg asked when Staff will consider the project a success or failure. Wagoner said an  
125 understanding of the project's impacts would occur next fall after having a full summer season  
126 of use. Connolly asked Staff to consider improving the pond's aesthetics in the interim.

127  
128 Singer asked if this project would be a temporary fix and if it would require ongoing  
129 maintenance. Wagoner explained it's intended to be a longer-term solution by addressing the  
130 bank slope.

132 The pond should be open for skating this winter.

133

134 **MOTION:** To approve the contract with Taig Nielsen Construction in an amount not to exceed  
135 \$24,900 and authorize the District Director to execute the required documents.

136 [CASTRO/SINGER] All in favor: Bruce, Castro, Connolly, Singer, Westberg. Opposed: None.  
137 Abstain: None. Absent: Brown, Moffitt. Motion carries.

138

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

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

144

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

150

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

155

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

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

160

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

165

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

171

172 For expenses, costs include adding two new part-time positions in Marketing and Accounting, a  
173 3% cost of living adjustment, and a 2.5% employee appraisal increase. Jones added that the  
174 COLA amount mirrors what other Special Districts are planning and that employees are eligible  
175 for a merit increase up to 3% but has anticipated the average to be 2.5%. Grant funding has also  
176 been reflected in both expenses and revenue. Staff have also removed contingency line items  
177 from individual departments.

178  
179 In Recreation, all programs now fall under the category of either Athletics or Youth Activities.  
180 Youth Activities revenue includes all camps, while Athletics revenue includes all other  
181 programming, including adult programs. Discussion followed pertaining to tracking of recreation  
182 partnership programs which will change in 2025 therefore reflecting the increase in Athletics  
183 revenue. The District provides the registration software, some marketing, and the facilities, while  
184 the partner organization provides all staffing and program organization. The District will collect  
185 100% of the revenue, and then pay the partner organization 65%. Lastly, the District is budgeting  
186 for an increase in contract services in parks and trails.

187  
188 Castro noted an increase in \$160,000 in Admin salaries. Jones said the Rangers were previously  
189 included in Trails salaries, and Rogers added the Ranger Supervisor was only budgeted for 6  
190 months in 2024.

191  
192 Connolly asked about best practices for including grant revenue into the budget. Rogers noted  
193 most grants had not been awarded at the time of formulating the budget, and added Staff had  
194 extensive discussions on how to reflect this. Jones added that should the District receive  
195 significant grant funding after the budget has been improved, Staff would amend the budget at  
196 that time to reflect the increase in revenue. . Projects that have pending grant funding are still  
197 budgeted for in either capital replacement or operations budgets, and if grant funding was  
198 received, those budgeted funds would move to a reserve.

199  
200 Connolly asked about the increased expenses within Recreation, and Jones clarified that it's due  
201 to paying the percentage of increased revenue to those partnership programs.

202  
203 Regarding Capital projects and replacement items, Jones said the budgeted list is optimistic of  
204 what the District could complete in a year because of external factors. These projects and  
205 purchases all either improve efficiency, replace something worn, or set the District up for a  
206 larger, phased project in the future. Jones noted some of these projects are also funded by grants  
207 and impact fees.

208  
209 Discussion followed with Castro and Wagoner on impact fees and plans to spend the funds  
210 before expiration. The District had planned to spend a significant amount on the Silver Creek  
211 development and will need to seek larger projects in the next few years to spend the impact fees  
212 designated for parks. In the coming years, impact fees will no longer be designated as park or  
213 trail impact fees, giving the District more spending flexibility. Wagoner said the District will  
214 work to ensure no fees are returned. Staff will start giving a quarterly update on impact fee  
215 spending within the quarterly budget report.

216  
217 Singer asked about the budgeted trails capital purchase. Gines explained that the Trails  
218 department is looking to increase efficiency in time taken for snow removal. Valued at \$203,000,  
219 Gines acknowledged that it is a large purchase but said that it's built for durability compared to  
220 the smaller machines, and can travel faster to allow for more efficiency. With the maintenance  
221 included in the purchase and the new Mechanic on Staff, Gines believes it will last up to 20  
222 years.

223

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

229

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

233

### 234 **DIRECTORS UPDATE**

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

237

238 Jones introduced the 2025 Strategic Initiatives and Actions Plans that Board members received in  
239 their Board packet prior to the meeting, and said the Board can elaborate on its top priorities for  
240 the District at the upcoming Board retreat.

241

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

249

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

254

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

259

### 260 **DISTRICT COMMITTEE UPDATES**

261 Westberg requested Board Committee updates from the following:

262

### 263 **STANDING COMMITTEES**

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

265

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

269

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

272  
273 **Personnel:** did not meet.

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

276  
277 **Strategic Planning & Interlocal Agreements:** Castro shared updates on the Interlocal  
278 Agreement and thanked J. Kadziel for her work on this process.

279  
280 **Trails & Open Space:** Westberg shared the Bitner Connector trail is close to being complete and  
281 Staff plan to do a ribbon cutting. The committee also discussed the upcoming front loader  
282 purchase, construction of the new Run-A-Muk trailhead, an upcoming meeting with Utah Open  
283 Lands, and planned education and enforcement of e-bikes. Jones said at next month's Board  
284 meeting the new Ranger Supervisor, Aaron Williams will give a presentation on the Ranger  
285 program. The committee will plan to discuss trail implications of the Cemetery District's  
286 proposed site at the next committee meeting. Bruce asked what the lead time is for the front  
287 loader purchase. Gines said the District can purchase it after January 1, 2025 and there is a 30-60  
288 day lead time.

289  
290 **BOARD MEMBER COMMENTS AND REVIEW OF ACTION ITEMS**

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

297  
298 **CLOSED SESSION: PERSONNEL**

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

301  
302 A closed meeting affidavit was signed for the discussion of personnel.

303  
304 Board members in attendance included: Bruce, Castro, Connolly, Singer, Westberg.

305  
306 Staff members in attendance included: none.

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

308  
309 **MOTION:** To enter into executive session for the purpose of discussing personnel.  
310 [BRUCE/SINGER] All in favor: Bruce, Castro, Connolly, Singer, Westberg. Opposed: None.  
311 Abstain: None. Absent: Brown, Moffitt. Motion carries.

312  
313 At 8:21pm, Westberg called for a motion to close the executive session for the purpose of  
314 discussing personnel.

315

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

319  
320 **ADJOURN**

321 At 8:22pm, Westberg called for a motion to adjourn the meeting.

322  
323 **MOTION:** To adjourn the meeting of October 10, 2024. [SINGER/CONNOLLY] All in favor:  
324 Bruce, Castro, Connolly, Singer, Westberg. Opposed: None. Abstain: None. Absent: Brown,  
325 Moffitt. Motion carries.

326  
327 **MOTIONS:**

328 **MOTION:** To elect Ben Castro as chair pro tem. [SINGER/BRUCE] All in favor: Bruce, Castro,  
329 Connolly, Singer, Westberg. Opposed: None. Abstain: None. Absent: Brown, Moffitt. Motion  
330 carries.

331  
332 **MOTION:** To approve the Board meeting minutes from September 12, 2024.  
333 [CASTRO/SINGER] All in favor: Bruce, Castro, Connolly, Westberg. Opposed: None. Abstain:  
334 Singer. Absent: Brown, Moffitt. Motion carries.

335  
336 **MOTION:** To approve the prior month's expenditures. [BRUCE/SINGER] All in favor: Bruce,  
337 Castro, Connolly, Singer, Westberg. Opposed: None. Abstain: None. Absent: Brown, Moffitt.  
338 Motion carries.

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340 **MOTION:** To approve the contract with Taig Nielsen Construction in an amount not to exceed  
341 \$24,900 and authorize the District Director to execute the required documents.  
342 [CASTRO/SINGER] All in favor: Bruce, Castro, Connolly, Singer, Westberg. Opposed: None.  
343 Abstain: None. Absent: Brown, Moffitt. Motion carries.

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

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

352  
353 **MOTION:** To enter into executive session for the purpose of discussing personnel.  
354 [BRUCE/SINGER] All in favor: Bruce, Castro, Connolly, Singer, Westberg. Opposed: None.  
355 Abstain: None. Absent: Brown, Moffitt. Motion carries.

356  
357 **MOTION:** To close the executive session for the purpose of discussing personnel.  
358 [BRUCE/CONNOLLY] All in favor: Bruce, Castro, Connolly, Singer, Westberg. Opposed:  
359 None. Abstain: None. Absent: Brown, Moffitt. Motion carries.

360



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

364 \_\_\_\_\_  
365 Minutes prepared by Lily Chirico

366  
367 Clerk/Board Member Approval: \_\_\_\_\_

DRAFT