Snyderville Basin Special Recreation District
Board Meeting Minutes
Thursday, September 14, 2017
Board Room - Trailside Park
5715 Trailside Drive
Park City, Utah

Board Members in Attendance: Nate Brown, Ben Castro, David Kottler, Aaron Newman, Gary Resnick

Absent: Cathy Kahlow, Marilyn Stinson

Staff Present: Brian Hanton, Brian Kadziel, Justine Kadziel, Ben Liegert, Melissa O’Brien, Bob Radke, Matt Strader, Megan Suhadolc

Attending Guests: None

CALL TO ORDER AND PUBLIC INPUT
The meeting of September 14, 2017 was called to order by Vice Chair Kottler at 6:00pm.

There was no public input at this time.

Vice Chair Kottler closed public input at 6:01pm.

CONSENT AGENDA
1. REQUEST TO APPROVE MINUTES FROM 8/17/17
2. REQUEST TO APPROVE THE PRIOR MONTH’S EXPENDITURES
3. REQUEST TO AWARD FINANCIAL ADVISORY SERVICES CONTRACT

QUESTIONS ON DEPARTMENT UPDATES
Board members received Department updates from Staff in their Board packets prior to the meeting.

Castro inquired about the request for proposals for financial advisory services and whether there are any significant players in the public finance arena. Suhadolc said that staff only received the one proposal from Zions Bank. There are other advisors who do this kind of work but none as prominent in the area as Zions Bank.

Newman asked about the Willow Creek Dog Pond landscaping project. Liegert replied that, due to the heavy use of the area, the plan is to add more grass to the bench on the north side of the pond to spread out the usage. He explained that the native grass did not take and that staff will continue to fertilize and water the new grass.

Castro asked about any response surrounding the new BLT Trail and Radke said that it is a great connection and has been getting a lot of use. He told the Board that staff would be starting on the next one in a week or so.

Resnick inquired about the working group on the Bonanza Flat project. Radke answered that there has been no news thus far. Resnick shared that he had seen the results of the survey and that it seemed to have been done at an elevated level using broad questions with little granularity. He added that a sizable percentage of the respondents were from the other side of the Wasatch.

UPDATES FROM DISTRICT COMMITTEES
Newman told the Board that the Joint Use Committee met recently to discuss the final phases of the agreement. They changed some wording and mostly discussed the School District boundaries.

Newman also shared that he and Director Hanton met as part of the District Director Liaison Committee.

Kottler shared that the Trails Committee met and mostly discussed the Trails Master Plan that will need to be approved by County Council. The Snyderville Basin Recreation and Trails Master Plan was approved in 2006 and hasn’t been updated since. There is also a Trails Master Plan that is an exhibit to the Recreation and Trails Master Plan that has been changed but does not appear to have been formally approved. The General Plan has been re-done and approved twice, most recently in 2015. There is a lot of information that needs to be updated and it has become clear that this is a bigger project for both the District and the County. Both the District and the County will need to be involved in redoing the Recreation and Trails Master Plan and reincorporating it into the General Plan. Staff plans to go back and talk with County staff to see how it wants to handle this. It appears this will be a much longer process than anticipated and not something that will be complete by the end of the year for County Council to approve. Resnick explained that when County Council passed the ordinance that required the District to have all plans approved by County Council, it triggered Kottler to ask how the Trails Plan would get approved, which caused the Board to realize that the Recreation and Trails Master Plan is no
longer viable because so much has changed. Newman asked about the Regional Recreation Plan replacing the Recreation and Trails Master Plan and Hanton responded that the direction would be to have two separate plans going forward. Kottler said that Board will need to find out if it should hire a consultant to put all of this together. Castro asked if, in the future, this means that the District will need approval from County Council before going beyond conceptualization. Kottler said he was unsure and would like to get an opinion letter from the County Attorney’s office telling the District how it interprets the ordinance and what the District’s responsibilities are under this ordinance. Castro asked if the County Council has given any opinion yet and Kottler shared that the District has only received informal opinions from the County Manager and some County Council members. Castro inquired about potentially having surety bonds in place for those trails. Kottler was unsure. Resnick shared that aside from complying with the ordinance, which is important, the District will benefit from updating these documents. Castro agreed but shared his concern about the window being so short when building a trail and how staff could be tied in to 90 to 120 days and then miss the season to develop the trail. Kottler shared that as long as the District is following its written policies, procedures and ordinances, it should be fine.

Resnick shared that he met with Liegert regarding the Safety Committee and was very pleased to see the personal energy Liegert has put into it. Liegert shared that it was a good summer, with only two minor employee incidents that did not cause loss of work. Both incidents led to discussion about taking breaks to avoid future issues. There was one claim from a Fieldhouse patron who broke her toe. That case is still open and Suhadolc has been reaching out for an update without much success. As staff heads into the fall season, there has been discussion about hazard assessments and how, moving forward, supervisors will fill out a form that will list the task and any potential hazards associated with such task. As employees start with the District, these forms will be used for training. Liegert added that new employees receive safety glasses, ear protection, work gloves, foot protection, etc., and staff has an inventory on hand of all those items. Resnick came away from the meeting convinced that the Safety Committee, under Liegert’s leadership, is progressing very well and looks forward to further review and assessment of the District’s compliance with OSHA requirements. He wanted to reinforce that culture is a huge component to having a viable safety program and encouraged the management team to participate with its safety committee leads to instill upon them the important of maintaining that culture.

**PRELIMINARY 2018 BUDGET REVIEW**

Board members received a staff report with preliminary 2017 amended and 2018 budgets from Megan Suhadolc in their Board packets prior to the meeting.

Suhadolc shared that for the 2017 amended budget, numbers have been adjusted based on year-to-date actuals and forecasts for the last four months of the year. Revenue was increased by 1.6% from the adopted budget. The main reasons for that were due to increasing current property taxes 2% above the certified tax rate and increasing Fieldhouse pass sale revenue. Expenses were decreased by 3.9% mostly from seasonal staffing for Parks and Trails being under and benefits being reduced due to staff’s enrollment elections in District benefits. With these changes, the District has an excess of approximately $280,000 that can be transferred to the Capital
Replacement Fund. 2016’s excess revenue over expenses of $201,711 will also be transferred to the Capital Replacement Fund. Suhadolc expects the District’s year-end fund balance to be at approximately 85% of the property taxes received in 2017. She added that Facilities/Building Maintenance has been separated from the Parks department into its own department, and a few accounts in the Parks and Trails departments have been merged. In the 2018 Proposed General Fund Budget, revenue is projected to increase 5.1% from the 2017 adopted. The budget reflects a very conservative property tax increase, as well as The Fieldhouse revenues increasing because the facility will have a full year with the new pool and gymnasium.

Newman asked if staff has a guess on expectations for additional property tax revenue once Silver Creek comes online. Suhadolc did not have that number.

Suhadolc shared that expenses are projected to increase 4.6% from 2017 adopted due to two full-time employees being added, medical benefits estimated to increase by 5%, and COLA and merit increased at a combined 3%. Currently, there is $26,000 excess revenue over expenses.

Newman asked if the District is independent enough from the County regarding COLA and Suhadolc said yes but that County Council will ask about it.

Castro asked about Toll Canyon coming online, specifically if staff feels comfortable with the amount in Open Space Maintenance. Radke said that there are outstanding invoices and that $10,000 allocated to weed maintenance has been moved into the open space budget. Castro asked if staff felt that was enough and Radke believed it would be adequate for next year.

In the 2017 Amended Impact Fee Fund Budget, revenue was increased by 48% and expenses were decreased by 34%. For 2018 Proposed, the year is projected to be very similar to 2017 Amended.

For the Debt Service Fund Budget, the 2017 budget does not need to be amended. The 2018 Proposed budget reflects enough revenue from property taxes to pay the District’s general obligation bonds.

Suhadolc explained that for the 2017 Amended Capital Fund Budget, numbers were adjusted based on forecasts for year end, as well as added grant revenue. Expenses were reduced by almost $7 million as a result of several projects not coming to fruition this year. If no further open space acquisitions occur this year, an additional $13 million will be moved to 2018. Regarding the 2018 Proposed Capital Fund, the budget reflects expenses of approximately $8.3 million. Trail projects account for most of the expense.

Resnick asked about the ice arena contribution and if there has been progress on that expenditure. Suhadolc said there has not been but will hold it in the budget until Park City Municipal makes a decision.

Castro asked if the District has a Capital Replacement schedule and Suhadolc said that staff is currently working on that document.
Suhadole shared a history of the last five years regarding the Districts cost recovery. Overall, the District has stayed consistent.

Resnick commented that he did not divine a logic as to how cost recovery has been set for the District and that it seemed more historical. Castro commented that he was interested in seeing where the District was at because there was discussion about not being able to recoup all of its costs but wanted a baseline regarding cost breakdown and recovery. Resnick felt this was a great step to capture the “as is” but it would be helpful to have a high-level discussion to develop the District’s logic for where cost recovery makes sense and where it doesn’t. Brown asked about the reasoning behind the 20% decrease in the recreation from 2016 to 2018. Suhadole said that part of it is due to a staff member being moved from Parks to Recreation with no additional revenue associated with that move.

**DIRECTOR’S COMMENTS**
Hanton shared that his picture was taken with Matt Strader as part of the Rocky Mountain Power Blue Sky Grant. The District received $124,000 for the solar paneling placed on the new Fieldhouse expansion. Strader informed the Board that J. Kadziel has put the information on the District website for all to read.

The annual Swing for Sports Golf Tournament will take place on Wednesday, September 27th at Canyons Golf Course to support the District’s youth scholarship fund.

Steve Good, a staff member of our Building Maintenance team will be attending the Red Cross Shelter Management training set up by the County to represent the District.

The District Board Retreat is scheduled for Sunday, October 29th from 10am to 2pm. Hanton had planned for it to take place at Trailside unless the Board would prefer a different location.

**BOARD MEMBER QUESTIONS/COMMENTS**
Newman asked if there had been additional feedback on Toll Canyon. Hanton said there has only been one property owner who reached out to staff to ask for consideration of a realignment of trail near their home. Staff was going to look into this.

Newman asked about the plan for playground replacement in the parks. Liegert shared that staff hopes to start at Trailside in 2019. He gave some estimates of $225,000 to $350,000 per playground with the biggest cost differential being the surfacing staff chooses. He explained that staff would be making a priority list and begin to look at design.

Brown shared from the Regional Recreation meeting that the School District will be postponing its bond by at least two years. Newman added that there was discussion about new fencing being placed around all the school properties starting in the fall for security reasons. Hanton said he had not heard anything about this but will keep an eye out.
Brown asked how the indoor stakeholder meeting went and Kadziel said that it was great to get in line with the School District and the MARC now that the District has a gymnasium at The Fieldhouse. The goal is to have all schedules ready by October 1st. The Fieldhouse field will remain separate. The District will be scheduling volleyball and basketball at Ecker Hill and The Fieldhouse gymnasiums and PC MARC will handle Treasure Mountain and the MARC gymnasiums. Stakeholders will receive two different invoices.

Castro inquired about the advertisement for the BOSAC Committee position and how that selection will happen. Hanton was unsure but noted that Chair Kahlow put in an application for the position. The Board has one seat on BOSAC. There was discussion by the Board on whether Kahlow submitted the application as a private citizen or on behalf of the Board and will reach out to her for clarity.

**EXECUTIVE SESSION: PROPERTY ACQUISITION; PERSONNEL**

At 7:11pm, staff was dismissed and Vice Chair Kottler called for a motion to enter into executive session to discuss property acquisition. Director Hanton and Melissa O’Brien were invited to stay for the discussion regarding property acquisition.

The executive session to discuss property acquisition was recorded.

Those in attendance were: Nate Brown, Ben Castro, David Kottler, Aaron Newman, Gary Resnick, Brian Hanton, Melissa O’Brien.

**MOTION:** To enter into executive session for the purpose of discussing property acquisition.


At 7:38pm, Vice Chair Kottler called for a motion to close executive session for the purpose of discussing property acquisition.

**MOTION:** To close the executive session for the purpose of discussing property acquisition.


At 7:39pm, Vice Chair Kottler called for a motion to enter into executive session to discuss personnel. Director Hanton was invited to stay for the discussion regarding personnel.

Vice Chair Kottler signed a closed meeting affidavit for discussion of personnel.

Those in attendance were: Nate Brown, Ben Castro, David Kottler, Aaron Newman, Gary Resnick, Brian Hanton.

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

At 8:37pm, Vice Chair Kottler called for a motion to close executive session for the purpose of discussing personnel and adjourn the meeting.

**MOTION:** To close the executive session for the purpose of discussing personnel. [Castro/Resnick] All in favor: Nate Brown, Ben Castro, David Kottler, Aaron Newman, Gary Resnick. None Opposed. Absent: Cathy Kahlow, Marilyn Stinson. Motion carries.


**MOTIONS**

Minutes prepared by Justine Kadziel

Clerk/Board Member Approval: [Signature]