Snyderville Basin Special Recreation District
Board Meeting Minutes
Thursday, August 17, 2017
Board Room - Trailside Park
5715 Trailside Drive
Park City, Utah

Board Members in Attendance: Nate Brown, Ben Castro, Cathy Kahlow, David Kottler, Aaron Newman.

Absent: Gary Resnick and Marilyn Stinson.

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

Staff Absent: None.

Attending Guests: None.

CALL TO ORDER AND PUBLIC INPUT
The meeting of August 17, 2017 was called to order by Chair Kahlow at 6:03pm.

No public input at this time.

Chair Kahlow closed public input at 6:03pm.

2ND QUARTER 2017 FINANCIAL REPORT
Suhadolc reported that there was nothing out of the ordinary to report for the second quarter. Suhadolc pointed out the second quarter was a high-volume quarter due to capital projects and equipment. A total of $4,241,121 was spent on projects such as the Triangle Parcel open space reimbursement and completion of the Fieldhouse final expansion. Suhadolc informed the Board that the District received 94.7% of the annual budgeted impact fee revenue through the second quarter. The impact fees were processed on 95 residential units and 1 commercial unit. Suhadolc asked the Board if it had any questions.

CONSENT AGENDA
1. REQUEST TO APPROVE MINUTES FROM 7/20/17

2. REQUEST TO APPROVE THE PRIOR MONTH’S EXPENDITURES
Newman requested clarification on the trailhead monument expenditure for $1,200. Radke reported the expenditure was signage for the trailhead.


**QUESTIONS ON DEPARTMENT UPDATES**

Kottler inquired about Radke’s attendance at the Bonanza Flat Management Committee meeting. Kottler asked if that means that Radke is the County’s representative on the committee. Radke reported that there is also a council member on the committee. Kottler asked Radke to explain the set-up structure of the committee. Radke stated it was a stakeholders group that met in public at the Marsac building, chaired by Heinrich Dieters and Wendy Fisher. Radke reported that it was the first meeting of many as the group will decide the progression of this project. Kottler asked about the decision-making authority and if Basin Recreation has any authority on this project. Radke stated he had to leave early but he will inquire at the next scheduled meeting. Director Hanton thought it was an advisory committee only, but he will inquire as well.

Newman thought it was awesome to have boys and girls at flag football. Strader reported it was mainly boys but a few girls did attend.

Newman asked if, in the near future, there were any improvement plans for the tunnel that is closest to I-80. Director Hanton reported there is some planned improvements with the developer and UDOT.

Castro asked Liegert how the Pie-n-Beer race turned out. Liegert reported that it went well and there were approximately 50 people that signed up for the event.

Brown asked if there was a golf tournament scheduled this year. Kadziel indicated Swing for Sports is scheduled for Wednesday, September 27, 2017.

Kahlow inquired about the transportation planning effort. Director Hanton reported the County’s transportation planning director is out on maternity leave. O’Brien said the District reviewed the RFP that was being issued by the County for transportation master planning services.

Castro asked if there have been issues on the trails with eBikes. Radke indicated there have been some issues with eBikes on the trails, but the eBike Share Program has been successful.

**UPDATES FROM DISTRICT COMMITTEES**

Director Hanton reported that he, Marilyn Stinson, Bob Radke and Melissa O’Brien attended the BOSAC meeting; however, Director Hanton will inform the Board of the details during the executive session.

Newman reported the Liaison Committee changed its meeting location to Hugo’s and it worked well.
Castro reported that he and Resnick met with Megan to discuss setting some baselines for capital expenditures and assigning a life expectancy timeline to capital purchases.

**BUDGET PLANNING WORK SESSION**

Each department manager gave a presentation highlighting an overview of his or her departmental roles and responsibilities, in addition to the department’s budget planning for 2017 Capital Projects, 2018 proposed Capital Projects, and 2018 proposed Operations & Maintenance functions.

Suhadolc reported that last year a similar presentation was provided to the Board. Suhadolc identified the budget calendar of events as it is scheduled for this year’s 2017 amended budget and 2018 proposed budget.

Castro asked Kadziel if he had a breakdown of the recreation program participants by Park City residents or Summit County residents. Kadziel reported the District allows anyone to participate in the Basin Recreation programs; however, Kadziel indicated that approximately 90% of the participants are 84060 or 84098 zip codes.

Suhadolc stated the first item of the topical discussion is Capital Strategy. Suhadolc specified that this section is divided into two components: Capital Replacement funding and Capital Projects funding. Suhadolc reported that, due to the age of the District, the Capital Replacement funding is the primary focus of the discussion. As a result, the District is looking at funding this replacement account before funding the general Capital Projects account. The District had approximately $200,000 of excess revenue last year that sat in the general fund reserve. Suhadolc reported that there was discussion of transferring that excess revenue into the Capital Replacement fund this year. In addition, when the District finalizes the 2017 amended budget, whatever excess there is for this year would also be transferred into the Capital Replacement account. Moving forward, the District would continue to work on the Capital Replacement schedule. Next, Suhadolc reported that since impact fees and bond funds are a big source of funding for Capital Projects, the District would really like to focus on using these funds first before using the regular Capital Project funds. The District would then continue to evaluate the need for other Capital projects, as well as look for community partnerships and grants.

Newman asked Liegert about the timeline for the replacement of playground equipment. Liegert reported the replacement schedule for playground equipment is between 12-15 years, but typically it is 12 years. Liegert stated the next playground equipment replacement would be for Trailside Park in 2019.

Suhadolc indicated the next topical discussion is Cost Recovery Strategy. Director Hanton reported that the District has had several discussions concerning cost recovery and the direction it needs to go. Director Hanton asked the Board for its guidance. In the past, the District has had programs that were run by one department, but were scheduled at another department’s facility or field(s). As a result, that department would want the revenue from that program to increase cost recovery, but at the end of the day all the revenue goes to the same pot. Director Hanton stated that the District wants to create an atmosphere that the cost recovery is based on the program rather than the department. As of right now, the baseline cost recovery for youth
programs is 50%, but the District would like to increase that to 70%. Director Hanton reported that some programs offered at Basin Recreation do not bring in any revenue, such as Pickleball. As a result, the District would use money from other programs to subsidize programs that may not bring in as much revenue. Kottler asked if the Fieldhouse would continue to track the admission fees to use the facility. Suhadolc reported that Strader would still track the admission fees; however, he would also need to track cost recovery for programs such as adult flag football or the indoor soccer league. The same would go for fitness classes. Kottler thinks it is important for the Board to know if the District is charging appropriate fees for the Fieldhouse facility. Suhadolc stated the District could also look at an overall cost recovery and have a goal there, rather than by each department. Chair Kahlow recommended looking at what the District has been doing and then figure out what the District needs to keep going. This would help determine how much the District can subsidize and how much the District cannot subsidize. Suhadolc reported this would be presented at the next board meeting. She will have numbers District wide and for the Fieldhouse without the programs.

Director Hanton asked the Board about special events. The District charges for some special events, while some have a fundraising component, and then other events such as Movies in the Park are free to the public. Director Hanton asked if the Board is happy with the direction the District is going with special events. Newman stated that he feels the District is charging for the right events and the right ones are being offered free to the public. Castro recommended categorizing these events, so when it comes time to go for another bond, the District can show Basin Recreation’s community involvement and development to the public.

**DIRECTOR’S COMMENTS**

Director Hanton asked the Board about scheduling a time for the Board retreat. Would the Board prefer the retreat scheduled during the week or on a weekend? Chair Kahlow stated she would prefer a Saturday. Newman stated he has a mental health retreat for the school district on October 26-27. Castro reported a Sunday would work best for him. The Board retreat was scheduled for Sunday, October 29.

Director Hanton mentioned the Swing for Sports golf tournament scheduled for September 27, 2017. If the Board would like to sponsor a team or play as a team, all the proceeds go to the scholarship fund and there will be great prizes.

**BOARD MEMBER QUESTIONS/COMMENTS**

Kottler reported that Radke sent the Trails Committee a copy of the Recreation and Trails Master Plan. Kottler reported that this is something that the District will need to present to the County Council for review and approval. Kottler suggested presenting this to the Board before it is presented to the County. The plan should be presented before the end of the year. Castro recommended presenting the master plan at the same meeting the budget is being presented. Chair Kahlow suggested submitting the plan to the Board and then discussing it at the September Board meeting.
EXECUTIVE SESSION: PROPERTY ACQUISITION
At 8:13pm, staff was dismissed and Chair Kahlow called for a motion to enter into executive session to discuss property acquisition. Director Hanton and Melissa O’Brien were invited to stay for discussion regarding property acquisition.

The executive session to discuss property acquisition was recorded.

Those in attendance were: Nate Brown, Ben Castro, Cathy Kahlow, David Kottler, Aaron Newman, Director Brian Hanton and Melissa O’Brien.


At 8:49pm, Chair Kahlow called for a motion to close executive session for the purpose of discussing property acquisition and adjourn the meeting.


MOTIONS

Minutes prepared by Stacy Carpenter

Clerk/Board Member Approval: [Signature]