Snyderville Basin Special Recreation District
Board Meeting Minutes
Thursday, June 15, 2017
Board Room - Trailside Park
5715 Trailside Drive
Park City, Utah


Absent: None

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

Attending Guests: Dave Thomas, Summit County Chief Civil Deputy

CALL TO ORDER AND PUBLIC INPUT
The meeting of June 15, 2017 was called to order by Chair Kahlow at 6:02pm.

There was no public input at this time.

Chair Kahlow closed public input at 6:02pm.

Brown arrived at 6:02pm.

SPECIAL SERVICE DISTRICT BOARD TRAINING BY DAVE THOMAS
Board members received a PowerPoint presentation from Dave Thomas, Summit County Chief Civil Deputy, in their Board packets prior to the meeting. Thomas gave a presentation highlighting Special Service Districts, the role of the Executive Officer and Administrative Control Board, and information about liability and immunity.

Kottler arrived at 6:04pm.

Kahlow asked about the ability of the Director to issue Executive Orders and Thomas replied that the Director is able to do so without Board or County consent, however the Administrative Control Board has the ability to veto any of these Executive Orders and, therefore, it would be in the Director’s best interest to discuss with the Board before issuing.
Resnick asked what type of activities the Director in his/her role as Risk Manager would be responsible for. Thomas answered that the Director would perhaps work with the District’s insurance carrier, Olympus, to mitigate risk and ensure safety.

Kahlow asked about the Audit Committee and Thomas answered that it is a subset of the Administrative Control Board. Suhadolc mentioned that everyone on the Board is currently part of the Audit Committee. Kahlow questioned whether it would be better to have a subset of the Board to avoid opening the meeting to the public. Kottler suggested keeping all Board members on the Audit Committee but, when meeting, only have a few members attend to avoid having a quorum.

Kottler asked what constitutes an Executive Order. Thomas answered that it can be done formally on letterhead and gave an example of an Executive Order that the County Manager issued. Kottler asked if the District Director decides to issue an Executive Order and doesn’t discuss with the Board beforehand, is there a policy requirement that he notify the Board. Thomas said that is not in the District’s policies. Kottler asked Hanton if he has issued any Executive Orders to which Hanton replied he has not.

Resnick asked if there have been any lessons learned from the changes in District policies with the County that Staff and Board should be aware of. Thomas felt it is working well so far and that it helps that the Special Service Districts are working off of similar policies.

O’Brien asked Thomas if the training in December, presented by the County Attorney, is the extent of the training that is statutorily required of the Board. Thomas replied that it is.

Kottler asked if it was permissible to ask a question of the entire Board in a single email and request responses to the sender only, to compile responses, and discuss as a whole. Thomas said that, in theory, that can be done but, in practice, he would advise against that approach and would suggest emailing members individually. Kahlow asked if executive sessions can be held to discuss topics other than personnel and litigation. Thomas replied that executive sessions topics can include personnel, pending or imminent litigation, property acquisition, security issues and a few other topics. Kahlow requested a list of discussion topics from Thomas.

Newman asked if in a Board meeting members leave and there is no longer a quorum, is the meeting allowed to continue. Thomas said that it is if no decisions are being made and that the motion to end the meeting does not take place, rather it just ends.

Kahlow asked about the public being involved in District staff discussions and whether there is any requirement. Thomas answered that, if the Board is meeting as a quorum, then the public can come, but if staff is just holding a staff meeting, the public is not able to attend unless invited.

Castro asked about the State of Utah requiring Board certification through the Special Service Districts meetings. Thomas answered that the auditor would probably like if everyone was certified but that it is not necessary. He added that it is great training that he would highly
recommend but that 90% of the Special Service Districts don’t receive the training. Kottler added that they have the training online as well.

CONSENT AGENDA
1. REQUEST TO APPROVE MINUTES FROM 5/18/17
2. REQUEST TO APPROVE THE PRIOR MONTH’S EXPENDITURES
3. REQUEST TO APPROVE RECOMMENDATION TO SUMMIT COUNTY COUNCIL FOR PROPOSED 2017 PROPERTY TAX RATES FOR OPERATIONS & MAINTENANCE AND DEBT SERVICE

Suhadolc pointed out an error made in the staff report concerning the Recommendation to Summit County Council for Proposed 2017 Property Tax Rates for Operations & Maintenance and Debt Service. The error has been corrected.


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

Stinson asked about the agreement with the Skull Candy Lab at The Fieldhouse. O’Brien informed her that staff has been approached by another party that would like to utilize that space in a similar way. Skull Candy left in April per its contract with its new headquarters opening.

Kahlow asked about an item on the Admin Report concerning voting to approve the Open Space Cooperation Agreement with the County and City. O’Brien responded that this was concerning Bonanza Flat.

Newman asked about the item concerning handling custodial contract issues with both Vanguard and LS Cleaning. O’Brien replied that staff is issuing an amendment to the custodial contract due to the expanded space at The Fieldhouse.

Kahlow asked about pass sales from the Fieldhouse Expansion Celebration. Strader reported that in the two hours from 10am to 12pm, staff brought in $55,000 in revenue from facility passes, fitness passes, and swim lessons.

Castro asked about the meetings with the neighborhood HOAs. Radke answered that the meeting with the Sunpeak HOA was great. He met with the Sheriff Department, the County Engineer, the HOA Manager, and a resident of the neighborhood to discuss parking issues at Rob’s Trail. He learned from the Sheriff what the department will and will not enforce. Staff will be working with the County Engineering Department to enhance the parking that is currently there. Radke
feels that the parking can be increased by about four spots. The County Engineer will install some more “no parking” signs and the Sheriff said they can do a better job of enforcing. Regarding the Summit Park HOA, Radke and Kirby met with it. Its main question revolved around the status of the Toll Canyon Trail. Radke informed the HOA that staff was still working on their final decision and response. Staff explained that the Discovery Project has been approved and Staff is working to get the trailhead built there. Discussion about the 10 parking spaces that were built by the District years ago, and temporarily closed, may be reopened. In that location, it would be a conditional use permit which would entail a public hearing in front of the Planning Commission. There was also discussion around the utility easements through the neighborhood and having trail easements through those utility easements. Radke explained that an easement would need to be obtained by every property owner and it might be best for the neighborhood to start that effort.

Resnick thanked the departments for providing updates on their goals within their department updates.

Newman asked about the musical playground at Trailside Park. Hanton replied that it is still in progress and staff is hoping the project will be complete by end of day on Friday.

Newman asked if staff applied for the Outdoor Recreation Grant. O’Brien answered that staff decided not to after attending the seminar due to this year’s limited funding, half of which is already earmarked to go to a specific county. She was told that for 2018, the grant amount should be closer to $4 million and that they suggested that entities looking for large project funding wait until then. Castro asked if this would affect other county’s TRT’s (transient room tax). O’Brien answered that this is the first year that the grant is being funded through transient room tax. Castro asked because Summit County is a huge recipient of TRT. Thomas added that it would not affect Summit County’s TRT taxes. The County collected around $8 million TRT and around $4 million from Restaurant Tax.

**UPDATES FROM DISTRICT COMMITTEES**

Newman updated Staff and Board on the Regional Recreation Committee (RRC) which is a continuation of the Master Planning Committee. The meeting consisted of finding out what the entities are doing and talking about the agreement. Tom Fisher is putting together a smaller committee to review the document. Newman commented that it was interesting hearing what the School District is planning. Strader added that the School District made it clear that should any fields be taken away, its plan would be to add them back somewhere.

Kottler said that the Trails Committee met and mostly discussed the Toll Canyon Trail. He explained that Staff and Board are still working on the final report that will be issued by Staff to the public. Kottler also told Board and Staff that he and Kahlow met with the County Council Chair, Vice Chair and County Manager to fill them in on the Toll Canyon Trail.

The District Director Liaison Committee met and discussed the Toll Canyon Trail.
Suhadolc mentioned that the Capital Improvement Committee will be meeting for the first time tomorrow.

**DIRECTOR’S COMMENTS**
Hanton reiterated what a success the Fieldhouse Expansion Celebration was and how appreciative he was to all the Staff and Board who participated in the event.

June is a busy event-filled month. The Trilogy Challenge Disc Golf Tournament and National Trails Day took place earlier in the month. StART of Summer Color Run takes place this weekend and the first Movie in the Park and Backyard Campout will be the last weekend of June.

Discussion regarding The Fieldhouse density is still taking place and Staff has met with the County on this item. Hanton will keep the Board informed as more information comes to him.

Wendy Fisher of Utah Open Lands held a meeting on Tuesday to talk to homeowners regarding the Toll Canyon Trail. Kahlow attended. There was a lot of discussion of a flow trail, a pump park, an 8-foot wide trail, none of which have been talked about by the District but are being spread across that neighborhood. Radke and Kirby will continue working on the District’s response to the public. Newman suggested that it might be helpful for Board members to have a few key points to answer the public when asked and provide a consistent message. Kottler suggested the entire Board have access to the information that has already been made public. Further than that, he would ask that Board members refer people to the Trails Committee for more details. Part of the reason for that suggestion is that there are many nuances to this that we want to make sure to have a completely consistent message that is explained the right way and until the District’s formal response is put out to the public, it will be difficult to provide that consistency and accuracy. Hanton will send out the draft to the County and the Board before it goes out to the public.

Bonzana Flat closing is taking place tomorrow. There have been talks about the BOSAC committee assembling.

The County has officially adopted a resolution in support of Keep Public Lands in Public Hands. The County asked that the District hold off on endorsing until it did and now that the County has, Becky from Keep Public Lands in Public Hands would like to come back and have the Board endorse at the next meeting.

**BOARD MEMBER QUESTIONS/COMMENTS**
Kahlow commented on the outstanding job done by Staff on the Fieldhouse Expansion Celebration. She also mentioned how she appreciated County Council attending the event.

Kahlow asked about the County Transportation Plan and O’Brien said that staff has given the County its comments on a proposed RFP and are still involved.
Castro and Stinson will not be attending the July 20th Board meeting but Stinson may try to call in.

At 8:05pm, Chair Kahlow called for a motion to adjourn the meeting.


**MOTIONS**


Minutes prepared by Justine Kadziel

Clerk/Board Member Approval: [Signature]