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

Absent: None.

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

Attending Guests: None.

The meeting of February 15, 2017 was called to order by Chair Kahlow at 6:07pm.

PUBLIC INPUT
There was no public input at this time.

Chair Kahlow closed public input at 6:07pm.

APPROVAL OF MINUTES 01/18/17
Chair Kahlow called for comments or questions and a motion to approve the minutes of January 18, 2017.


APPROVAL OF INVOICES
Board members received payables to review from Stacy Carpenter in their Board packets prior to the meeting. Newman had a question regarding the snow removal equipment rental contract. He asked if the contract was just for the winter season or all year. Radke indicated it was for the winter season.

Following review, Chair Kahlow requested a motion to approve.

DISCUSSION AND POSSIBLE APPROVAL OF WILLOW CREEK PUMP HOUSE CONSTRUCTION
Liegert reported that the District would like to replace the irrigation pump house located at Willow Creek Park. He indicated the current pump house is 11 years old and has had multiple issues during the summer months. Kottler asked what the life expectancy is for the new pump house. Liegert stated it is roughly 8-12 years. Kottler inquired if the new product is the same as the old pump house. Liegert reported that the pumps are the same, but the current pump house has a complicated system called Flowtronics. Since it is so complicated, it costs the District a minimum of four hours each time to have a technician come out for repairs. Liegert indicated with the new system, he could take care of the issues over the telephone. In addition, the system will adjust itself based on the gallons per minute. Castro asked if using the pump for irrigation water shortens the life expectancy. Liegert reported it would shorten the life expectancy some, since it is always better to use clean water. Castro asked if there is a warranty. Liegert reported there is a one-year warranty included on the proposed pump house.

MOTION: To approve the purchase of a pump house at Willow Creek Park, as proposed, and to allow the District Director to execute the documents relating to this transaction. [Kottler/Newman] All in favor: Nate Brown, Ben Castro, Cathy Kahlow, David Kottler, Aaron Newman, Gary Resnick, Marilyn Stinson. None opposed. Absent: None. Motion carries.

DISCUSSION AND POSSIBLE APPROVAL OF PURCHASE OF MOWER FOR PARKS
Liegert reported that three years ago, the District purchased an 11-foot mower, and before that the District operated with 6-foot mowers. The 11-foot mower has greatly increased productivity. Liegert also reported that he called three entities that own the proposed mower, and all of them have highly recommended the mower as well as the customer service that they receive from Turf Equipment. Liegert indicated the Parks Department would trade-in the two 6-foot mowers, which would reduce the price by $6,000. Kottler asked if there are other vendors that sell the same type of mower. Liegert reported this mower is under State Contract, which does not require two bids.

MOTION: To approve the purchase of an 11-foot mower from Turf Equipment and allow the District Director to execute documents that pertain to this transaction. [Brown/Resnick] All in favor: Nate Brown, Ben Castro, Cathy Kahlow, David Kottler, Aaron Newman, Gary Resnick, Marilyn Stinson. None opposed. Absent: None. Motion carries.

DISCUSSION AND POSSIBLE APPROVAL OF FITNESS EQUIPMENT PURCHASE
Strader informed the Board that the District is replacing some fitness equipment that is from 2010. Strader reported he has a spreadsheet that he uses to track the capital replacement of all cardio equipment. These items included on the report are the next items to be replaced. Chair Kahlow asked if the equipment comes with a service contract. Strader stated the standard warranty on the cardio equipment is the frames are warranted for seven years, the motor for five and parts for two years. Strader reported the Fieldhouse has a contract with a company that does quarterly maintenance on the fitness equipment. Director Hanton indicated the District will sell
the other equipment, so there is a revenue opportunity to help offset the cost of the new equipment.

**MOTION:** To approve the cardio replacement equipment from Precor Commercial in the amount of $33,702.00 and authorize the District Director to execute documents that pertain to this transaction. [Newman/Stinson] All in favor: Nate Brown, Ben Castro, Cathy Kahlow, David Kottler, Aaron Newman, Gary Resnick, Marilyn Stinson. None opposed. Absent: None. Motion carries.

**ANNUAL MARKETING REPORT REVIEW**
Justine Kadziel indicated this marketing report is a great way for her to look at the year, and take some analytics of how the District did on certain programs. Justine Kadziel reported the report was also shared with all the staff. Suhadolc indicated she thought it was a great reflection of the year, as well as a great public relations tool. Brown thought it would also be a good advertising tool for the District. Chair Kahlow recommended giving the marketing report to County Council.

Justine Kadziel reported that she and Melissa O’Brien has their first meeting with Brewhouse Media regarding the new website redesign and redevelopment. The meeting consisted of five representatives from Brewhouse Media, and during this time several questions were asked about the District’s existing website. Justine Kadziel indicated Brewhouse Media will put together a plan with the goal being to launch the new website in October.

**4TH QUARTER 2016 FINANCIAL REPORT**
Suhadolc highlighted a few areas in the financial report. Suhadolc reported the District came in slightly higher on property taxes than what was budgeted. The District received approximately 71% of the annual revenue in the fourth quarter. Suhadolc stated the Fieldhouse revenue was right on budget, and the Recreation programs were higher than projected. The District was on budget or under budget for departmental expenses. A big reason for the under budgeted expenses was due to the seasonal staff salaries and benefits. Next, Suhadolc discussed the fund balances. The General Fund balance increased approximately $200,000, which brings the balance to $2,788,827. This is approximately 85% of the allowed amount. Suhadolc explained that the Capital Funds decreased approximately 4.4 million, which is to be expected as the District is spending the bond funds. The Impact Fee fund increased by approximately $500,000, which resulted from increased building permits. The District’s Debt Service also increased since property taxes came in higher than expected, which brought the total to $3,234,997. Suhadolc indicated the District is overall in a good position.

**QUESTIONS ON DEPARTMENT UPDATES**
Chair Kahlow asked if the Board had any questions concerning the department updates. Chair Kahlow asked Strader about the Fieldhouse expansion timeline. Strader reported the timeline is still on schedule for the mid to end of April. Strader invited staff and Board members to come do a walk-through of the new expansion at the Fieldhouse. Strader reported the electrical is almost complete, along with the HVAC and dry wall. Castro inquired about the construction of the pool. Strader reported to pour the concrete slabs for the pool desk, they need a stretch of nice weather. Strader stated the pool company is scheduled to plaster the pool in March.
Strader discussed the reorganization of Fieldhouse staff. The Fieldhouse will be hiring a new position for the aquatic/recreation coordinator. In addition, Kelly Isleib was promoted to a recreation coordinator for the Fieldhouse. Strader stated the Fieldhouse will be able to give her more responsibilities and use her skills to develop soccer programs.

Brown asked Strader about the Building Maintenance Lead job posting. Strader reported the District interviewed three people earlier in the day, and the next step is to check references. Strader indicated the decision would be made on Friday, February 17, 2017.

Kottler asked Radke if there was any feedback regarding the Toll Canyon to Summit Park Trail. Radke indicated the District received about 12-15 email responses. Radke stated the biggest concern was vehicular traffic in Summit Park. Radke reported he has met with the Summit County Engineering Department for recommendations concerning the trail, i.e. traffic study. Radke said he is scheduled to follow up with the engineering department tomorrow.

Resnick asked if there is an update concerning Gorgoza. Radke stated there is nothing to report since they are still in the preliminary departmental planning phases.

Radke stated the Discovery Project has been approved by the county departments, and are working towards final approval from the planning commission. Radke stated O’Brien has been working on an agreement to deed the open space and trailhead and drafting a conservation agreement.

Chair Kahlow inquired about the transportation plan with Summit County. Director Hanton reported Caroline, with Summit County, contacted the District to report they will be doing an additional study. Director Hanton stated both Radke and O’Brien will be a part of that committee as well.

Brown asked Brian Kadziel about the Community CPR/AED Training scheduled for March 16th. Brian Kadziel reported the cost is $30 per person and being taught by District staff, Angie Greenburg.

Brown recommended possibility adding a basic avalanche training to the community training schedule.

**UPDATES FROM DISTRICT COMMITTEES**
Resnick gave an update concerning the Liaison Committee. Resnick reported the committee completed an appraisal for Director Hanton and will receive a draft of his 2017 performance evaluation by the next Board meeting.

**DIRECTOR’S COMMENTS AND REVIEW OF ACTION ITEMS**
Director Hanton reported the District applied for four (4) RAP Grants and it looks like the District could potentially receive all four (4) grants; however, the District will find out for sure this evening. Director Hanton reported the District applied for grants for AEDs, a music playground, a new groomer and the boilers for the heated deck for the pool area. Director Hanton thanked O’Brien for her hard work on the grant submissions.
Director Hanton stated the District staff has a Wellness activity scheduled for tomorrow at Willow Creek Park. Director Hanton invited the Board members to participate if they could make it.

Director Hanton reported the IT project is moving along. Director Hanton thanked Justine Kadziel for all her hard work on this project.

Director Hanton reported Dave Thomas is scheduled to present the Board Training at the April 20th, 2017. Also, this will be the first Thursday Board meeting.

O’Brien reminded the Board of the December 2017 County Council training. Chair Kahlow asked if there a possibility that the time can be changed since it is so busy during December. O’Brien said she would inquire.

**BOARD MEMBER’S COMMENTS/QUESTIONS**
Newman stated the Silver Ski event was incredible, and it looks like it had the largest group in attendance this year.

Chair Kahlow had questions about the grooming/plowing schedule. Radke reported the trailheads are more of a priority during the weekend.

At 7:24pm, Chair Kahlow called for a motion to adjourn the meeting of February 15, 2017.


**MOTIONS**

**MOTION:** To approve the purchase of a pump house at Willow Creek Park, as proposed, and to allow the District Director to execute the documents relating to this transaction. [Kottler/Newman] All in favor: Nate Brown, Ben Castro, Cathy Kahlow, David Kottler, Aaron Newman, Gary Resnick, Marilyn Stinson. None opposed. Absent: None. Motion carries.

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Minutes prepared by Stacy Carpenter

Clerk/Board Member Approval: [Signature]

Snyderville Basin Special Recreation District
Board Meeting February 15, 2017