Snyderville Basin Special Recreation District
Board Meeting Minutes
Wednesday, January 18, 2017
Board Room - Trailside Park
5715 Trailside Drive
Park City, Utah


Absent: Marilyn Stinson

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

Attending Guests: Chris Hague

EXECUTIVE SESSION: LITIGATION
At 6:08pm, Chair Kahlow called for a motion to enter into executive session to discuss litigation.

The executive session to discussion litigation was recorded.

Those in attendance were: Nate Brown, Ben Castro, Cathy Kahlow, Aaron Newman, Gary Resnick, Jami Brackin of Summit County. David Kottler arrived at 6:10pm.

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

David Kottler arrived at 6:10pm.

At 6:12pm, Chair Kahlow called for a motion to close executive session for the purpose of discussing litigation.

MOTION: To close the executive session for the purpose of discussing litigation.
The meeting of January 18, 2017 was called to order by Chair Kahlow at 6:15pm.

**DISCUSSION AND APPROVAL OF CONFIDENTIAL AGREEMENT AND SETTLEMENT WITH URS**
There was no discussion of the confidential agreement and settlement with URS.

**MOTION:** To approve the confidential settlement agreement with Utah Retirement Systems and authorize the Chair to sign such agreement. [Kottler/Resnick] All in favor: Nate Brown, Ben Castro, Cathy Kahlow, David Kottler, Aaron Newman, Gary Resnick. None Opposed. Absent: Marilyn Stinson. Motion carries.

**PUBLIC INPUT**
Chris Hague of the Trailside neighborhood expressed his gratitude for the work of some of the employees of the Recreation District, specifically Bob Radke’s role in the negotiation of the agreement with Park City in regards to Round Valley. Hague gave a brief history of Round Valley and the City’s original plan for the Highland Trailhead, which included a maintenance building. Hague approached Park City to suggest that there were better ideas that could be implemented. Eventually, through the efforts of the former District Director and Radke, a deal was negotiated under which the District would maintain the trailhead making it possible to forego the maintenance building. Hague wanted to make the point that when two political entities come together, it shows that our community is headed in the right direction. Hague wanted to recognize Radke for his part in the negotiations.

Chair Kahlow closed public input at 6:25pm.

**OATH OF OFFICE FOR NEW BOARD MEMBERS**
Resnick administered the oath of office to Nate Brown and Cathy Kahlow. The oath was repeated by Brown and Kahlow.

Suhadolc reminded the Board of the training requirements for the new term members and already inducted members alike. This is an annual training for open and public meetings. O’Brien stated that Dave Thomas had offered to come and administer special service district training. There are 2 separate trainings: the first on the Open and Public Meetings Act and the other more general Board member training. Kahlow requested that Thomas do the training for special districts and the training on open and public meetings. The guidelines of both trainings should be clarified before Board Member take the online training.

Suhadolc also reminded the Board that in the new District Policies, the submission of conflict of interest forms which had historically been done annually is now done at the time of appointment.

Suhadolc will send the form to Brown and Kahlow to submit.

**ELECTION OF 2017 DISTRICT OFFICERS**
The recommendations for the 2017 District Officers were made at the December 15, 2016 meeting.

ESTABLISHMENT OF SBSRD AD HOC AND STANDING COMMITTEES
The District’s Policies and Procedures provide the following concerning Committees:

Article V – Committees
Section 1. The Board, at its discretion, may create and/or abolish its own committees or other organizational units. Committees shall serve to make recommendations to the Board unless otherwise specified by the Board.
Section 2. Committees may be designated as STANDING committees or AD-HOC committees. Standing committees will be those which are formed for at least one year. The Ad-hoc committees will be appointed as needed.
Section 3. Committee chairpersons must be Board members, recommended by the Board Chair, and approved by the Board. At the time of Committee formation, committee members must be approved by motion of the Board.
Section 4. Committee membership shall not include a quorum of the Board, nor shall a committee meet with a quorum in attendance unless appropriately noticed as a public meeting.
Section 5. The District Director shall be eligible to attend committee meetings unless otherwise informed by the Board Chair.

The Board discussed the following recommended committee nominations:

2016 Standing Committees
District Director Liaison & Annual Review Committee – Originally, this committee was composed of Marilyn Stinson, Gary Resnick, and Aaron Newman.

Kahlow commented that the number of committee members should be two instead of three to allow Kahlow the opportunity to attend some of the committee meetings without forcing a quorum. Kahlow further suggested that the dates of the meetings be changed to Mondays thus allowing Kahlow to attend when available. It was decided that the District Director Liaison & Annual Review Committee retain Newman and Resnick and remove Stinson.

Personnel Committee – David Kottler, Ben Castro

Audit Review Committee – Entire Board

Trails Committee – David Kottler, Gary Resnick

2016 Ad Hoc Committees
Recreation Master Planning Committee – Aaron Newman, Ben Castro. This committee will be phased out to be replaced with a Recreation Committee, for symmetry with the Trails Committee, with members Nate Brown and Aaron Newman. The committee would be an Ad
Hoc committee this year with the intention of making it a Standing Committee next year. Brian Kadziel and Brian Hanton will serve on that committee as the Staff connection.

Capital Investment Committee - As part of the October 11, 2016 Board Meeting agenda item surrounding Discussion, Consideration and Possible Approval of Tentative Amended 2016 and Proposed 2017 District Budgets for Recommendation to the County Council, it was decided that a new Ad Hoc Committee would be formed. This committee would help determine guidelines surrounding capital replacement costs. Members of the committee include Ben Castro and Gary Resnick.

Chairs were selected for each committee before the motion to approve was made.

**MOTION:** To approve the committee nominations to the SBSRD Standing and Ad Hoc Committees as follows:

**Standing Committees:**
- District Director Liaison & Annual Review Committee: Gary Resnick, Aaron Newman; Chair: Gary Resnick
- Personnel Committee: David Kottler, Ben Castro; Chair: David Kottler
- Audit Review Committee: Entire Board; Chair: Ben Castro
- Trails Committee: David Kottler, Gary Resnick; Chair: David Kottler

**Ad Hoc Committees:**
- Recreation Master Planning Committee: Aaron Newman, Ben Castro; Chair: Aaron Newman
- Recreation Committee: Nate Brown, Aaron Newman; Chair: Nate Brown
- Capital Investment Committee: Ben Castro, Gary Resnick; Chair: Gary Resnick


**APPROVAL OF MINUTES 12/15/16**
Chair Kahlow called for comments or questions and a motion to approve the minutes of December 15, 2016.


**APPROVAL OF INVOICES**
Board members received payables to review from Stacy Carpenter in their Board packets prior to the meeting. Following review, Chair Kahlow requested a motion to approve.

Castro asked about the pay agent fee on the 2012 bond. Suhadole explained that Zions is the agent and is paid annually. The other bonds are billed separately.

**DISCUSSION AND POSSIBLE APPROVAL OF 2016 INDEPENDENT AUDIT ENGAGEMENT LETTER**
Board Members received the 2016 Independent Audit Engagement Letter from Greg Ogden, CPA prior to the meeting. Suhadolc explained that this is the standard letter from Ogden. There have been no changes in the last few audits. This is the fifth time the District has renewed with Ogden and he is very familiar with the District’s process.


**DISCUSSION AND POSSIBLE APPROVAL OF AWARD OF FIELDHOUSE CUSTODIAL SERVICES CONTRACT**
Members received a staff report from Strader covering the history of the current custodial contract and the reason the project was put back out to bid, as well as the reasons that Staff was recommending a contract with Vanguard Cleaning Systems going forward. The Board asked if Vanguard had bid in during February 2016’s invitation to bid and, if so, where its bid fell. Because it was an invitation to bid, the District was obligated to choose the lowest bid and Silver Services was the lowest bid in February 2016. Castro asked if it was known how many other clients Vanguard has. Strader said that it has two in Park City and others in Salt Lake. It was discussed that the ability to acquire good cleaning companies is an ongoing problem in Park City. The Fieldhouse facility is a 364 day a year job, closing only on Christmas Day. Resnick asked if there was a lesson to be learned in this process and O’Brien remarked that the RFP process, while more onerous on both the District and the responder, often yields more information and flexibility than the invitation to bid process. Resnick asked if this could be captured in the acquisition process and O’Brien responded that it could. A mandatory walk through was performed so bidders would be aware of square footage and responsibilities.

**MOTION:** To approve and award the custodial contract for The Fieldhouse to Vanguard Cleaning Systems and to allow the District Director to execute documents that pertain to that transaction. [Brown/Newman] All in favor: Nate Brown, Ben Castro, Cathy Kahlow, David Kottler, Aaron Newman, Gary Resnick. None Opposed. Absent: Marilyn Stinson. Motion carries.

**REVIEW OF 2017 DISTRICT DEPARTMENT GOALS**
Board members were presented with the 2017 District’s goals in their packets prior to the meeting. Kottler was impressed with the goals and asked how they would be addressed during the course of the year. Hanton explained that there are mid-year reviews, along with revisiting goals with departments during Managers’ meetings throughout the year. Individual managers would be reviewing personal goals with staff throughout the year also. Strader added that timelines have been put into place to assure that the goals would be met. Resnick stated that
tracing goals down to the individual or individuals responsible for the execution of the goal would create accountability and passion. Hanton thanked him for that suggestion and intends to incorporate that idea into the District Department Goals report in the future. The goals are created by not only management but all staff to create “buy in.” Kottler remarked that if all the goals were accomplished by the end of the year it would be very impressive and the Board would be extremely happy.

Kahlow asked about the role of the District in the County transportation plan. Hanton remarked that, while not specifically discussed in the goals, the District was involved in the transportation planning effort. Resnick stated that there are expressed Board interests that are not reflected in this report. Examples would be the Board’s concern with the execution of bond dollars, the creation of the capital funds strategy, (which there has been a committee created), the subject of safety and a communication plan. In general, Resnick would like to see better alignment between the Board’s priorities and the District’s stated goals. Resnick also remarked that there may be Board interest in the 2017 goals that he did not point out. Castro suggested a quarterly reporting of the progress of goals instead of mid-year. Newman stated that the committees that were just approved could be a connection to the progress of goals, creating accountability. Resnick remarked that appointing an individual to oversee a goal could be helpful also. Resnick also stated that metrics to gauge progress should be created when possible.

On the topic of safety, Suhadolc stated that worker’s compensation claims are low, as are numbers of incidents and dollar amounts. Suhadolc asked for further guidance about concerns. Examples given were the staircase at The Fieldhouse and dog bites. There is a report that is filled out and submitted by a supervisor whenever there is an incident in any recreation program or on the District’s property. There are occasions that things may happen on trails that are not reported to the District offices.

Hanton stated that there is a Safety Committee in place and invited Resnick to sit in on a safety committee meeting.

Brown asked about the diversity of recreation in the community that was not addressed in the goals. Kadziel stated that the scholarship goals have been increased to try to include all segments of the community. The larger events generate money for the scholarship program. The Recreation Department works with The Youth Sports Alliance to reach out to the elementary schools. There is an ongoing effort to recruit sponsors for teams allowing for more complete participation. Patrick Saucier is on the Park City Advocates Committee reaching out to the Hispanic community with translation of flyers and word of mouth efforts.

**QUESTIONS ON DEPARTMENT UPDATES**

Kahlow asked about presenting the Toll Canon and Summit Park Trail presentation to the Board. Radke stated that the presentation wasn’t quite complete yet but would be happy to share it with the Board at a later date.

Newman asked about the grooming on the Glenwild trails and the section that hasn’t been groomed. Radke answered that there wasn’t enough snow on that section to groom.
Newman asked what awards are being applied for. O’Brien answered that the District is applying for the NRPA Gold Award, which is based on recreational amenities offered and the size of the community and possibly the Best Facility Design. O’Brien has just begun the process and would love recommendations from the Board. The due date is March 12th.

Castro inquire about the Bike demo. Kadziel stated that it was a successful event. Radke commented that he observed that the entire parking lot was over capacity.

Resnick asked about the delay on the opening of The Fieldhouse. Strader replied that we are planning on a late April/early May opening.

Strader presented information on the Sundance Awards night set up and parking. The entry tent will be moved to the parking lot due to construction. Set up will begin on Thursday. The public will be notified of the parking issues during the event. Thursday set up will have the most impact. The field will be closed Friday and Saturday which will cause a significant drop in patron presence. Strader will supply the Board with tickets if any members would like to attend. Flooring will begin Thursday at 7pm and the floor pick up will be on Sunday afternoon.

Brown asked about South Point development. O’Brien explained that it is the development that is being proposed on the Brown’s Canyon side of Promontory. The density allows for 300 units yet the developer is currently proposing closer to 100 units. There will be excellent opportunities for the District with trails and open space. The developers are also proposing a 100,000 sq. ft. recreation facility. The District is currently trying to get the details of what they are specifically offering.

**UPDATES FROM DISTRICT COMMITTEES**
No committee updates at this time.

**DIRECTOR’S COMMENTS AND REVIEW OF ACTION ITEMS**
Hanton discussed Landmark Design’s presentation of the Recreation Master Plan to County Council. Hanton will meet with County Council, the school district and Park City to discuss the direction and use of the document going forward. The Council was supportive of the presentation. Resnick asked if County Council had any feedback. O’Brien said that the only question was about the removal of the Canyons site. County Council also raised the idea of building smaller facilities close to neighborhoods to aide in the transportation issue.

Newman asked about any updates on the Discovery development. Radke reported that it did pass through the planning commission. The developers are now working on final approval from the County Manager.

Brown asked if the additions to the school district were in the plans. Hanton said that he planned to attend a public input meeting on February 2. There will be two more meeting held by the school district and the hope is that Hanton can attend those.

Silver Ski will be on February 11 at White Pine. There will be exposure to all the trails, NAC will come out and have some sit skis for people to try. There will be groups going out at 10:00am
- 12:00pm. The District has made an agreement to rotate with White Pine so next year will be at Willow Creek.

The District has been subpoenaed regarding an incident at the bike park, we have not been named in the law suit. The subpoena duces tecum was served on January 6, and O’Brien stated it was immediately scanned to Dave Thomas. There will be a packet submitted to Thomas and it will be decided what will be produced and what not will be produced. O’Brien is meeting with Thomas tomorrow to see if more information can be gathered.

On January 26 and 27, the District will be switching our IT services. Computers will be down during that period. Staff will be doing record retention and cleaning on those days and are planning an activity for the staff during a short period on January 27.

BOARD MEMBER'S COMMENTS/QUESTIONS
Kottler asked if there is news as to whether or not the County wants to approve the District’s master planning documents. O’Brien stated that she discussed a process with Dave Thomas and he recommended that we assemble the documents into one packet, conduct a work session and public meeting at the District and then with the County Council. The board suggested that the District present a process for consideration. Kahlow stated that, during her interview process, the Council Chair discussed that there could be a quarterly meeting of the Board and County Council and would include Hanton and this quarterly meeting would be a good time to discuss the proper process. An effort to get on the Council’s calendar will be made by Chair Kahlow.


MOTIONS

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Minutes prepared by Sue Ann Brandreth

Clerk/Board Member Approval: ____________________________