Snyderville Basin Special Recreation District
Board Meeting Minutes
Thursday, November 16, 2017
Board Room - Trailside Park
5715 Trailside Drive
Park City, Utah

Board Members in Attendance: Nate Brown, Ben Castro, Cathy Kahlow, David Kottler, Gary Resnick. David Kottler arrived at 6:05pm.

Absent: Aaron Newman, 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 November 16, 2017 was called to order by Chair Kahlow at 6:04pm.

No public input at this time.

Chair Kahlow closed public input at 6:04pm.

David Kottler arrived at 6:05pm.

CONSENT AGENDA
1. REQUEST TO APPROVE MINUTES FROM 10/12/2017
2. REQUEST TO APPROVE THE PRIOR MONTH’S EXPENDITURES
   Brown had a question regarding the purchase of the electric bike for the Recreation Department. Kadziel reported that the District purchased the electric bike to add to the fleet with the intention of “Going Green”. He stated that it takes the same amount of time to ride the electric bike as it does to drive a car to the Fieldhouse. The District staff has been encouraged to use the bike when traveling to the Fieldhouse.
3. REQUEST TO APPROVE JOB DESCRIPTION CHANGES FOR THE PARKS, TRAILS, AND ADMINISTRATION DEPARTMENTS
Chair Kahlow had some questions regarding possible missed qualifications on the revised job description for the Trails Project Development Manager. Chair Kahlow thought the qualifications focused more on aspects of the position other than construction management or project management, which she felt would be important to include. Suhadolc asked if the Board would approve the job descriptions during this meeting or would it prefer to revisit this item during the December 2017 meeting. Kottler indicated it would depend on whether there are more comments concerning the job descriptions. Resnick asked if the position had different responsibilities for trails than for parks or the recreational facilities. Director Hanton reported the intention to have more trail work done, but to also assist on other projects. Suhadolc reported the intent was to use the expertise that the District already has in Radke to develop the trail system. Radke stated 85% of the projects, set for the near future, are trails projects. Kottler reported the majority of duties for the job description are directed to trail expertise, particularly since the majority of trails are built in-house. Castro said he does not have an issue with the language of the job description since it is about managing specific projects chosen by the District. Chair Kahlow asked about the Open Space Management Supervisor job description. Suhadolc reported the only changes to the job description were the department and to whom the employee will report. Chair Kahlow reported that she did not think there were any significant changes to warrant revisiting this agenda item at the next Board meeting. Kottler agreed. Resnick reported that this is more in the purview of the executive than it is the Board, as he understands the Board responsibilities.

4. REQUEST TO APPROVE LIABILITY, PROPERTY, AND AUTO INSURANCE POLICY RENEWAL
Suhadolc reported the renewal was standard; however, the District did add off campus assets insurance. These assets include items such as bridges and boardwalks along District trails located on easements. Suhadolc reported that any item under the value of $5,000 was not included on the list.

MOTION: To approve the four-point Consent Agenda with the requested changes to the job descriptions. [Castro/Resnick] All in favor: Nate Brown, Ben Castro, Cathy Kahlow, David Kottler, Gary Resnick. None Opposed. Absent: Aaron Newman, Marilyn Stinson. Motion carries.

3RD QUARTER 2017 FINANCIAL REPORT
Suhadolc stated that the District is on track for this time of year. She did point out that the financial report is based on the original adopted budget since the amended budget for this year has not been approved yet. Suhadolc reported that the District has received 166.9% of the annual budget for impact fee revenue. During the third quarter, impact fees were processed on 147 residential units and 2 commercial units, as opposed to 59 residential units during this time last year. There was not much activity in Debt Service; however, the 4th quarter is when most of the activity occurs because annual property taxes are due. This was a slower quarter for Capital Projects since most of the big projects were completed earlier in the year.
DISCUSSION AND POSSIBLE APPROVAL OF UOP TRAIL CONSTRUCTION PAYMENT

Radke stated there was discussion last year concerning development of trails surrounding the PRI Open Space and the Utah Olympic Park (UOP) area. During this time, there was discussion of creating a public trail connection from Mid-Mountain Trail to Kimball Junction through the UOP. Radke reported that, initially the UOP approached the District to help fund the project, but the District needed an easement since a segment of the project was planned on Vail property. As a result, the UOP applied for a grant and was awarded $25,000 towards the $137,000 total cost of the project. The District earmarked $32,000 toward this project with the stipulation that a trail easement would be acquired from Vail. A week ago the District was able to finalize the easement on the Vail property. Chair Kahlow asked if the District had a formal agreement with the UOP. Radke indicated it was a lot of verbal discussions. Resnick asked O’Brien about the Discovery Park construction that may impact the District’s trail system and the Toll Canyon activities. He stated it brings to mind the importance of having an easement that has content that is desirable for the District. Resnick asked what protection does the District have on any investments made. Radke stated the easement itself is in perpetuity as an agreement between the District and UOP. O’Brien agreed with Resnick’s point and reported that going forward, the District will not invest in a project until an easement was in place. Resnick indicated it was a great effort.


QUESTIONS ON DEPARTMENT UPDATES
Kottler asked if the District had received an opinion letter from Dave Thomas. O’Brien reported she has not received it, but Thomas is aware that he needs to write it.

Suhadolc reported the County Council did approve the tentative budget that was presented on November 1. The only recommended change was to move the open space funds from the 2017 budget to the 2018 budget. Yesterday, the District presented the resolution for the bond refunding and it was also approved by the County Council. Suhadolc reported it is moving more quickly as a result of the legislative changes going into effect January 2018. Suhadolc indicated the Debt Service budget will need to be amended to account for the refunding process, which will be an adjustment to the final adopted budget.

Strader stated that since the switch over to DASH on November 1, 2017, the District has had over 5,000 new accounts created in the new system and over 3,000 new and transferred memberships. Brown asked what the age limit was to create a DASH account. Strader stated that parents are required to create an account for children under 18 years of age. Resnick said he found the transition to the new software to be simple and the staff very helpful. Strader said it has been a true team effort from all departments.

DISCUSSION AND POSSIBLE APPROVAL OF CATHY KAHLow AS THE BOARD’S BOSAC REPRESENTATIVE

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UPDATES FROM DISTRICT COMMITTEES
Kottler said the Trails Committee did not meet.

Resnick reported the Liaison Committee did meet, but the details of the meeting will be discussed during the executive session.

Brown said there was an update concerning the Regional Recreation Committee Joint Use Agreement. Kadziel reported that the District is in the final stages of working together with the Park City School District and Park City Municipal on the joint use agreement for facilities, fields, etc. Kadziel said that he hopes to have the agreement in front of the Board for approval at the December 2017 meeting. Kadziel reported the committee will be meeting every six (6) months to stay on top of what is happening in the joint service territory.

Chair Kahlow reported that she, David Kottler and Brian Hanton meet with Summit County Council and Tom Fisher on a quarterly basis to discuss District happenings. One of the questions posed to the County was its expectation for the District, as it related to future open space management. During the meeting, there was discussion of forming an open space committee. Chair Kahlow asked the Board if there was interest to be on the committee. Castro said he would be interested in being on the committee, as did Resnick. Kottler asked when the District establishes new committees. Resnick reported that a new committee could be formed at any time. Kottler said that it would need to be reestablished in January if the committee was formed now. Chair Kahlow indicated the committee could wait to be formed in January 2018. Chair Kahlow reported that the last item of discussion with County Council was the obligation in the bond language as it pertained to the 224 crossing and its status. Director Hanton reported the District is going to reintroduce it to Derrick Radke and Carolyn Rodriguez to restart the conversations again.

DISCUSSION AND POSSIBLE APPROVAL OF THE 2018 ADMINISTRATIVE CONTROL BOARD MEETING SCHEDULE
Board members received the tentative Administrative Control Board meeting schedule in their Board packets prior to the meeting.

Kottler asked if the January, February and March board meetings could be switched to Wednesday and then switched back to Thursday for the April 2018 meeting. Chair Kahlow reported that she will be on a temporary work assignment for two (2) months and would like to move the Board retreat to the end of February 2018. It was decided to reschedule the Board retreat after Chair Kahlow finds out more about her temporary work assignment in December 2017.

ESTABLISHMENT OF NOMINATING COMMITTEE FOR YEAR 2018 OFFICERS
Chair Kahlow invited Board members to be on the nominating committee. The positions are for the year and consist of Chair, Vice Chair, Treasurer, and Clerk. After Board discussion, Chair Kahlow proposed that the nomination committee be: Marilyn Stinson, David Kottler, and Ben Castro.


DIRECTOR’S COMMENTS
Director Hanton commended the staff for obtaining the easements on the Vail property.

Director Hanton and O’Brien met with the Summit County Public Art Advisory Board and Park City Summit County Arts Council regarding the proposed art project located in the Redstone tunnel. The group is looking at sending out an RFP for artists to create some interactive type art in the tunnel. O’Brien reported the Summit County Public Art Advisory Board received $9,000 from the RAP Cultural grants to use towards this project and were also applying for a $1,000 Sunrise Rotary grant.

Director Hanton informed the Board that the bidder for the Newpark density has stepped back from its offer as it was unable to make the numbers work. The District has not reactivated the RFP since the District has decided to reevaluate the density. Resnick suggested that the District revisit this matter with the County. Castro asked if the District would consider increasing the cost since it is an asset. Director Hanton said the District would meet with the County to decide on the density.

Hnton stated the District also switched over to the new website on November 1, 2017. He encouraged the Board to take a look. Castro mentioned that he enjoys the new interactive trail maps on the new website. O’Brien informed the Board that the Trails grooming report will also be like the interactive trails map. Liegert reported that once a trail has been groomed, the status will be updated on the website. If a trail has not been groomed, it will change to a different color in three (3) days and in six (6) days. It will be helpful to refer people to the website. Director Hanton commended Justine Kadziel, Melissa O’Brien and staff for doing a great job on the website.

Director Hanton reported that he has continued to meet with each team internally to discuss the values and goals of the District. Director Hanton stated he would also like to get the Board’s input at the Board retreat. He said the team has been great and it is important to him to create the right culture at the District.
Director Hanton informed the Board that the District Staff Christmas Party will be on Wednesday, December 13 at Jupiter Bowl from 5:00pm – 7:00pm, if anyone would like to attend.

**BOARD MEMBER QUESTIONS AND COMMENTS**
Chair Kahlow wanted to recognize Marilyn Stinson for her dedicated service as a Board member for the District. Chair Kahlow would like to get her a card. Director Hanton reported the District will also recognize Stinson’s dedicated service.

**EXECUTIVE SESSION: PERSONNEL**
At 7:09pm, Staff was dismissed and Chair Kahlow called for a motion to enter into executive session to discuss personnel. Director Hanton was invited to stay for the discussion regarding personnel.

Chair Kahlow signed a closed meeting affidavit for discussion of personnel.

Those in attendance were: Nate Brown, Ben Castro, Cathy Kahlow, David Kottler, Gary Resnick and Director Brian Hanton.


At 9:13pm, Chair Kahlow called for a motion to close executive session for the purpose of discussing personnel and adjourn the meeting.


**MOTIONS**
**MOTION:** To approve the four-point Consent Agenda with the requested changes to the job descriptions. [Castro/Resnick] All in favor: Nate Brown, Ben Castro, Cathy Kahlow, David Kottler, Gary Resnick. None Opposed. Absent. Aaron Newman, Marilyn Stinson. Motion carries.


Minutes prepared by Stacy Carpenter.

Clerk/Board Member Approval: [Signature]