Snyderville Basin Special Recreation District
Board Meeting Minutes
Thursday, December 14, 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, Gary Resnick, Marilyn Stinson. Cathy Kahlow attended the meeting telephonically.

Absent: Nate Brown arrived 6:06pm, Marilyn Stinson arrived at 6:06pm, David Kottler arrived 6:48pm.

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

Staff Absent: Brian Kadziel.

Attending Guests: None.

CALL TO ORDER AND PUBLIC INPUT
The meeting of December 14, 2017 was called to order by Castro 6:01pm.

No public input at this time.

Castro closed public input at 6:02pm.

CONSENT AGENDA

1. REQUEST TO APPROVE MINUTES FROM 11/16/2017
2. REQUEST TO APPROVE THE PRIOR MONTH’S EXPENDITURES
   Newman inquired about the Governmentjobs.com, Inc. expenditure. Suhadolc reported the expenditure is for NeoGov that is used for Human Resources.
3. REQUEST TO APPROVE PURCHASE OF TWO RECREATION DEPARTMENT VEHICLES
   Chair Kahlow asked for clarification as to the dollar value that is appropriate for the consent agenda. Director Hanton reported there is not a limitation per se. Suhadolc indicated since the expenditure is over $20,000 that is why it is going before the Board.
4. REQUEST TO APPROVE THE DISTRICT DIRECTOR’S EMPLOYMENT CONTRACT

Resnick asked if the Director’s contract is a public document. Director Hanton reported that the contract is a public document and the District staff was instructed to include this item on the agenda.

The consent agenda was tabled until David Kottler arrived since he was engaged in the Director’s contract drafting and discussions.

Kottler reported that he emailed a copy of the contract to all Board members for review. Kottler stated the contract will be signed now, but the effective date is not until January 1, 2018. David Kottler reminded the Board that since Cathy Kahlow is not here to sign the contract, the motion needs to authorize him to sign the contract on behalf of the District as the Vice Chair.

MOTION: To approve the four-point Consent Agenda and authorize Vice Chair David Kottler to sign the District Director’s contract on behalf of Basin Recreation. [Castro/Newman] All in favor: Nate Brown, Ben Castro, Cathy Kahlow, David Kottler, Aaron Newman, Gary Resnick, Marilyn Stinson. None Opposed. Absent. None. Abstain: Aaron Newman and Marilyn Stinson pertaining to the minutes. Motion carries.

DISCUSSION AND POSSIBLE APPROVAL OF REVISIONS TO PERSONNEL, OPERATIONS, AND DISTRICT POLICIES

O’Brien reported that approximately 18 months ago, the District went through a review of its policies. O’Brien stated that during her discussions with Dave Thomas, he had recommended an annual review and check-in. O’Brien reported the changes before the Board have been shared with the County Attorney’s office and Dave Thomas had no issues with the recommended policy and procedures changes. Suhadolc reported that Brian Bellamy is also comfortable with the changes. Castro reported that while he was reviewing the latest changes to the policies, it was a little confusing trying to follow those changes with the old policy. Castro recommended outlining the old policy and then adding the proposed changes. Stinson thought it was a great idea to review the policies on an annual basis.

Resnick stated that he appreciated the security background checks for summer hires associated with camps. He was wondering if there was value to expanding the security background checks to contactors that are coming into the facility, such as personal trainers. O’Brien stated that the District could absolutely tighten up some of those independent contractor relationships. Chair Kahlow asked if the District evaluates the contactors on a periodic basis. O’Brien reported the District requires the contractors to hold their own insurance and indemnify the District from incidents that may occur from their training sessions. Strader stated that Necia Emery, Fitness Coordinator, has quarterly meetings with the personal trainers. If she has any issues with the personal trainers, then the District can evaluate those issues at that time. Chair Kahlow asked if it is a one-on-one meeting or a group meeting. Strader reported that it is a group meeting, but if the District needs to have a one-on-one meeting, it will do that as well. Strader reported the meeting structure is informational, such as discussion of new equipment. O’Brien reported it is almost like the independent contractor is renting space without the District endorsement. O’Brien stated
that she would like to follow-up with Dave Thomas on whether or not expanding background checks helped the organization. Stinson asked if the volunteer soccer coaches are given background checks. Strader reported that the majority of the coaches and volunteers receive background checks. Strader expressed his opinion that it was important to review the independent contractor policy regularly. Castro asked if when people signup with a personal trainer, there was a clear distinction that he or she is not a Basin employee. Strader stated there is a clear distinction. Stinson reported that when she signed up with a personal trainer, her agreement was directly with the trainer. She was required to have a Basin membership, but she paid and worked directly with the trainer.

Newman asked about the District’s policy regarding maternity and paternity leave. Suhadolc reported that it can be found in the FMLA section of the Personnel Policies.

David Kottler arrived at 6:48pm.

Kottler asked if the policies have already been reviewed by the County Attorney’s office. O’Brien responded that they have been reviewed by the County Attorney’s office.


**DISCUSSION AND POSSIBLE APPROVAL OF THE 2017 AUDIT ENGAGEMENT LETTER**

Board members received a staff report from Megan Suhadolc in their board packets prior to the meeting. Suhadolc reported that typically this approval is brought before the Board in January; however, because it has been five years since we last considered other firms, it is being brought before the Board to review in this meeting. Suhadolc stated staff reviewed the qualifications of two auditing firms, in addition to the qualifications of Greg Ogden (the District’s current auditor). These two auditing firms were selected since they have completed audits of other recreation districts in Utah. Suhadolc reported that the District’s recommendation is to continue with Greg Ogden and, if performed satisfactorily, allow the agreement to be renewed for the next 4 years. Chair Kahlow asked if the District would normally ask for different quotes if his price was still reasonable. Suhadolc reported that in 2013 Greg’s price was reasonable and even below some of the other quotes that were received. Suhadolc stated that since it is under $100,000, the District can directly negotiate with the professional service provider and is not required to obtain additional quotes. Castro recommended getting bids from other CPAs to show the public that the District is ensuring the most efficient and effective accounting process. Suhadolc stated that since the service expenditure is less than $100,000, the policy is intended to allow a direct negotiation. Castro asked how long Greg has been the auditor for the District. Suhadolc reported that Greg Ogden has been the District’s auditor since the annual independent audit was required of the District. Castro stated that he wants to make sure the District is getting the best bang for its buck by letting the general public know that the District is going out for bid. Chair Kahlow thought his price was great but was concerned about the public’s perception of not opening the bid to others. Suhadolc mentioned that during the due diligence meeting for the bond
refinancing, the attorney asked about the District’s relationship with the auditor and was reassured that it was a good working relationship. Stinson said she was fine with continuing with Greg; however, she mentioned that sometimes you need to go outside your comfort level. Newman suggested doing a dual audit. Chair Kahlow recommended approving the audit for 2017 and then in 2018 issuing an RFP.


**REVIEW OF BUDGETS ADOPTED BY COUNTY COUNCIL**
Suhadolc explained that the report that is included in the board packet was the report that the District presented to the County on December 6, 2017. Suhadolc explained the two changes in the final budget from October’s tentative budget were as follows:

1. The Open Space funds were moved from 2017 into 2018, and
2. The Debt Service budget was amended due to the bond refunding.

**QUESTIONS ON DEPARTMENT UPDATES**
Suhadolc mentioned that the bonds were issued for sale on Tuesday, December 12. The District came out with a net savings of $1.5 million. Suhadolc stated that the official closing is scheduled for December 28. Director Hanton said the District was approached by Tom Fisher about having a more active role with BOSAC. Director Hanton reported that Melissa O’Brien will head the BOSAC group and will help with recommendations to the District as well as the County.

Castro asked Radke how the meeting went regarding Bonanza Flat. Radke reported that it went well and the focus was on priorities, prohibited uses and parking issues. The project will start this summer.

Castro asked Radke if there was anything else on the conditional use permit for the Summit County Community Development Department. Radke reported it was tabled at the last Planning Commission meeting; however, the District was asked to rework some things. There was some language at issue in the development agreement that raised questions regarding the location of the trailhead. The language was revisited and interpreted by the development director as acceptable. It was decided to resubmit the application to the Planning Commission and adjust the design to address some of the concerns from the neighborhood and Planning Commission.

Castro inquired about DASH and what was peoples’ response to it. Strader reported it was going well and the majority seem to like the new check-in process and the online functions on their phones.

Kottler had a question about requesting a conditional use permit for the trailhead at the top of Summit Park that is gated. Kottler said he could not see that in any of the plans, so he was wondering if that was still being considered. Radke reported that yes it was still be considered
and that it could be revisited in 2018. Kottler asked if it could be revisited sooner rather than later in 2018.

UPDATES FROM DISTRICT COMMITTEES
Resnick reported that the Liaison Committee met, and the principal discussion was performance goals for 2018. The Trails Committee did not meet this month.

NOMINATING COMMITTEE REPORT: PROPOSED 2018 SLATE OF OFFICERS
Kottler reported that for 2018, Ben Castro was nominated as Chair; Nate Brown was nominated as Vice Chair; Gary Resnick was nominated as Clerk, and Aaron Newman was nominated as Treasurer.

MOTION: To approve the nominations as follows: Ben Castro, Chair; Nate Brown, Vice Chair; Gary Resnick, Clerk; and Aaron Newman, Treasurer. [Stinson/Newman] All in favor: Nate Brown, Ben Castro, Cathy Kahlow, David Kottler, Aaron Newman, Gary Resnick, Marilyn Stinson. None Opposed. Absent: None. Motion carries.

DIRECTOR’S COMMENTS
Director Hanton reported that there is a new addition to Basin Recreation. Brian and Justine Kadziel had a baby girl and her name is Ruth.

Director Hanton reported that the District is going through the new process of PEP evaluations, which was recommended by the County.

Director Hanton took a moment to thank Marilyn Stinson for her years of service as a Board member for the District. Stinson said it has been a pleasure and an honor to be here.

BOARD MEMBER QUESTIONS AND COMMENTS
Kottler thanked Stinson for her years of service on the Board and stated that it has been a pleasure to know and work with her. Chair Kahlow thanked Stinson for her steadfast dedication to the Board. Stinson said it has been great serving on the Board.

EXECUTIVE SESSION: PROPERTY ACQUISITION: PERSONNEL
At 7:11pm, staff was dismissed and Kottler called for a motion to enter into executive session to discuss property acquisition. Director Hanton was 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 attended telephonically, David Kottler, Aaron Newman, Gary Resnick, Marilyn Stinson, and Director Brian Hanton.

At 7:35pm, Kottler called for a motion to close executive session for the purpose of discussing property acquisition.


At 7:35pm, Kottler called for a motion to enter into executive session to discuss personnel.

Vice Chair Kottler signed a closed meeting affidavit for discussion of personnel.

Those in attendance were: Nate Brown, Ben Castro, Cathy Kahlow attended telephonically, David Kottler, Aaron Newman, Gary Resnick, Marilyn Stinson, and Director Brian Hanton.


At 8:51pm, Kottler called for a motion to close executive session for the purpose of discussing personnel.


At 8:52pm, Kottler called for a motion to adjourn the meeting of December 14, 2017.


**MOTIONS**


**MOTION**: To approve the nominations as follows: Ben Castro, Chair; Nate Brown, Vice Chair; Gary Resnick, Clerk; and Aaron Newman, Treasurer. [Stinson/Newman] All in favor: Nate Brown, Ben Castro, Cathy Kahlow, David Kottler, Aaron Newman, Gary Resnick, Marilyn Stinson. None Opposed. Absent: None. Motion carries.
Minutes prepared by Stacy Carpenter.

Clerk/Board Member Approval: [Signature]