Board Members in Attendance: Nate Brown, Ben Castro, Cathy Kahlow, Aaron Newman, Carrie Westberg

Absent: David Kottler, Gary Resnick

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

Attending Guests: Len Bowes, Kim and Bob Isleib, Ernest Oriente, Chad Rexroad, Skip Sedivec

CALL TO ORDER AND PUBLIC INPUT
The meeting of August 16, 2018 was called to order by Chair Castro at 6:03pm.

Chad Rexroad has been a member of the community for 15 years and wanted to address the article in the Park Record and inform the Board that people are still playing tennis despite what the article said. He plays tennis at Willow Creek Park and is constantly finding the courts occupied by tennis players. He wanted to voice his disagreement with the article stating that the tennis courts are not being used and that staff should consider turning those into pickleball courts. Castro asked if he had experienced any confrontation between the tennis players and pickleball players and he said that he had not witnessed anything.

Kim and Bob Isleib have lived in Park City for 30 years and are avid tennis players. Kim works at the front desk of The Fieldhouse. She was speaking on behalf of the tennis community and plays frequently at Willow Creek Park and Trailside Park, as well as at the PC MARC. She feels that Basin has done an excellent job at accommodating the pickleball players. She has experienced confrontations and rude behavior from the pickleball players, specifically at Willow Creek Park and has since moved to the Trailside Park courts in order to avoid them. She also explained to the Board that she had received a phone call while at work at The Fieldhouse from a member of the community reporting a complaint against the pickleball players at Willow Creek Park. She told her that she was sick and tired of being bullied by the pickleball players while playing tennis with her children. Isleib is tired of the treatment by the pickleball players and was
upset by the article placed in the Park Record recently. She would like to be able to continue to 
play tennis at Willow Creek Park. Bob Isleib complimented the District on all of the amenities it 
offers to the community. He explained that he understands that pickleball needs a home as well 
but feels like there have been many accommodations made to the pickleball community.

Newman asked Hanton how staff tracks complaints. Hanton said he keeps an inventory of them 
as they are made.

Len Bowes thanked the District for all of the wonderful trails and tennis courts. He echoed many 
of the previous sentiments. He brought up that there is a lot of youth in the community wanting 
to learn and play tennis. He mentioned that every time he goes to play, he has to wait in order to 
play, therefore showing that tennis courts are still very much needed. He informed the Board that 
after doing some research, he found that there are still six times as many tennis players as 
pickleball players nationwide. He would like to see the District add more courts of both if 
possible.

Skip Sedivec has been pleased with the availability of tennis courts in Park City. He wanted to 
share with the Board that even though, many feel that pickleball is the sport for “old folks,” he 
feels that tennis is also wonderful, regardless of age. Skip teaches beginner tennis to the Fun 
Over Fifty participants at Trailside Park. He mentioned the article in the Park Record about the 
pickleball courts at PC MARC not being used as much this summer and he wonders why. He 
shared that the pickleball lines placed on the tennis courts do bother him but understands that 
they are multi-use courts. He was curious about the pickleball facility in Heber and would like to 
see some dedicated pickleball courts.

Ernest Oriente has been a member of the community for 20 years and told the Board how much 
he loves Basin amenities. He has a great pulse of the tennis community and is someone that 
tennis members reach out to when they move to Park City. He shared with the Board that he 
worked on the Trailside tennis courts when they were being built and helped create a reservation 
system for the courts that he felt was popular and successful. He worked with Director Jordan 
but she decided to not utilize it anymore. He shared that he knows Kathy Pederson and is a 
neighbor of hers. His opinion is that the pickleball players this year have been the most bullying 
and rude players he has witnessed thus far. He shared his impression that there are lessons taking 
place on those courts and lots of money being made and Pederson has a vested interest in courts 
being added to Willow Creek Park. Oriente said that he has tried to communicate with Pederson 
and the pickleball players and was very upset with the media stunt that has since taken place 
when his group has tried hard to accommodate everyone.

Chair Castro closed public input at 6:34pm.

REVIEW OF THE HISTORY OF RECREATION IN PARK CITY AND SNYDERVILLE

BASIN AND DISCUSSION ON THE ICE ARENA AGREEMENT UPDATE: KEN

FISHER, PARK CITY RECREATION MANAGER

Due to a scheduling conflict, Ken Fisher, Park City Recreation Manager was unable to attend the 
meeting tonight. This agenda item will be moved to the September 13 Board meeting.
CONSENT AGENDA

1. REQUEST TO APPROVE MINUTES FROM 7/19/18
2. REQUEST TO APPROVE THE PRIOR MONTH’S EXPENDITURES

Newman asked how many “no e-bikes” signs did staff purchase and Liegert said approximately 18.


REVIEW OF THE 2018 2ND QUARTER FINANCIAL REPORT

Board members received the 2018 2nd quarter financial report from Megan Suhadolc in their Board packets prior to the meeting. Suhadolc shared that, at the end of the second quarter, the District had collected 27.1% of the annual budgeted revenue of $5,225,557 for Operations & Maintenance. This was higher than expected for the second quarter, due to an interfund property tax adjustment. Without the adjustment, second quarter revenue was where it should be for this time of year. Regarding Operations & Maintenance expenses, the District spent 39.9% of the annual budgeted expense of $5,225,557. This is consistent with ending the year within budget.

Regarding Impact Fees, the District received 26.2% of annual budgeted revenue through the second quarter. This is lower than expected for this time of year. Impact fees in the amount of $60,085 were received on 26 residential units and two commercial buildings. For Debt Service, the District has received 5.5% of annual budgeted property tax revenue through the second quarter. This is typical because approximately 90% of total property tax revenue is received by the District in the fourth quarter. The District made its semi-annual interest payments in June on outstanding general obligation bonds. Suhadolc shared that regarding Capital, a total of $316,863 was spent during the first six months of the year. Of that amount, only $43,971 was spent in the second quarter on the following capital projects and equipment: tile replacement in the Fieldhouse restrooms, engineering consulting for the Trailside lower parking lot replacement project, engineering consulting for the Cooper Lane portion of the Millennium Trail, and pavilion staining at Willow Creek Park.

Suhadolc highlighted that The Fieldhouse fitness pass revenue continues to increase and exceed staff expectations. Castro asked if it can be explained and Strader explained that classes are staying consistently busy even through the summer months. He mentioned that the add-on fitness to the monthly passes is a very popular option for patrons. Brown shared that he has received compliments on the instructors and times being offered. Strader said that Necia Emery, the District’s Fitness Coordinator does a great job of offering new classes to keep patrons engaged. J. Kadziel also added that the monthly fitness email has, and continues to be, one of the most popular emails that the District sends out.

Suhadolc noted that the impact fee revenue was unusually low with the number of applications received and revenue collected. She said that she was not too concerned as staff has a pile of pending applications and that the timing just may have been a little off.
Castro asked about camp participation being down and Suhadolc shared that there were a few explanations. Staff increased the minimum age from six years old to seven years old. B. Kadziel added that this was due to camp counselors needing to spend a disproportionate amount of time with the younger age group. This resulted in fewer campers able to participate and staff will change back to the minimum age of six for the UEA camp in October. Another reason for the decrease was due to the number of camps provided this summer and that The Fieldhouse provided camps this year that otherwise would have been provided by the Recreation department.

**REVIEW OF 2019 BUDGET PROCESS**

Board members received information about the 2019 budget planning process from Megan Suhadolc in their Board packets prior to the meeting. Suhadolc shared the budget calendar overview of District and County meetings. She gave a department operations overview, as well as a Capital budget overview and budget considerations.

Castro asked if staff is able to reallocate funds across departments regarding full-time employees. Suhadolc answered that it must stay within the department to avoid the need to amend the budget.

Kahlow mentioned the trend of going from part-time and seasonal to full-time employees. Suhadolc said that currently it is a struggle to hire seasonal employees. Liegert said that he didn’t turn anyone away in both parks and trails. He mentioned how important it is to retain seasonal employees year after year, as especially within the Trails department as there is a big learning curve. A returning employee or someone with knowledge of the District’s trails system is a huge bonus. Castro asked if it is a struggle to stay competitive and Liegert felt that the District was competitive. Suhadolc mentioned adjusting how the District advertises for positions and the possibility of eliminating the bottom of the position’s salary range in hopes to not deter people from applying. Director Hanton said that the inability to offer 40 hours a week due to the added medical insurance expense to the District, has had an impact on summer camp staffing. Strader said that The Fieldhouse struggles to hire lifeguards. Kahlow mentioned recruiting from the ski industry once the season ends.

Castro asked what the cost of living adjustment (COLA) percentage staff was looking at. Suhadolc said the question is does the Board want to include COLA. Suhadolc informed the Board that she is in the process of reviewing salary schedules and should have those updated by the end of the year. In the past if staff underwent a salary adjustment, COLA was not given that year. Suhadolc said that the western Consumer Price Index (CPI) is up 3.6% from a year ago. Determining whether to give COLA is really a Board call within the constraints of the budget. Kahlow asked when the market analysis results would be complete and Suhadolc felt that it would be in November. Castro and Newman shared that they like the idea of offering both a merit increase, if applicable, and COLA. Brown asked for input from staff on how offering the option of merit and COLA worked last year. Director Hanton shared that some staff did not get a merit increase last year due to performance. Suhadolc suggested not labeling the pay increases at this time but rather plugging a number into the budget and deciding what it looks like as it gets closer to the end of the budget process.
Suhadolc asked for Board direction on the District’s year end fund balance with the restriction of not having 100% of the current year’s property taxes included. The District ended 2017 with 88% allowed and staff had aimed for 80%. Because the District had transferred some money from debt service to operations, the District’s general fund balance for 2018 will be higher. If the District ends with a balanced budget for 2018, the District would be at 95% allowed. Suhadolc is looking for a goal to aim for, mentioning that the District policies state that the minimum is 50%. Castro said he liked aiming for 80%.

Newman asked if staff has done research about adding pickleball courts. B. Kadziel said that he has and that it would cost a minimum of $125,000 for new pickleball courts.

Director Hanton said that he spoke to Michael Howard, Summit County Auditor, and he recommended conducting a truth in taxation proceeding every 3 to 5 years to keep up with inflation. The District has not raised its tax rate in 10 years. Castro asked if staff could invite Howard to a future Board meeting to explain the process. Suhadolc commented that the District would have to act soon if the Board was in favor of conducting truth in taxation for the 2019 tax rate. Examples of why the District would raise its tax rate would be because open space and parks are big expenses but not big revenue generators.

Castro asked about Silver Creek Village and if staff had any updates on applications for building permits. Director Hanton shared that he has talked with a landscape architect to make sure staff is following the right process. The Mountain Recreation Plan has given some examples but did not have the topography of the area. It is still in the very beginning stages. O’Brien said that she could provide an update of the units that have started the process of approval.

**QUESTIONS ON DEPARTMENT UPDATES**

Board members received Department updates from Staff in their Board packets prior to the meeting.

Brown commented on how great the new turf field looks and Strader mentioned all of the positive feedback he has received.

Castro asked about the new trail off of BLT, the OMH trail. Radke said that construction was almost complete but that it needs some rain so that the bike traffic doesn’t destroy the berms.

J. Kadziel announced that she hired the new Graphic Design and Marketing Coordinator, Kimberly Gillett, and is excited for her to start in two weeks.

Brown asked about the District’s interactive trail mapping and if staff has tracked usage. J. Kadziel said that she was looking forward to tracking analytics of all of our marketing systems.

Brown was interested to know how DASH was working for staff. B. Kadziel said that staff is currently operating the largest program to date with Fall Soccer. J. Kadziel mentioned working with staff to put out a survey as the year anniversary of DASH is approaching. Castro asked if DASH has the capability to reserve amenities and B. Kadziel said that it does and that is
something staff would be looking into this winter in preparation for next spring/summer. DASH has many capabilities that staff is still exploring.

Newman asked about the mention during public comment and from him reviewing District signage about paid instruction with pickleball lessons. B. Kadziel said that it has been tricky and explained what the City does. He knows that there are private lessons occurring, but staff has yet to monitor. Newman mentioned updating the signage if people have concerns.

Newman asked if there was anything needed to prep for Toll Canyon between now and next meeting. Hanton said he was excited about the project starting. Kahlow wondered if staff would be doing any public outreach. Hanton said he wasn’t sure if that would create more of an issue.

**UPDATES AND DISCUSSION ON ROLES OF EACH DISTRICT COMMITTEE**

**STANDING COMMITTEES:**

**District Director Liaison & Annual Review Committee** (Chair Gary Resnick, Aaron Newman): Discussion was about the different committees and how to best utilize them. The hope is for the Committee Chair to set up quarterly meetings with members of the Committee and staff.

**Personnel Committee** (Chair David Kottler, Aaron Newman): Did not meet.

**Audit Review Committee** (Chair Ben Castro, all Board Members): Did not meet.

**Trails Committee** (Chair Nate Brown, Cathy Kahlow): Committee discussed Toll Canyon and was pleased by the support from the County regarding projects such as Cooper Lane and Toll Canyon. There was also discussion about new e-bikes coming out and how this seems like a bigger issue than just with the District. Staff will need to work with other entities.

**Open Space Committee** (Chair Cathy Kahlow, David Kottler): Staff is working on creating a manual for Open Space that will be shared with the Board. Board members had also asked Jess Kirby to do a presentation for the Board.

**AD HOC COMMITTEES:**

**Recreation Committee** (Chair Nate Brown, Aaron Newman): Did not meet.

**Capital Investment Committee** (Chair Gary Resnick, Cathy Kahlow): Did not meet.

**BOSAC COMMITTEE:** Did not meet.

**DIRECTOR COMMENTS**

Director Hanton reminded the Board that staff did a one-year renewal of the audit with Greg Ogden in 2017. Suhadole reminded the Board that it had discussed staff looking at qualifications from different firms and determining if the District is getting the best value for the next financial audit. Suhadole said that it was her impression that the Board’s request was dollar driven because there have been no concerns with Greg’s work and, therefore, reached out to Mountain Regional Water and the Park City Fire District. Through these discussions, she learned that the District pays $5,000 less than the other two entities. Suhadole also told the Board that they had heard during the last bond rating agency review that it was favorable that the District has the same auditor for as long as it has. The Board felt that, with the information provided by Suhadole, that
there is no need to issue an RFP for a financial auditor. The only reason to issue an RFP would be if required by the procurement regulations.

Director Hanton stated that the process of the Facility Demand Study has begun, and that staff is working internally to gather information.

He asked that the Board review District Policies as there have been some questions raised surrounding the Director’s review. These policies will be presented to County Council at the end of the year.

He informed the Board that the Woodward development is getting closer to starting. Staff will be meeting with Woodward representatives to discuss the trail re-alignment and operations of that area. The pond closure will be a community outcry if that indeed happens and staff will work on the messaging as staff is made aware.

Last Friday, staff participated in shopping with local families for the Back to School Basics event.

The Swing for Sports Golf Tournament Fundraiser is taking place on Wednesday, September 26 and staff is looking for teams, hole sponsors and prizes. Westberg asked if B. Kadziel would send out information to the Board. He said that last year there were 20 teams and staff is always looking for more local teams.

J. Kadziel reminded the Board that staff would be on air for the KPCW Summer Pledge Drive on Wednesday, August 22 from 11am-12pm.

Director Hanton also reminded the Board of the Shred-n-BBQ event at Trailside Bike Park on Friday, August 24 at 5pm.

**BOARD MEMBER QUESTIONS AND COMMENTS**

Kahlow asked about the County’s Transportation Plan and staff said there hasn’t been much information lately besides some discussion about future e-bike stations.

Castro thanked Liegert on behalf of the Park City High School Mountain Bike Team for allowing the team the opportunity to work on some urban trails and in the Trailside Bike Park.

**CLOSED SESSION: PERSONNEL AND PROPERTY ACQUISITION**

At 8:18pm, staff was dismissed, and Chair Castro called for a motion to enter into executive session to discuss property acquisition. Director Hanton and Melissa O’Brien were invited to stay for the discussion regarding property acquisition.

The executive session to discuss property acquisition was recorded.
Those in attendance were: Nate Brown, Ben Castro, Cathy Kahlow, Aaron Newman, Carrie Westberg, Brian Hanton, Melissa O’Brien.

**MOTION:** To enter into executive session for the purpose of discussing property acquisition.  

At 8:42pm, Chair Castro called for a motion to close executive session for the purpose of discussing property acquisition.

**MOTION:** To close the executive session for the purpose of discussing property acquisition.  

At 8:42pm, Chair Castro called for a motion to enter into executive session to discuss personnel. Director Hanton was invited to stay for the discussion regarding personnel.

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

Those in attendance were: Nate Brown, Ben Castro, Cathy Kahlow, Aaron Newman, Carrie Westberg, Brian Hanton.

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

At 8:56pm, Chair Castro called for a motion to close executive session for the purpose of discussing personnel and adjourn the meeting.

**MOTION:** To close the executive session for the purpose of discussing personnel.  


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Minutes prepared by Justine Kadziel

Clerk/Board Member Approval: [Signature]

Snyderville Basin Special Recreation District
Board Meeting August 16, 2018