
Absent: Gary Resnick

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

Attending Guests: None

CALL TO ORDER AND PUBLIC INPUT
The meeting of March 14, 2018 was called to order by Chair Castro at 6:01pm.

There was no public input at this time.

Chair Castro closed public input at 6:02pm.

Kottler arrived at 6:02pm.

OATH OF OFFICE FOR NEW BOARD MEMBERS
Chair Castro introduced new Board member Carrie Westberg and asked that she share a bit about herself. Chair Castro and new Board member Carrie Westberg took the oath of office. “I do solemnly swear that I will support, obey and defend the Constitution of the United States and the Constitution of this State, and that I will discharge the duties of my office with fidelity.”

CONSENT AGENDA
1. REQUEST TO APPROVE MINUTES FROM 2/15/18
2. REQUEST TO APPROVE THE PRIOR MONTH’S EXPENDITURES
   Newman asked about the purchase of an electric bike. Liegert answered that it is an electric mountain bike.
Newman asked about the six new master keys that were purchased and Strader explained that those are additional keys for The Fieldhouse. Newman mentioned that he was pleased about the avalanche signs that were purchased for Rob’s Trail and Toll Canyon.

3. REQUEST TO APPROVE OPEN SPACE STEWARDSHIP TECHNICIAN JOB DESCRIPTION
To approve the job description as presented in the Board packet.

O’Brien told the Board that this is a brand-new position. This position will reside in the Trails department but will report to Jess Kirby. There is the chance that this position could be structured as an internship.

Brown asked about the term “technician.” O’Brien said she was not tied to the label. Suhadolc explained that when staff reviewed other open space job descriptions the term technician was frequently used in that field. Kahlow asked for what season this position would be required and O’Brien said summer.


DISCUSSION AND POSSIBLE APPROVAL OF DISTRICT TRAIL DESIGN STANDARDS
Radke shared that the Trail Design Standards have not been updated since 2006 and that this document serves (1) to implement policies consistent with the Snyderville Basin General Plan regarding community trail development; (2) to provide Summit County Planning Staff, Snyderville Basin Planning Commission, and Summit County Council guidance regarding the District’s Trails Master Plan; and (3) to provide the development community an understanding of the design requirements for community trails.

The District continues to expand the community trail system and foresees significant trail development in the future. Staff believes that the Community Wide Trail Design Standards needed updating to reflect some of the recent changes in the trail industry and to provide guidance for the development of future trails in the community consistent with current practices.

Kottler said it looked great. Radke said that Alta Design was the consultant hired and that it had a lot of experience in this type of work. Kottler asked how different this was from the previous version and Radke answered drastically. Radke explained that some design elements have been adjusted such as the suggestion of a 12-foot-wide paved trail as opposed to a 10-foot-wide paved trail, to allow for the increase of e-bike usage. Radke gave the example that the District has 4-foot-wide soft surface trails that were not mentioned before and have now been added to the document. Bike park and directional trails were not included before and now have been added. This document is referred to in the General Plan and the Trails and Recreation Master Plan which the County uses often.
Castro asked if other organizations will pattern off the work staff has done with this document due to it being so thorough. Radke answered that he has seen much thicker design standards, but it was important to him to allow for some flexibility.

Kahlow asked if Park City has a design standard and Radke said that it does, and that Park City staff is currently revising its standard as well. Radke sent them a copy of the District’s updated document.

Castro asked how often staff will revisit this document. Radke felt like it should be revisited every couple of years whether changes need to be made or not. Staff has the document in an editable version so that it can rework, and update as needed.

Castro asked if staff would use Alta Design again as a consultant as trail standards change. Radke said that there are not industry standards but rather just best practices. Radke said that the District’s urban trails are guided by the American Association of State Highway and Transportation Officials (AASHTO) and even those are somewhat vague. The International Mountain Bike Association (IMBA) is also referred to in the document. These are great resources to use while adapting to our specific community needs. District staff attends trail conferences to stay up to date on these standards.

Newman stated that he would have loved to see more ADA and adaptive recreation references. Radke commented that there are some guidelines coming out on natural surface trails for accessibility.

Newman mentioned that he attended the County Council retreat and that this came up in an over-arching 20/30 planning on what the community should look like in terms of bike trails, accessibility, etc. Newman was wondering if it would be possible to wait to approve this document until it could be reviewed by Pat Putt, Summit County Community Development Director. Both Radke and Hanton were fine with this.

Kottler asked where this design standard fits into the District’s overall policies. O’Brien said that it will inform the revised Trails Master Plan that staff is embarking on with Alta Design. In terms of District policies, O’Brien did not feel that it would be necessary to include.

Kahlow added that the document could be part of the Operations and Maintenance Standards. Radke stated that there is a document for maintenance guidelines and he has recently started to revisit that and make more readable.

Newman felt that any developer that gives the District its land would have to follow this document. He is curious to know how this fits into the development code. Kottler followed up with the question of how binding the document would be. Kahlow added that usually standards are more legally binding while guidelines are less binding. She said that for trail design, staff would want standards and for maintenance, staff would want guidelines. Radke agreed and said that it was his approach. Kottler felt like it might be good to speak with Dave Thomas about this.
Castro asked if it should be County code and go before the Planning Commission and County Council for approval. Newman felt like it would be a good question for Pat Putt.

**DISCUSSION AND POSSIBLE APPROVAL OF THE FUTURE IS NOW COMMUNITY ART PROJECT FOR THE REDSTONE TUNNEL**

O’Brien informed the Board that District staff was approached by the Summit County Public Art Advisory Board and the Park City Summit County Arts Council to develop a project to engage local young people in the creation of an interactive street art mural in the tunnel under Highway 224 (the “Redstone Tunnel”).

A $9,000 RAP Cultural Grant was received to cover the project, with an additional $1,000 grant received by the Sunrise Rotary Club. A Request for Proposals was jointly issued with eleven proposals received. After review by all parties, three finalists were selected, and reference checks were completed.

The group decided that the art and process of engagement of Bisco Smith was most in line with the vision of the project. Bisco Smith is based out of New York and uses words and music to connect with youth.

Newman asked about the lighting in the tunnel and staff commented that the lighting may need to be improved for this project.


Brown asked if there would be strict control over the project and J. Kadziel answered that there would be. Westberg asked how the youth would be chosen. O’Brien said the art groups have been getting the word out to schools and groups.

**QUESTIONS ON DEPARTMENT UPDATES**

Hanton asked each manager to give a brief synopsis of their department and what they do for the District to help familiarize Westberg.

Newman asked if staff has considered Bocce ball at Matt Knoop Park and Liegert said that the space is available, and staff would investigate it.

Suhadolc responded to an item raised by Resnick at the last Board meeting regarding Neogov, the District’s onboarding portal. With Westberg joining the Board, staff wanted all pertinent information to be within the online portal. Brandreth will be sending out an activation email to all Board members.
Brown asked about the debt service transfer. Suhadole responded that it is not negative but positive in that the District will now have more funds in its General Fund which is less restrictive than the money being in the Debt Service fund.

Newman asked if anything is happening with the engineers for the PRI Open Space and Highway 224 project. Radke said that he has met with the U.S. Army Corp of Engineers to come up with a better plan. Newman asked if that was why the trail couldn’t be connected to the boardwalk and Radke said no that it was for a different reason.

Castro noticed that mailers were sent out on the Millennium Trail/Cooper Lane project and asked if there has been any feedback. Radke said that staff heard back from three homeowners and has met with one homeowner who was concerned about the trees being removed and expressed a preference to not have the trail plowed in the winter.

Castro inquired if there were any angry patrons about the Black Diamond Gymnastics event. Strader said that there were a few parking issues but nothing major.

**UPDATES FROM DISTRICT COMMITTEES**

The Trails Committee met and reviewed the 2017 capital trail projects and the Trail Design Standards that were discussed earlier in the meeting.

The Personnel Committee did not meet.

The Open Space Committee has not met but will meet towards the end of the month when Kahlow returns. The next meeting for BOSAC will be in April.

The District Director Liaison Committee met with Hanton to discuss the progress of his 2018 goals.

There was no Recreation Committee meeting.

**DIRECTOR COMMENTS**

Eight staff attended the annual Utah Recreation Park Association (URPA) conference in Provo. This conference provides great educational and networking opportunities for staff.

Name tags will be created and distributed to all Board members to be worn at District functions and events.

Logan Mossey is the District’s newest staff member. Additionally, a staff member from the Parks team moved over to the Trails Department and staff will be interviewing for the vacant Parks position.

After this month, Board meetings will move from Wednesday evenings to Thursday evenings.
Harton informed the Board that staff met with North and South Summit School Districts and Recreation Departments looking at collaboration on a potential regional recreation area. This would include sharing of information. There will be more meetings in the future and Hanton will share further discussions with the Board. Kahlow asked what specifically is being looked at. Hanton explained that in the past, North and South Summit were together and that the County split the entities because of the difference in demographics. The meeting was very preliminary and more will be discussed in the future. Hanton shared that South Summit and North Summit are very different and that South Summit Recreation is set up through the School District and its taxing processes changed to no longer allow taxing for recreation separately but only now through the School District. North Summit Recreation does not have a funding source other than the revenues received from programs.

**BOARD MEMBER QUESTIONS AND COMMENTS**
Kahlow asked about the Board Retreat and Hanton said that a date has not yet been determined.

At 7:15pm, Chair Castro called for a motion to adjourn the meeting.


**MOTIONS**

Minutes prepared by Justine Kadziel

Clerk/Board Member Approval:  

Snyderville Basin Special Recreation District  
Board Meeting March 14, 2018