**Snyderville Basin Special Recreation District**
**Board Meeting Minutes**
**Thursday, May 17, 2018**
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. Aaron Newman joined the meeting telephonically.

**Absent:** Carrie Westberg. Aaron Newman absent at 6:59pm.

**Staff Present:** Stacy Carpenter, Brian Hanton, Brian Kadziel, Ben Liegert, Melissa O’Brien, Bob Radke, Matt Strader, Megan Suhadole

**Staff Absent:** None.

**Attending Guests:** Jamie Bracken, Summit County Attorney, arrived at 6:09pm. Derek Radke, Summit County Engineer, arrived at 6:47pm. *See attached Board Meeting 05/17/2018 Sign-in Sheet.

**CALL TO ORDER AND PUBLIC INPUT**
The meeting of May 17, 2018 was called to order by Chair Castro at 6:01pm.

There was discussion of converting two existing tennis courts, at Willow Creek Park, into dedicated pickleball courts, which would create eight (8) pickleball courts and serve thirty-two (32) pickleball players at one time. Resnick suggested that the District initiate an out of cycle study concerning the impact costs of pickleball courts. Chair Castro thanked the pickleball group for their public input and said the District would take their suggestions under advisement.

There were concerns brought before the District and Board by Summit County citizens regarding one of the artificial turf product options selected for the Fieldhouse artificial turf replacement project. A letter was provided to the District staff and Board for review from The Crumb Patrol, which expressed their concerns for the crumb rubber infill product. Chair Castro stated he appreciated their input and said the District would take their suggestions under advisement.

Senja Maholland conveyed her concerns to the Board regarding the impact of the Cooper Lane Millennium Trail to her property and her adjacent neighbor’s property. Chair Castro thanked Maholland for her input.
Melissa Richardson spoke with the Board about the possibility of allowing electric bikes on District trails. Richardson asked if the District would be open to a pilot program to see how the public and community would react. Chair Castro reported that the District has had some discussions concerning the eBikes and will continue to do so as the District finds out what the public wants, also taking into consideration safety concerns of eBikes. Chair Castro thanked Richardson for her public input.

Chair Castro closed public input at 6:41pm.

**2017 ANNUAL FINANCIAL REPORT PRESENTED BY GREG OGDEN, CPA**

Greg Ogden distributed the Basic Financial Statements and Required Supplementary Information with Independent Auditor’s Reports for the year ending December 31, 2017 to the Board members.

Ogden reported the District is in great shape financially and things are going well. Ogden stated he did not find any findings for the second year in a row, which is quite unusual. Ogden asked if the Board had any questions concerning the audit, the audit process, finances or budgeting requirements.

Ogden referred the Board to page 33 and 34, section 3-D Long-term liabilities of the auditor’s report. Ogden reported that one of the biggest factors that occurred at the end of 2017, was the refinancing of the 2011 general obligation bonds. Ogden reported the effects of this reduced the total debt service payments over the next 13 years by $1,835,771, which resulted in an economic gain of $1,572,729. Ogden commended the District for being aware of the possibility to refinance at a much lower rate and improve the District’s finances so dramatically.

Resnick asked Ogden what his thoughts were on the District going for a bond in a few years. Ogden replied the District has plenty of room to do more bonding and is under the allowed capacity.

Ogden stated he appreciated the work that Stacy, Megan and Brian do for the District.

Lastly, Ogden reminded the Board that every year each Board member is required to take the Open & Public Meeting training, and every time a person is elected into a new position or starts a new term the elected official is also required to take the special district training within one year of commencement. The Board chairperson is responsible for each Board member receiving the training, and both trainings can be found online. The County Attorney also holds open and public meeting training for Board members annually.

**MOTION:** To approve the Snyderville Basin Special Recreation District’s, a Component Unit of Summit County, Utah, Basic Financial Statements and Required Supplementary Information with Independent Auditor’s Reports Year Ended December 31, 2017. [Kahlow/Resnick] All in favor: Nate Brown, Ben Castro, Cathy Kahlow, David Kottler, Gary Resnick. Absent: Aaron Newman, Carrie Westberg. None opposed. Motion carries.
DISCUSSION WITH SUMMIT COUNTY STAFF ON POTENTIAL USE OF BOND FUNDS FOR OFF GRADE TRAIL CONNECTIONS AT THE JEREMY RANCH/PINEBROOK INTERCHANGE

Derrick Radke, Summit County Engineer, informed the Board of some highlights on a couple of projects that the County has going on that have some significant history. Derrick Radke reported the County has been working on the Jeremy Ranch/Pinebrook Interchange Intersection project since 2006. Derrick Radke stated the County has $1.9 million of UDOT money granted by the legislature and then another million dollars from Small Urban money, which is from a federal grant and the remaining monies are scheduled to come out of the Summit County’s transportation impact fees and transportation sales tax monies. A few years ago, Summit County worked with Bob Radke and the District to create an off grade raised sidewalk along the road under the interstate connecting the trails along Kilby Road and Rasmussen Road, which was funded in part by a Safe Sidewalk grant by UDOT. A pedestrian passage group became involved in requesting an off-grade connection between Pinebrook and Jeremy Ranch Elementary. The existing connection ties in at Pinebrook Boulevard and Kilby Road but it currently has regular pedestrian crosswalks. Currently, it is designed to have a crossing at the roundabout under Kilby Rd. The County has designed underpasses for the on-ramp and off-ramp for this project, which cuts over and joins the raised sidewalk. Those two crossings are estimated to cost about $600,000 to $750,000 to complete. The District will be contributing $200,000 to these structures.

The pedestrian passage group has asked for three (3) other crossings: Pinebrook Boulevard, Homestead and Kilby Road. The highest priority is the passage to Kilby Road as there will be more traffic on Kilby Road than Pinebrook Boulevard or Homestead. This crossing is the one that the County Manager has asked Derrick Radke to discuss with the Board about possibly funding. The current estimate for this project is approximately 1.5 million, which includes a contingency. Derrick Radke also mentioned that he would prefer to build the underpass under Kilby Rd as a Summit County project separate from the interchange project. Derrick believes he can save money for this underpass by doing it as a separate project. Chair Castro asked Derrick Radke how quickly the project will be moving forward. Derrick Radke reported he wanted the tunnel to be completed by this summer with the road construction portion completed in 2019. Resnick indicated there is a little symmetry with the Highway 224 pedestrian crossing. How would one parameterize it to make a prioritization between the two because the Highway 224 crossing has been in play for a long time and the District receives feedback almost twice a year? How would one justify spending recreation dollars for this versus the Highway 224 pedestrian crossing? Is there data that suggests how many pedestrians there are or is it because there is a school involved in both places. Derrick Radke stated it is similar but the County Council had concerns with the 224 crossing for several reasons, such as visual impact, the tunnel and the significant cost of the tunnel and the project has an un-determined timeline at this point.

Derrick Radke reported the Summit County Park-n-Ride project will start next month, mid-June. There are about 450 spaces in the project. The County spoke to the school district about creating an underpass (from the Park-n-Ride to EHMS under Kilby Rd.), which will cost approximately $600,000 for the project. The main reason is it needs to meet ADA requirements for ramps and stairways. After this project has been completed, Kilby Road will not be jam packed with cars parked on the side of the road as the Park-n-Ride can be used for Ecker events.
Derrick Radke added that Tom Fisher suggested the Board and County Council meet in the very near future to discuss these projects. Kahlow asked what is the recreational component that the District is being asked to pay for in connection with the Park-n-Ride project. Derrick Radke reported it is the culvert box, which will cost approximately $600,000, which will allow for a pedestrian connection to additional parking for sporting events at the Ecker Hill fields. Chair Castro asked how quickly will the Park-n-Ride be going in? Bracken reported the project will start in June 2018. Director Hanton reported that he will get together with Tom Fisher to schedule a meeting with the District Board and Summit County Council to discuss the projects.

CONSENT AGENDA

1. REQUEST TO APPROVE MINUTES FROM 4/26/18
   Kahlow requested that the following verbiage be added to the April 26th minutes, which can be found on page 3, Updates from District Committees section, paragraph 3: “pending the response from the County concerning the District’s management of open space”.

2. REQUEST TO APPROVE THE PRIOR MONTH’S EXPENDITURES.

3. REQUEST TO ADOPT RESOLUTION AUTHORIZING INDIVIDUALS TO MAKE CHANGES TO PTIF ACCOUNTS.
   To adopt Resolution 2018-01, designating Brian Hanton and Megan Suhadole as the District’s authorized individuals to make changes to the District’s PTIF accounts.

4. REQUEST TO APPROVE AWARD OF THE 2018 CRACK SEAL AND SEAL COAT PROJECT.
   To award the 2018 Crack Seal and Seal Coat project to Advanced Payment and authorize the District Director to execute the necessary documents related to the project.

Kottler had one question concerning the procurement policy. He wanted to ensure that the District was compliant with the procurement policy, as the policy requires at least two competitive quotes when service is between $5,000 and $50,000. O’Brien reported that if the award is under $50,000 then the District is compliant with the policy. However, if all the bids were over $50,000 then the District would be required to go out to bid again.

MOTION: To approve the four-point Consent Agenda subject to the recommended changes to the April 26th minutes. [Resnick/Kottler] All in favor: Nate Brown, Ben Castro, Cathy Kahlow, David Kottler, Aaron Newman, Gary Resnick. Absent: Carrie Westberg. None opposed. Motion carries.

DISCUSSION AND POSSIBLE APPROVAL OF THE FIELDHOUSE ARTIFICIAL TURF REPLACEMENT PROJECT

Strader referred to the staff report concerning The Fieldhouse Turf Replacement. Strader reported there is a base bid and a bid alternate included in the report, along with the product information.

Chair Castro indicated that since the current turf is one year past the eight-year warranty, realistically how much life can the Fieldhouse anticipate with the existing turf. Strader reported
there are concerns of the turf failing in certain spots the longer the existing turf goes without being replaced. Resnick asked if the District waited six months to further research a better product, would there be safety or functionality issues with the current turf. Strader did not think there would be safety or functionality issues; however, Strader reported that the timing is good now since there are minimal programs that would be affected by the turf replacement installation. Kottler asked if the District could wait a year. Strader stated the turf is still playable and functional but is unsure of the safety. Resnick asked how long the bid price is good for the turf replacement. O’Brien reported the bid is good for 90 days. Resnick reported that he could use a little more time to read what is available. Kahlow stated that the EPA report will not be available for another month or so. O’Brien said her understanding of the study is that phase one will see what is in the turf, and then phase two is a sample of contact with the turf, and phase three is taking blood/urine samples to see if there is any relationship to the turf.

Chair Castro asked Strader if the Board decided to table the turf replacement, when would the next available window be to install the turf. Strader stated he would need to look at the schedule, but the District would probably need to rebid the project. Strader mentioned there is also concern of the price increasing if the project goes out for rebid again. Kottler asked if the District decides in a few months, after the EPA study comes out, to go with the more expensive infill product, what is involved in terms of the District’s budget. Suhadolc stated the District did not budget for the additional infill material expense, so it would entail a budget amendment and the Board would need to approve the use of reserves or cancel the project this year and include the project in next year’s budget.

Kottler asked if any of the other companies have different turf systems than Field Turf uses for the alternative. Strader said he thought they did, but he would need to research the other companies’ products. Kottler said he would be interested in hearing what consumers think about the variety of products, not just what the manufacturer or vendor have to say.

Chair Castro asked if the Board wanted to table the discussion until the next meeting. Resnick thought the Board was looking for more information to discuss at the next meeting. Kahlow reported it would not be to the detriment of the program since the turf could potentially last another year and as far as the District knows there is no safety implications to delaying the project. Resnick reported that 30 days would still give the District a potential green light on the current bid. Strader reported if the District waits to award the bid in June, then the June 24th window goes away. Brown asked how long it would take for the turf installation. Strader reported it would take a week and a half to two weeks for installation. Strader reported if the Board approved the award in June, the District would be looking at a July install date which would impact the Triple Crown event. Strader stated that the end of June and first part of July window worked best as it had less impact on scheduled programs. Strader added since the price is good for 90 days, he could go to Field Turf and let them know that the District is going to do more research before Board approves the award contract.

The Board decided to table the agenda item until further information has been received and reviewed by the Board.
REVIEW OF 1ST QUARTERT 2018 FINANCIAL REPORT

Suhadolc referred to the first quarter financial report that was included in the board packet. Suhadolc reported that it was a standard first quarter for the District. Suhadolc pointed out one item that appeared to be negative debt service revenue for the quarter, but explained it was the result of an adjustment to how the District allocates tax revenue between Debt Service and the General. The transfer of funds between the District’s two (2) accounts are correcting tax revenue received in 2015 and 2016.

Chair Castro inquired about the impacts fees since the fees were below average from the last four (4) years. Suhadolc explained that the collection of impact fees for this quarter is still at a decent rate. In the past few years, the District has had big projects come through and pay impact fees during the 1st quarter and that didn’t happen this year. This quarter is more of a typical quarter for impact fee collections.

QUESTIONS ON DEPARTMENT UPDATES

Aaron Newman absent at 6:59pm.

Resnick asked Radke how it was going with the Woodward property. Radke reported that he walked the Woodward property with its representatives to look at trail re-route options. Resnick indicated that in the last meeting minutes, it mentioned that there may not be a dog pond any more. Resnick asked if Radke could keep the Board informed of any changes. Radke reported that he did not know if Woodward has decided what they are going to do with the pond yet. Director Hanton stated that he would not expect the pond to be there anymore. Resnick said that will be a very big deal to the community since there is not a surplus of places to take dogs for water sports. Director Hanton indicated that he understands the concerns with the Gorgoza pond, but it will be a community education process that the dog pond was on private property the entire time. Director Hanton reported even if it is the District just thanking them for allowing it to be used by community members for so long and were fortunate to have the opportunity for as long as the community did. Kahlow agreed that it would be good on the District’s part to do a public acknowledgment/thank you because that shows that the District recognizes that this is an asset that is changing, and the District appreciates its allowed use for as long as it was allowed. Director Hanton added he would feel comfortable sending out a public acknowledgement.

Kahlow asked about the Toll Canyon Trail. Director Hanton reported that the District was fortunate enough to learn about a neighborhood petition and wanted to get in front of it. Director Hanton indicated that the petition covered several different avenues of process. Some questions discussed a destination trail, an interruption of their view corridor and not taking wildlife into consideration during trail alignment. Director Hanton reported that Radke has spent a lot of time with individual homeowners and rerouted the proposed trail to minimize the impact on homeowner’s property and wildlife impacts. Kahlow asked about the newest concern. Director Hanton indicated there was a Letter to the Editor comment in the paper last Saturday regarding the garlic mustard weed and the concerns about spreading. Director Hanton reported the District is responsible for maintaining Toll Canyon, so the District met with the County and State officials concerning the noxious weeds.
Radke reported that he asked Derrick Radke to stay to see if the Board had any questions concerning the Cooper Lane project. Kottler asked what the story is on the easement. Does the District have a trail easement? Derrick Radke stated that the District has a road right-of-way easement. Derrick Radke added that the property owners believe that their property line goes to the curb, but the County road right-of-way is from the center line and 30' feet each direction. Derrick Radke reported that the trail was redesigned and relocated to the west by 8' to minimize the impact on Senja Maholland’s property. There is only 2' beyond the curb and gutter that will impact Maholland’s yard. Director Hanton added that the District will also help repair irrigation sprinklers and may relocate or replace trees that may not make it, which is outside and above the scope of what the District is required to do for this type of project. O’Brien reported that Mike Kendall, Summit County Engineer, sent a thoughtful response to Senja Maholland, which laid out all the regulations. Resnick feels like the Board should also respond to Maholland.

Derrick Radke expressed his thanks and appreciation to the District and Board for working together on co-projects.

**UPDATES FROM DISTRICT COMMITTEES**

**Trails Committee:** Brown reported that the committee met about the Toll Canyon Project and eBikes. There was discussion concerning the eBikes and possibly looking at a survey to get more input and information on eBikes, as well as developing universal county wide guidelines, i.e. restrictions, approved trails, etc.

Open Space Committee: Kahlow reported that the Open Space Committee did not meet.

BOSAC Committee: Kahlow reported that BOSAC met earlier today and the committee is looking at developing questions to survey the community for the next bond. The committee is interesting in expanding their scope of what they can purchase with bond funds, to include areas that are non-recreational such as the Osguthorpe property. If there is a new bond authority, the BOSAC committee would like to have consideration of open space without a recreation component to be valid as an expenditure of open space money. O’Brien reported it would need to be a different funding mechanism that the County needs to come up with. Kahlow also reported that BOSAC will be scaling back meeting since they are running out of money.

Personnel Committee: Kottler reported that the Personnel Committee did not meet.

Audit Committee: The Audit Committee did not meet.

**DIRECTOR COMMENTS**

Director Hanton reported that next Thursday, May 24th, the Fieldhouse is holding a Community Appreciation open house. Its free all day to the community and each department will have a table setup to share what the District has already done and what the District will be doing in the future. The department managers plan to be at the open house from 5:00pm – 7:00pm for questions and comments. A survey will be available at the Fieldhouse for the community to complete at the Community Appreciation open house. Kottler asked if the survey will include bond appetite. Director Hanton added that the survey will include questions of supporting a bond and at what dollar value, as well as assessment for tax value.
Mountain Madness is a trails group that will be getting together on Wednesday and the District will have team there to discuss trails and open space.

The District will have a staff luncheon on May 31st at 11:30am and the Board is invited to attend.

The Tunnel Art project, by the old Whole Foods at Redstone, has been completed. Direct Hanton added that the artist really engaged with the kids and made them feel empowered.

**BOARD MEMBER QUESTIONS AND REVIEW OF ACTION ITEMS**

No comments from the Board.

At 8:29pm, Chair Castro called for a motion to adjourn the meeting of May 17, 2018.


**MOTIONS**

**MOTION:** To approve the Snyderville Basin Special Recreation District’s, a Component Unit of Summit County, Utah, Basic Financial Statements and Required Supplementary Information with Independent Auditor’s Reports Year Ended December 31, 2017. [Kahlow/Resnick] All in favor: Nate Brown, Ben Castro, Cathy Kahlow, David Kottler, Gary Resnick. Absent: Aaron Newman, Carrie Westberg. None opposed. Motion carries.

Minutes prepared by Stacy Carpenter

Clerk/Board Member Approval: [Signature]