Board Members in Attendance: Nate Brown, Ben Castro, Cathy Kahlow, David Kottler, Gary Resnick, Carrie Westberg. Aaron Newman participated by phone from 5:36pm until 7:00pm.

Absent: Aaron Newman absent until 5:36pm and absent at 7:00pm.

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

Attending Guests: Cheryl Fox, Summit Land Conservancy, Camilla Kragius, resident of Pinebrook; Fred Vallejo, resident of Park Meadows; Kathy Mears, resident of Highland Estates, Dave Foster, Alta Planning & Design.

CALL TO ORDER AND PUBLIC INPUT
The meeting of November 15, 2018 was called to order by Chair Castro at 5:04pm.

Cheryl Fox, Executive Director for Summit Land Conservancy, provided the Board with information pertaining to the Osguthorpe property and encouraged the Board to reconsider using some of the 2014 bond money for the purchase of the property.

Camilla Kragius indicated that she would like to see her tax dollars go towards the purchase of the Osguthorpe property.

Fred Vallejo said he would like to reiterate the importance of having the bond money involved in the purchase of the property and encouraged the Board to reconsider its decision.

Kathy Mears reported that she sat on BOSAC for 5 years and was involved in the last bond. She asked the Board if it would reconsider the use of bond money for the purchase of the Osguthorpe property.

Chair Castro thanked everyone for their comments and closed public input at 5:16pm.

CONSENT AGENDA
1. REQUEST TO APPROVE MINUTES FROM 10/11/2018

2. REQUEST TO APPROVE THE PRIOR MONTH’S EXPENDITURES

Suhadole informed the Board that the check to Utah Division of Water Rights has been voided and will not be reissued. After the Board packet went out, the District was offered a less expensive permit fee for the East Canyon stream alteration.


**PRESENTATION OF THE TRAILS MASTER PLAN AND TRAIL DESIGN STANDARDS**

Aaron Newman arrived via phone at 5:36 pm.

O’Brien introduced Dave Foster, a consultant from Alta Planning & Design. Foster has been involved in the District’s Trails Master Plan and Trails Design Standards, as well as the County’s Active Transportation Plan.

Dave Foster gave a PowerPoint presentation to the Board, which gave a high level overview of the District’s Trails Master Plan and the Trail Design Standards.

Chair Castro indicated that one of the things that Aaron Newman asked to bring to light was the adaptive element, which he is not seeing as one of the high points that should be considered. Foster thought that was a good point. Kahlow asked if Chair Castro was asking about accessibility when he was referring to adaptive. Chair Castro stated that not every trail is going to be adaptive or accessible, but the District needs to have that as one of the components. Kottler pointed out that under Goal 3, Objective 3A refers to adaptive bicycling and Objective 3B mentions trail experiences that are accessible and enjoyable by individuals of all ages and abilities from beginner to expert. Foster indicated that verbiage from Goal 3 could also be incorporated into Goal 1.

Kahlow stated that she did not hear anything that addressed motor or human-powered transportation and wondered if there is a policy. Liegert reported that it is on page 5 under Trail Functions, which states, “that trails may also serve non-motorized transportation needs where feasible and appropriate.” Kahlow thought it would be good to discuss the emphasis of human-powered transportation, or if the District has no intention of allowing motorized transportation, to address it in the master plan. Resnick reported that there have been three concerns that have come up over the past couple of years, (1) should the District bring in motorized, (2) compatible use for bike versus dog walking, and (3) potential distribution of exotic plant species due to trail location. It would seem logical that there would be some reference of those three (3) items in this document. Kahlow recommended that the District needs to be clear and specific with its vision. Foster indicated he would work on the verbiage to address these concerns. Kottler stated that it gets a bit tricky when making the distinction between motorized and human-powered since e-Bikes are statutorily not motor vehicles. Resnick recommended addressing these three issues under Goal 3.
During the presentation concerning the “Acquisition of Priority Open Space and Trail Corridors”, Resnick wondered whether the District’s mission is to acquire open space or is it to acquire open space for trails. Kahlow thought it was to acquire open space for recreation. Kottrler said that the bond language always talks about recreational open space, so just add “recreational” before open space to read as “Acquisition of Priority Recreational Open Space and Trail Corridors.”

Chair Castro asked if the District is keen on encouraging neighborhood trails to connect with SBSRD trails. Director Hanton stated that the District has set it up so that the neighborhood trail systems can tie into the District trails. Chair Castro responded as the District is developing this plan for the County, and how it is managed, will the District be asked to investigate the different trail systems to see if the trails are meeting the District trail standards? Director Hanton thought it was a good question to address in the community wide trail system. Kottrler recommended making it clearer in the language of the document.

Resnick referred to the four reasons given in Foster’s Power Point to update the Trails Master Plan and the first two do not provide enough detail to achieve the first two goals in the actual documents. The expectation for developers actually just refers to a couple of planning documents and the decision-making process for trails within the District is not there at all. So, Resnick agreed that those are two good reasons to update, but he did not see that they were addressed well in the document. O’Brien responded that the first goal was achieved through a combination of the two documents. Resnick recommended addressing it by adding a couple of paraphrases from each document. Resnick asked that Foster also address the Board approval process. Kahlow recommended addressing public input concerns. Kottrler hesitates to put that into a document as it may bind the District. Kotter indicated that the public has an opportunity to attend the District’s public input meetings to voice concerns. Liegert reported that on page 13 under Implementing the District Trail System through new development is where the District’s process is addressed. Resnick referred to the Capital Phasing paragraph and thought it would be more beneficial to lay out goals for capital project phasing as well as to be proactive with critical acquisitions.

Brown asked if the documents were time sensitive. O’Brien would like to have the documents approved by the first quarter of 2019. Brown suggested having the Trails Committee review in the next month and come back with comments at the next Board meeting.

REVIEW AND DISCUSSION OF PROPOSED CHANGES TO THE PERSONNEL, OPERATIONS, AND DISTRICT POLICIES

Board members were presented with the proposed changes to the Personnel, Operations and District Policies in their packets prior to the meeting.

O’Brien informed the Board that Dave Thomas has already reviewed the proposed changes to the Operational and District Policies and Procedures. O’Brien reported that she and Megan Suhadolc sat down with Jami Bracken and Brian Bellamy to review the District Personnel Policies. There were no concerns brought up at that time.
Chair Castro reported that he was personally fine with the recommended changes to the District Policies and Procedures. Kottler had a question concerning when the draft minutes must be circulated to the Board members. Kottler read the proposed changes to read, “as soon as possible after the completion of the minutes.” However, Kottler reported there is another section in the District Policies and Procedures that also discusses draft minutes and can be found in Chapter 4, Section V., Subsection E. This section reads, “A draft of written minutes will be distributed to the Board as soon as practicable following each Board meeting”. Kottler indicated that the language for both sections should parallel each other. O’Brien agreed and asked the Board if they agreed with the language in Chapter 4. Kottler reported that he agreed with the language in Chapter 4 and recommended changing the word to “practicable” in both sections. Newman referred to a section that was also on page 14, which discusses tape recording. Newman asked if that needed to be changed to digital recording. Suhadolc reported that she would review the code to see if it needed to be updated. Currently, the Board Meeting recordings are saved as a digital file on the District server.

Resnick stated that he had a question concerning Chapter 2, Section 4 on page 5, which reads, “The SBSRD Board shall annually assess the appropriateness and effectiveness of the Service District facilities, programs, activities and services as they relate to the needs of the District residents.” Resnick reported that this would be difficult and expensive to do since the Board would need to assess if the District is meeting the residents needs. Brown asked if it could be interpreted as the Board is assessing information based on the monthly feedback given by District staff. Suhadolc recommended striking annually from the section.

Chair Castro asked the Board to move to discuss the proposed changes to the District Personnel Policies.

Chair Castro reported that he had a question concerning Section 5, Subsection F, which reads, “that vacancies for merit positions only would be opened up internally first.” O’Brien clarified that the District would not open a part-time position internally first. Suhadolc explained that a part-time position would be like a soccer official. Chair Castro stated that it is confusing, and he is trying to understand a merit position. O’Brien reported that the County requested that the District use “merit” as opposed to “full-time” throughout the policies where appropriate.

Kottler said he had a comment concerning Section 4. Subsection B, which concerns job descriptions. Kottler stated that he thought that for some jobs the consideration of the full Board was a good idea. O’Brien asked if he was comfortable with just having full-time job descriptions brought before the Board. Chair Castro inquired as to what is the scope of the Personnel Committee. Chair Castro feels that the Personnel Committee’s roles and responsibilities should be redefined. Suhadolc read the description of the Personnel Committee’s responsibilities from the District’s Personnel Policies, which reads, “Standing committee established by policy to participate in the maintenance of quality personnel management problem solving and decision making processes related to selection, job classification, grievance review, and policy revisions.” Suhadolc asked if the Board would like the District to add that full-time positions to go to the Personnel Committee for review. Kottler said if the Personnel Committee meets on a quarterly basis, and a job description needs to be reviewed before the next meeting, it can cause delays. Suhadolc reported that Brian Bellamy emails the job description to the County’s Personnel...
Committee for its review and approval. Resnick commented that he is confused with the process since his understanding was the Board should not be involved in the personnel management of staff. Kahlow thought it was more in the context to assist the District Director with issues at hand. It is not about making decisions, it is about working with the Director. Chair Castro reported that it is more of an advisory position. Kottler recommended that the District change the language to read full-time positions would go to the Personnel Committee.

Chair Castro asked for clarification concerning Section 9, Subsection F.5, which allows an employee to carry unused vacation leave over to the next anniversary year to a maximum of 100 hours. Chair Castro asked if the County has the same policy. O’Brien reported the County does have the same policy, but the District just wanted to clarify that it is an anniversary year not a calendar year.

Chair Castro asked for clarification concerning Section 10, Subsection A.6. Suhadolc explained that when a District employee attends a conference or training, the District pays the employee a daily per diem rate for meals. The District is requesting that the reimbursement for meals is submitted to payroll at least two weeks before the trip occurs. Suhadolc reported the District calculates per diem based on the in-state and out-of-state rates provided by the IRS.

Chair Castro asked for clarification concerning the Definitions listed on the staff report for the 2019 Proposed Policy Changes. It reads, “A definition of Immediate Family was added for purposes of using sick time. The definition of Salary Increase was changed slightly to account for differences in the District’s salary structure.” Chair Castro said his concern is that if you are on FMLA, and are taking care of a sick parent, technically you have to use your sick leave first before you can tap into short term disability. Suhadolc reported that if an employee does qualify for FMLA, the District does allow an employee to use their sick leave. This proposed change is to be more specific to the sick leave policy and when an employee can use sick hours that are non-FMLA related. O’Brien recommended adding “for the purpose of section” for clarification purposes.

Resnick asked if the District described the employee evaluation process in the policy. Suhadolc explained that the policy does not go into much detail, but it can be found in Section 7, Subsection K, page 4 under Performance Documentation, which reads, “Annual employee evaluations for all full-time and part-time employees shall be conducted by the department manager, supervisor, or District Director, in December of each year, and shall be used as the basis.” Suhadolc reported the policy is very general but is conducted every year in December.

Chair Castro asked the Board to move to discuss the proposed changes to the District Operational Policies. The Board did not have any questions or comments concerning the operational policies.
DISCUSSION AND POSSIBLE APPROVAL OF FIELDHOUSE JOB DESCRIPTION

Strader reported that the District is looking to fill some of the roles left by Helaine O’Keefe but does not see a need to replace the Assistant Manager position, but rather have the position focus more on the front desk and customer service. Strader reported the new job description has been sent to Brian Bellamy for his review and approval.

Resnick asked how the revised job description will affect the overall structure of the Fieldhouse. Strader reported that, with the proposed changes, the fitness coordinator, recreation coordinator, and aquatics coordinator will report directly to him. Strader does not feel these latest changes will significantly impact his position as the Fieldhouse & Facilities Manager.

Resnick would like to have the Personnel Committee look into it holistically, not just the job description, but how the change(s) in a job description affects the other job descriptions that report up and down the organizational structure. Kottler replied that those job descriptions will be brought before the Board at a later date.


REVIEW OF TENTATIVE BUDGETS AS ADOPTED BY THE GOVERNING BODY

Suhadoc reported there were a few changes to the budget based on last week’s budget presentation with County Council. There was a slight increase in the O & M budget after discussions concerning the replacement position for the Fieldhouse Assistant Manager. The District could see that there would be some savings for staffing. So instead of allocating the extra savings to expense accounts, $19,500 was plugged in as a rollover to the Capital Replacement fund in the 2019 budget. The General Fund changed overall by $8,400 from the October 2018 Board Meeting and what the County Council saw at last week’s presentation. There were also changes to the Capital budget, which consisted of moving the $500,000 contribution from the 2018 budget to the 2019 budget. Overall, the District budget presentation went very smoothly with the County Council.

Suhadoc informed the Board that Wednesday, December 5th is the District’s public hearing and the County Council will also adopt the budget the same night. The meeting will be held at the Richins Building and will begin after 6:00pm since a public hearing cannot start before that time.

REVIEW OF 3RD QUARTER 2018 FINANCIAL REPORT

Suhadoc touched on a few areas of the 3rd quarter financial report, which was included in the Board packet.

Suhadoc reported the report is based on the adopted 2018 budget and not the proposed amended budget. The District is heading on the right track and will be within budget (using adopted or proposed amended). Overall, there are no concerns about where the District is in terms of actuals to budget.
Suhadolc informed the Board that the District’s property tax revenue, for both General and Debt Service funds, is higher for this quarter than in previous years. This is due to the County Treasurer distributing pre-paid taxes a month earlier than usual. As a result, the District received approximately $400,000 in property taxes a month earlier than last year.

Chair Castro asked if the County Treasurer anticipates continuing this path going forward. Suhadolc reported the County Treasurer is going to try, but it is a busy time of year.

Kahlow inquired about the Operation & Maintenance expenses. Kahlow asked where the open space maintenance was included in the budget. Suhadolc reported that is it included in the Trails budget; however, she is in the process of creating open space’s own departmental budget. Kahlow asked if Suhadolc could include open space revenues and expenses in the quarterly financial reports update to the Board. Suhadolc reported she would make a separate line for the Open Space Department in 2019.

Chair Castro asked what the District anticipates going forward with the increasing cost of expenses for open space since the District continues to acquire more open space and it is a lot to manage. O’Brien reported the District has a rough per acre cost to extrapolate the management of open space. The 2019 budget has been increased by an additional $25,000 for open space maintenance.

**QUESTIONS ON DEPARTMENT UPDATES**

Suhadolc added to the department update that she met with Darrell Childs, Olympus Insurance, regarding the District’s renewal for auto/property/liability insurance. Suhadolc reported that the insurance renewal is over $50,000 and will require Board approval at next month’s Board Meeting. However, the Board needs to consider increasing the District’s liability maximum. Currently, the District has up to a $10,000,000 coverage. Suhadolc reported that Childs discussed the District adding an additional $5,000,000 to the liability coverage, which equates to a cost increase of approximately $8,000. Chair Castro asked for cost comparison numbers to discuss at the December 2018 Board meeting. In addition, there are two other options the District could add to the policy, which are: terrorism and privacy network liability coverage. Suhadolc reported that she will have the requested insurance information to discuss at the next Board meeting.

Chair Castro asked how the pass sales were going at the Fieldhouse. Strader reported the sales were going well.

Brown had a question concerning the marketing analytics with the website. Brown asked if there was any way for the District to track the program signups through KPCW and the Park Record. B. Kadziel reported that there has been discussion of tracking signups through DASH next year. DASH has the capabilities of adding specific promo codes that can be tied to different programs through advertisements, i.e. KPCW, Park Record.

**UPDATES FROM DISTRICT COMMITTEES**

Aaron Newman absent at 7:00pm

**STANDING COMMITTEES:**
District Director Liaison & Annual Review Committee (Chair Gary Resnick, Aaron Newman): Resnick will be updating the Board during the executive meeting.

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): will schedule a meeting in the next couple of weeks.

Open Space Committee (Chair Cathy Kahlow, David Kottler): did not meet.

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: Kahlow reported the BOSAC Committee met two weeks ago. During the meeting, there was discussion of property updates and a review of the open space criteria. The next BOSAC meeting is scheduled for Tuesday, November 27, 2018.

ESTABLISHMENT OF NOMINATING COMMITTEE FOR 2019 OFFICERS

Chair Castro 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 Castro proposed that the nomination committee be: Nate Brown, Ben Castro, and Cathy Kahlow.


DISCUSSION AND POSSIBLE APPROVAL OF THE 2019 ADMINISTRATIVE CONTROL BOARD MEETING SCHEDULE

Board members received the tentative Administrative Control Board meeting schedule in their Board packets prior to the meeting. Chair Castro requested that the Board meetings scheduled in the 1st quarter be switched to Wednesday evenings. Resnick requested that the Board meetings are scheduled during the first week of the month regardless of the day. Chair Castro recommended having the 1st Board meeting of January occur on Wednesday, January 16th and the subsequent meetings scheduled during the first week of the month. The Board decided to table the discussion and approval of the 2019 Administrative Control Board Meeting Schedule until the next Board meeting in December 2018.

DIRECTOR COMMENTS

Director Hanton reported that the Toll Canyon Trail is complete and looks great! The official opening will be scheduled once the snow has melted, possibly in June.

Director Hanton stated that the Gorgeza Trail, that is being rerouted for the Woodward Development, should be completed by next week.

Director Hanton reported that the Open Meeting training can be found on the Summit County website and the training is approximately 30 minutes long. The Board needs to complete this
before the end of the year. The District will take a roll of who completed the training at the Board meeting in the December 2018.

Director Hanton invited the Board to attend the District Christmas Party at Jupiter Bowl on Friday, December 7, 2018 from 3:00pm – 5:00pm.

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

Chair Castro commented that he would like to discuss a proposal that concerned Board members that are also serving as a Board officer. Currently, these positions are intended for a 1 year cycle. Chair Castro recommended extending the officer positions to a 2-year term, which would add continuity to the positions. Chair Castro asked the Board to think about the proposal and then add it to the December 2018 Board agenda for discussion and possible approval. Kottler did not think the policy needed to be updated, as Board member(s) in the past have held an officer position for more than a one-year term.

**CLOSED SESSION: PROPERTY ACQUISITION**

At 7:28pm, staff was dismissed, and Chair Castro called for a motion at 7:35pm 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, David Kottler, Gary Resnick, Carrie Westberg, Brian Hanton, Melissa O’Brien.

**MOTION:** To enter into executive session for the purpose of discussing property acquisition. [Kottler/Kahlow] All in favor: Nate Brown, Ben Castro, Cathy Kahlow, David Kottler, Gary Resnick, Carrie Westberg. None Opposed. Absent: Aaron Newman. Motion carries.

At 8:15pm, 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. [Kahlow/Brown] All in favor: Nate Brown, Ben Castro, Cathy Kahlow, David Kottler, Gary Resnick, Carrie Westberg. None Opposed. Absent: Aaron Newman. Motion carries.

At 8:16pm, Chair Castro called for a motion to enter into executive session to discuss personnel.

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

Those in attendance were: Nate Brown, Ben Castro, Cathy Kahlow, David Kottler, Gary Resnick, Carrie Westberg,

At 9:25pm, Chair Castro called for a motion to close executive session for the purpose of discussing personnel and adjourn the meeting.


**MOTIONS:**


**MOTION:** To approve the nominating committee for 2019 District officers to include: Nate Brown, Ben Castro, and Cathy Kahlow. [Resnick/Kottler] All in favor: Nate Brown, Ben Castro, Cathy Kahlow, David Kottler, Gary Resnick, Carrie Westberg. None Opposed. Absent: Aaron Newman. Motion carries.

Minutes prepared by Stacy Carpenter

Clerk/Board Member Approval: 

Snyderville Basin Special Recreation District
Board Meeting November 15, 2018