Snyderville Basin Special Recreation District
Board Meeting Minutes
Thursday, September 13, 2018
Board Room - Trailside Park
5715 Trailside Drive
Park City, Utah

Board Members in Attendance: Nate Brown, Ben Castro, David Kottler, Aaron Newman, Carrie Westberg arrived at 6:05pm, Cathy Kahlow attended telephonically.

Absent: Gary Resnick

Staff Present: Sue Ann Brandreth, Brian Hanton, Brian Kadziel, Ben Liegert, Melissa O’Brien, Bob Radke, Matt Strader, Megan Suhadole

Attending Guests: Amanda Angevine, Park City Ice Arena

CALL TO ORDER AND PUBLIC INPUT
The meeting of September 13, 2018 was called to order by Chair Castro at 6:03pm.

There was no public in attendance at this time.

Chair Castro closed public input at 6:04pm.

*At this time Chair Castro moved to the discussion and possible approval of the Discovery property design and engineering contract.

ANNUAL REVIEW OF THE INTERLOCAL COOPERATIVE AGREEMENT FOR REGIONAL ICE FACILITY WITH PARK CITY MUNICIPAL
Amanda Angevine provided information to the Board for review prior to the meeting. Angevine updated the Board on projects that have been completed in the last fiscal year, which ended June 30, and upcoming projects for the new fiscal year. Both entities currently contribute $50,000 per year for maintenance, but in some years, the use of contributors’ funds might vary. The ice facility is approximately 12 years old with a higher occupancy and usage than originally anticipated. Scheduled items frequently move from year to year based on need. If money isn’t spent, it rolls into the available balance for the next fiscal year. FF&E on the spreadsheet is typically for bigger, one-time projects. Angevine explained that the rubber flooring needs to be glued down to prevent moisture from seeping underneath and causing other problems, but the bid came in high at $100,000. There is $20,000 in the upcoming year’s schedule to allow for replacement of trouble areas instead of the whole floor, keeping in mind the floor will probably...
need replacing in the next few years. Examples were presented of the projects that the City paid
for outside of the shared contributions using what it calls “revolving funds” and the Quinn’s
complex funds. Additionally, the City covers any unanticipated expenditures.

Castro pointed out that the District’s portion of the anticipated expenditures is $86,600 for 2019
vs $43,462 for 2018. Angevine replied that each year’s expenses vary as some pieces of
equipment don’t need to be replaced every year. With better news, Angevine mentioned that the
much-needed repair of the mezzanine is finally underway.

Castro asked if there was an update on the new ice facility at Black Rock. Angevine informed the
Board that the footings will be poured on October 10 for the first two sheets of ice, one indoor
and one outdoor sheet. The second indoor sheet will be built next year after the first sheet is
completed. The hotel is set to open in April with ice available in September. The management
plan has yet to be determined.

CONSENT AGENDA

1. REQUEST TO APPROVE MINUTES FROM 8/16/18
2. REQUEST TO APPROVE THE PRIOR MONTH’S EXPENDITURES

MOTION: To approve the two-point Consent Agenda. [Newman/Westburg] All in favor: Nate
Brown, Ben Castro, Cathy Kahlow, Aaron Newman, Carrie Westberg. None Opposed. Abstain:
David Kottler, as to the minutes. Absent: Gary Resnick. Motion carries.

DISCUSSION AND POSSIBLE APPROVAL OF DISCOVERY PROPERTY DESIGN
AND ENGINEERING CONTRACT

Board members received a staff report from Bob Radke prior to the meeting. Staff is seeking
Board approval to enter into a contract with Bowen Collins & Associates to perform the design
and engineering services for the District’s new properties at the Discovery Ridge Project.

County approvals were finalized on Discovery Ridge this summer and the District was deeded
two parcels: a one-acre parcel which will be developed into a major trailhead, and a 41.91-acre
parcel which would be used as recreational open space and placed under a conservation
easement.

The Discovery Ridge Project has begun building infrastructure, roads and utilities for homes.
Upon completion of the infrastructure, the design and engineering work can begin and be
completed this winter allowing bid documents to be ready for the construction season in 2019.

The trailhead will provide access to area trails, including Summit Park. The design will be for at
least 25 cars, a restroom, and a small green space beneath two Spruce trees that are required to be
preserved. Included in the project is the completion of the baseline study for the open space
parcel.

The District’s procurement policy requires that at least two engineering firms from the Pre-
Qualified Professional Services List be reviewed. Firms reviewed for the project were Landmark
Design and Bowen Collins & Associates. Bowen Collins & Associates was selected because of

Snyderville Basin Special Recreation District
Board Meeting September 13, 2018
the quality work performed on the Park City Community Church segment of the Millennium Trail and because the required services for this project can be provided. The proposal submitted by Bowen Collins & Associates is at a cost of $55,272.00. The approved budget for the project is $500,000. The remaining $444,728.00 will be used for construction related costs.

MOTION: To award the contract to provide the design and engineering work for the Discovery Ridge Project to Bowen Collins & Associates not to exceed $55,272.00 and to authorize the District Director to execute the necessary documents relating to the contract. [Brown/Newman]


Carrie Westburg arrived at 6:05pm.

*At this time Chair Castro moved to the annual review of the Interlocal Cooperative Agreement for Regional Ice Facility with Park City Municipal.

REVIEW OF PRELIMINARY 2019 BUDGETS

Board members received the preliminary 2019 budget for review from Megan Suhadolc in their board packets prior to the meeting. Suhadolc said that this is the first draft of the 2019 budget. The proposed tentative budget will be presented at the October Board meeting with the amended 2018 budget. Expenses are expected to go down in payroll and benefits accounts in the amended O&M budget. Before transferring funds to the Capital fund, the year-end balance for 2018 is estimated to be 95% of the allowed amount. The amended Capital budget for 2018 shows a transfer from the General Fund in the amount of $600,000, which would bring the fund balance down to 77% of allowed. The $600,000 is not reflected in this version of the amended O&M budget.

Revenue in the 2019 O&M budget is expected to go up about 5.7% and expenditures are expected to increase by approximately 5.4%. $90,000 of miscellaneous revenue reflects the use of General fund balance to offset the one-time strategic planning consulting expenses expected in 2019. Castro asked why the $90,000 is listed as miscellaneous income and not a prepaid expenditure. Suhadolc said that the miscellaneous revenue is like a place holder and it offsets the future expense listed below. The auditor has instructed the District to account for it that way. If the fund balance is not used as revenue, we would have to either increase revenue or cut expenses by about $73,000. The presented budget generates an excess of approximately $16,000, which will be allocated to various accounts in the tentative budget for items that aren’t finalized yet such as liability insurance.

Other changes affecting the budget were discussed by Suhadolc. Medical insurance is budgeted for a 5% increase and COLA and merit at a combined 6%. The budget also assumes one new full-time employee in Trails. Position shifting within departments, along with changes to staff sizes, causes increases and decreases within the budget. Overall, the increase to staff is the equivalent of 0.3 of a full-time employee. This budget also assumes the ice arena contribution stays at $50,000.
Brown stated that the youth basketball expense budget has almost doubled. Kadziel explained that the revenue collected from partnership programs, like Jump Stop, is split and when we pay the partner its share, it is now reflected as an expense.

Within the Capital funds 2018 amended budget, the District is amending down $18 million worth of projects. Most of that comes from postponing projects and open space acquisitions funded by bonds. Additionally, this budget reflects a $600,000 transfer from General to the Capital fund. The transfer amount is up for discussion.

Suhadolc went over the 2019 Capital expenditures and what funds will be used. The total proposed capital expense budget is $19.6 million. $750,000 from parks impact fees has been held for a potential property acquisition the past few years. Staff felt it would be best to not specifically mark these funds for an acquisition and make it available for other projects that may present themselves sooner. Silver Creek Village planning has been pushed to 2019. The District wants to wait until the District’s strategic action planning is complete before planning Silver Creek Village. There will be approximately $1,370,000 left over from the trail bonds after the Kilby Road underpasses. There is a $50,000 line item for Wayfinding which is a subway style sign program for directional purposes. The District would partner with Park City Municipal and the County for this. There is grant potential for this project. The District might contribute labor which could lower the monetary amount.

Suhadolc then reviewed fund balance scenarios with the Board. One item that needs to be determined is if any money from fund balance will be contributed to the Ice Arena.

At this time a discussion concerning the request from Amanda Angevine for a $30,000 increase of the annual contribution to the Ice Arena took place. Hanton stated that the previous contribution to the District from the County of $35,000 annually has ceased and the County is now charging the District for legal and human resource services. Hanton suggested one option would be to keep the original agreement with the Ice Arena and continue contributing $50,000 a year. An alternative option would be to contribute the normal $50,000 and possibly a one-time $50,000 contribution from the fund balance. In addition to the loss of County revenue and added County expenses, the Board should consider the funds required for upcoming District replacement needs when making a decision. Suhadolc stated that if the extra $30,000 was added to the annual contribution, then the District would have to cut $30,000 from another area of the budget. A decision on the amount that will be contributed would help with finalizing the budget. Once an amount is placed in the budget, then the agreement would come to the Board for approval. Castro pointed out that if the annual contribution remained at $50,000, the District would be in a better position to contribute if there was a pop-up expenditure. It was suggested that the amount should remain at $50,000 and to also see what the adjusted amount would be with inflation. All options will be reviewed and a decision will be made before the budget is final.

Suhadolc finished up with an explanation of the Impact Fee and Debt Services budgets.

**QUESTIONS ON DEPARTMENT UPDATES**

Snyderville Basin Special Recreation District
Board Meeting September 13, 2018
Board members received Department updates from Staff in their Board packets prior to the meeting. There were no questions at this time.

Kadziel gave an update on the Swing for Sports golf tournament. There are currently 20 teams registered. Many prizes have been donated and proceeds will go into the scholarship fund. In the past, the tournament has raised approximately $8,000, which will aid around 100 children in taking part in our camps and programs.

Castro asked about fall soccer and if there is a cap number. Kadziel said that normally there are around 800 kids that sign up and if needed the number could go to 850.

Castro asked about the Willow Bend trail. O'Brien and Radke explained that Utah Open Lands had requested that an easement for the Willow Bend trail to distinguish it from other social trails. The District is working with the Willow Bend HOA for more public access.

Radke said that the Toll Canyon project will start on Monday.

Brown asked about the drainage parking project at Rob’s Trail. Radke said that the District has been working with the neighborhood on this to alleviate the spring runoff.

The growing popularity of flag football was discussed.

**UPDATES FROM DISTRICT COMMITTEES**

**STANDING COMMITTEES:**

- **District Director Liaison & Annual Review Committee** (Chair Gary Resnick, Aaron Newman): Hanton will cover the discussions in the Director Comments.
- **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): Did not meet
- **Open Space Committee** (Chair Cathy Kahlow, David Kottler): Did not meet

**AD HOC COMMITTEES:**

- **Recreation Committee** (Chair Nate Brown, Aaron Newman): The committee met and discussed pickleball and behavior issues, the committee is looking at reviewing policies for recreation programs. Kadziel said that the pickleball community might have issues with contributing more money to the Ice Arena.
- **Capital Investment Committee** (Chair Gary Resnick, Cathy Kahlow): Did not meet.

**BOSAC COMMITTEE:** There will be a meeting in two weeks.

**DIRECTOR COMMENTS**

Hanton stated that the Facility Demand Study has been put on hold until the community wide survey is completed. The survey results will provide information to compile a more complete Facility Demand Study report.
Hanton said that the District Policies will be going to Council at the beginning of 2019. This is the time to look at the policies and request any changes. Revised policies will be presented to the Council in January. O’Brien asked the Board to review Chapters 8 – 10 of the District’s Policies and Procedures. Castro suggested that the discussion of such be placed on next meeting’s agenda. O’Brien said that would be good, leaving time for the changes to be made.

The Toll Canyon Trail is beginning on Monday. Radke will need to reflag. The traffic situation should improve at the completion of this project.

The Summit County Arts Council has a walk this Saturday on McLeod Creek Trail. Information can be found on its website www.pcsarts.org.

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

Kahlow asked if there had been any meetings with County Council discussing the open space expectations. Castro replied that there would be a meeting set up with Council. The tentative dates were September 20 or 27.

Kottler asked if there were any ideas to reduce the likelihood of being run off the trails by mountain bikers. This seems to be happening more frequently. Liegert said that the District could add more signs, but, whether they will be read is the question. Radke mentioned that the hope is that the Discovery Trailhead will alleviate some of the traffic in Summit Park. The addition of approximately six more miles of directional trails and hiking-only trails will help. Liegert will investigate adding trail etiquette signs along with more signage altogether.

Brown mentioned the success of the Shred-n-BBQ. Liegert stated that about 200 people showed up and it was definitely a success.

**CLOSED SESSION: PROPERTY ACQUISITION**

At 8:09pm, staff was dismissed, and Chair Castro called for a motion to enter into executive session to discuss property acquisition. Director Hanton was 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.


At 8:38pm, 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 8:30pm, Chair Castro called for a motion to adjourn the meeting.

MOTION: To adjourn the meeting of September 13, 2018. [Westburg/Kottler] All in favor:

MOTION: To award the contract to provide the design and engineering work for the Discovery Ridge Project to Bowen Collins & Associates not to exceed $55,272.00 and to authorize the District Director to execute the necessary documents relating to the contract. [Brown/Newman] All in favor: Nate Brown, Ben Castro, Cathy Kahlow, David Kottler, Aaron Newman, Carrie Westburg. Absent: Gary Resnick. None opposed. Motion carries.

Minutes prepared by Sue Ann Brandreth

Clerk/Board Member Approval: [Signature]