Snyderville Basin Special Recreation District
Board Meeting Minutes
Thursday, August 15, 2019
Board Room - Trailside Park
5715 Trailside Drive
Park City, Utah

Board Members in Attendance: Nate Brown, Ben Castro, Brandi Connolly, Cathy Kahlow, David Kottler arrived at 6:02pm, Aaron Newman arrived 6:12pm.

Absent: Aaron Newman absent until 6:12pm, Carrie Westberg.

Staff Present: Stacy Carpenter, Director Brian Hanton, Brian Kadziel, Jessica Kirby, Ben Liegert, Melissa O'Brien, Matt Strader, Megan Suhadolc

Attending Guests: Barrett Petty, Pinebrook.

CALL TO ORDER AND PUBLIC INPUT
The meeting of August 15, 2019 was called to order by Chair Castro at 6:00pm.

Barrett Petty explained to the Board that he is currently working on his Eagle Scout project and was wondering if the District would be interested in donating $500 to purchase a plaque for the old Rasmussen ski lift. Chair Castro asked Petty how soon he was looking to install the plaques. Petty reported that it takes eight weeks for the plaques to arrive and he would be placing the plaques in October 2019. Director Hanton reported that the District has a sign policy and a budget that will need to be reviewed before a decision will be made.

Chair Castro closed public input at 6:04pm.

OATH OF OFFICE FOR NEW BOARD MEMBER
Chair Castro administered the oath of office for Brandi Connolly, “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.” Chair Castro welcomed Brandi Connolly as the District’s newest board member.

CONSENT AGENDA
Since a quorum did not exist to approve the minutes from the 07/31/2019 Board retreat, Chair Castro tabled the consent agenda until Aaron Newman arrived later in the Board meeting.

1. REQUEST TO APPROVE MINUTES FROM 07/11/19 AND 07/31/2019.
2. REQUEST TO APPROVE THE PRIOR MONTH’S EXPENDITURES. Newman asked about the Park Ambassadors program and how it was doing. Liegert reported that Angie Greenburg oversees the program and the District has 4-6 volunteers. Overall it seems to be going well.

Kahlow had a question concerning the Utah Avalanche expenditure. Suhadole reported that it was a damage deposit refund from a soccer tournament.

3. REQUEST TO APPROVE CONTRACT FOR FLOORING REPLACEMENT AT THE FIELDHOUSE.
To award the contract to Wall to Wall in the amount of $21,465.00 for the flooring projects at The Fieldhouse and allow the District Director to execute the contract.

Kottler asked when the new yoga floor will be installed. Strader reported that if this item is approved by the Board, the installation should happen in September and should take approximately a week to complete.


REVIEW OF OPEN SPACE MANAGEMENT GUIDELINES
O’Brien reported that she and Jessica Kirby, Open Space Management Supervisor, started this process two years ago in an effort to be proactive. The Open Space Management Manual is intended to be a working document that could be referenced for open space management parameters, formats, weed, and fencing guidelines, etc.

Kahlow reported that part of what the District wants to do is to use this information when talking with the Summit County Council about its expectations and the basis of relative roles in open space management.

Kirby reported that, at this point, it is a working document with pockets that still need to be inserted as there are different types of habitat that are not complete.

O’Brien stated that this document will also be useful for trails projects as it incorporates the District’s trail design standards and Trails Master Plan that can also be handed to project contractors and then everyone is operating on the same information and rules.

Kahlow reported that the purpose of this review is to encourage the Board and staff to share their questions or comments before the District goes before County Council.

Chair Castro commended staff and the Open Space Committee that worked on these open space management guidelines.
Kottler indicated that he is not aware of any other manual of this type and so the existence of this manual makes the District somewhat of a local expert on open space management. He also agrees that this will also help Council to define the District’s role in terms of open space management and he predicts that the role will grow after the County Council sees this document.

**REVIEW OF 2ND QUARTER FINANCIAL REPORT**

Suhadolc stated that the report was provided in the Board packet. Suhadolc indicated that there was nothing significant to report in this quarter and the District is where is it should be at this time of year. The District is on pace to meet and/or exceed revenues, and to be within budget for expenses at year end.

Suhadolc addressed Chair Castro’s two emailed questions concerning a $600,000 decrease in the general fund looking at this year versus last year and the impact fees associated with the Synergy Commons project. Suhadolc stated that the District’s new financial reporting method, Pelorus, reports the year-end balance as the prior year actuallys, while the current year actuallys only encompass the entered timeframe of January 1 through June 30. As a result, the 2018 2nd quarter financial report’s fund balance was $2,428,147, so when compared to this year’s fund balance there is actually a $32,000 increase from last year. Suhadolc reported that Synergy Commons paid its impact fee in February 2019, which was included in the 1st quarter financials. When the commercial impact fee was reported to the Board, it was reported as 1 unit project for all sixteen (16) lots.

The Board moved back to the consent agenda since Aaron Newman arrived at 6:12pm.

**TRUTH IN TAXATION AND 2020 BUDGET DISCUSSION**

Suhadolc reported that she took the information from the July 31 board retreat and put together scenarios 3 and 4. Suhadolc referred the Board to scenario 3: open space restoration was initially $686,500, but was reduced to $400,000 on scenario 3 and $536,500 on scenario 4. In addition, the off-site storage unit for the Fieldhouse and short term disability from administration was removed from both scenarios. An increase to the Ice Arena annual contribution of $50,000 was added to scenarios 3 and 4. Also, there was a slight increase to capital replacement and a line item was added for capital projects which would help reduce the cost of a future bond. Chair Castro asked if this list was a proposal of how the funds will be allocated if the truth in taxation goes forward. Suhadolc reported that this is the staff proposal; however, it can change based on the Board’s direction. Kottler inquired if the list will be used in the process of the truth in taxation public hearing. Suhadolc stated that the list will be more condensed and presented by department. Kottler recommended using the higher number for capital projects; however, he suggested using more examples in the explanation. Connolly inquired about the ice arena contribution. Kottler explained that review of the Ice Arena Joint Use Agreement with Park City Municipal occurs every three years and it was renewed last year. Kottler inquired if the truth in taxation is approved, will the District sign a new joint use agreement with the new contribution amount. Suhadolc reported that under the current agreement, it can be reviewed and/or revised at any time. Chair Castro reported that he would prefer to see that additional $30,000 put into capital replacement or capital projects. Brown asked if the additional funds could be used to increase staff wages since the cost of living is so high in this area. Kahlow reported that is a reality. Chair Castro suggested that it could be included in the narrative. Newman asked if the
District needs a recommendation for either scenario 3 or 4. Director Hanton responded that it would be helpful. Kottler recommended that the Board proceed with option 4. Newman concurred with Kottler. Suhadolc informed the Board the option 4 brings the District to the maximum revenue increase, so any additions will need to be adjusted within the annual costs. Newman recommended using comparisons from other resort areas, i.e. Vail Resort, Lake Tahoe Parks & Recreation, Whistler, etc. Kottler reported that in the rationale the District has grown enough that there is not a built up reserve to take care of what we currently have. Connolly asked if there is a logical connection between the rationale of taking care of a greatly increased inventory of amenities that staff are taking on additional responsibilities and should be compensated for it. Kottler indicated that if there is a real need to increase wages because in the challenge to attract enough employees is causing the District to be understaffed in a way that could be detrimental to the organization, increased wages need to be included the budget regardless. Chair Castro informed the Board that it needed to decide if it is going to recommend column 3 or column 4. The Board recommendation is to go forward with option 4. Kahlow recommended adding management to the item of open space restoration, so that it reads open space management and restoration. Lastly, Suhadolc referred the Board to the schedule to adopt budget with truth in taxation. Suhadolc reported that all blue highlighted dates indicate it is a District board meeting and the orange highlighted dates are County Council meetings.

**QUESTIONS ON DEPARTMENT UPDATES**

Kottler reported that he liked the wayfinding signs. Liegert stated that it was a great collaborative project with Summit County and Park City Municipal. Liegert indicated that there has been a lot of positive feedback. Chair Castro asked if the District has done a marketing campaign to highlight the project. Liegert reported that there are still some small items to finish up before the District will team up with the County and City to highlight the project. Hopefully by the end of September the project will be ready to be rolled out. Director Hanton reported that there will be some mention of the project in social media.

Newman asked how many attended the Spanish language Movie in the Park. Kadziel reported that there was one family that attended. This was the District’s first try at Elk Meadows, which is located by Ecker Hill. Kadziel indicated that usually the Spanish language movie is held at Aspen Villas. Brown suggesting sending information home with students that are attending summer school. Newman suggested using the lecture hall at the high school to host an indoor movie.

Kahlow had a question concerning the flooring in the yoga room. Kahlow inquired if any of the fitness instructors were asked what type of yoga flooring they would like to see installed at the Fieldhouse. Strader stated that he did ask for feedback from some fitness instructors and that he visited some Salt Lake City studios where some of the instructors also taught classes. It was at Club Hauer Studio that he got the idea for the specific yoga flooring that will be installed at the Fieldhouse.

Chair Castro reported that he noticed that the Parks team completed all requirements for UOSHA. Did the District do the same for the Fieldhouse and other facilities? Strader reported that the UOSHA requirements for the Fieldhouse and Trailside facilities have also been completed.
Brown asked Kadziel if the District lowered the age range for summer camps this year. Kadziel reported that the age was lowered to include six years old. Brown asked how that worked out. Kadziel reported that financially the District was ahead of what was budgeted; however, he did not think it was strictly from the District lowering the age group. Kadziel stated that there was an influx of camp participation this year. Connolly said that, as a parent, who has her children in summer camp, this year was amazing.

**UPDATES FROM DISTRICT COMMITTEES**

**STANDING COMMITTEES:**

**District Director Liaison & Annual Review Committee** (Chair Castro, Brandi Connolly, Aaron Newman): Met today and discussed the leadership seminar that Director Hanton attended this week.

**Personnel Committee** (Chair David Kottler, Aaron Newman): Did not meet however, the committee did review the human resource coordinator job description.

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

**Trails Committee** (Chair Nate Brown, Cathy Kahlow): Did not meet, but is scheduled to meet next week.

**Open Space Committee** (Chair Cathy Kahlow, David Kottler, Carrie Westberg): Did not meet.

**AD HOC COMMITTEES:**

**Recreation Committee** (Chair Nate Brown, Carrie Westberg): Did not meet.

**Capital Investment Committee** (David Kottler): Did not meet.

**BOSAC Committee** (Cathy Kahlow): Did not meet.

**DIRECTOR COMMENTS**

Director Hanton reported that the new Trailside playground is nearly complete. The contractor was installing the last shade structure this afternoon. Director Hanton reported that he would like to have a grand opening to introduce the new playground.

Director Hanton reported that County Council approved an access easement at Silver Creek Village.

Director Hanton stated that the Triangle property is still moving forward, and it should close by the end of this month. Also, the Gillmor property should close by the end of September.

Director Hanton reported that he and Ben Castro will be on KPCW.

Director Hanton indicated that the District is moving forward with interviewing for the Trails and Open Space Manager position. The District will be interviewing four candidates on Monday, August 19, 2019.

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

Chair Castro commended Director Hanton, Ben Liegert and Phares Gines for the way that they handled themselves in an intense situation that dealt with landowners, County Council, and the sheriffs department with Rob’s Trail. Director Hanton reported that Liegert and Gines have
really been the ones on the frontlines of this situation and have been the ones addressing the
concerns as they were voiced.

CLOSED SESSION: PERSONNEL

At 7:38pm, staff was dismissed, and 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, Brandi Connolly, Cathy Kahlow, David
Kottler, Aaron Newman, Brian Hanton.

MOTION: To enter into executive session for the purpose of discussing personnel.
Kahlow/Connolly] All in favor: Nate Brown, Ben Castro, Brandi Connolly, Cathy Kahlow,

At 7:56pm, 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.
Newman/Brown] All in favor: Nate Brown, Ben Castro, Brandi Connolly, Cathy Kahlow, David

MOTION: To adjourn the meeting of August 15, 2019. [Kahlow/Connolly] All in favor: Nate
Brown, Ben Castro, Brandi Connolly, Cathy Kahlow, David Kottler, Aaron Newman. None
Opposed. Absent: Carrie Westberg. Motion carries.

MOTIONS:

Minutes prepared by Stacy Carpenter.

Clerk/Board Member Approval: [Signature]