Board Members in Attendance: Nate Brown, Ben Castro, Brandi Connolly, Cathy Kahlow, David Kottler, Aaron Newman, Carrie Westberg

Absent: None

Staff Present: Director Brian Hanton, Brian Kadziel, Justine Kadziel, Ben Liegert, Melissa O’Brien, Megan Suhadolc.

Attending Guests: Brian Bellamy, Summit County Human Resources Director; Helen Strachan, Summit County Deputy County Attorney

CALL TO ORDER AND PUBLIC INPUT
The meeting of December 5, 2019 was called to order by Chair Castro at 6:05pm.

There was no public input.

Chair Castro closed public input at 6:05pm.

CONSENT AGENDA
1. REQUEST TO APPROVE MINUTES FROM 11/7/19
Kottler had a question about his abstention from the 11/7/19 Board minutes and after some discussion it was decided to make the correction.

2. REQUEST TO APPROVE THE PRIOR MONTH’S EXPENDITURES

3. APPROVE 2019 AUDIT ENGAGEMENT LETTER
   Staff Request: To enter into an agreement with Greg Ogden, CPA for the 2019 annual independent audit.

4. APPROVE USE OF IMPACT FEE ENTITLEMENTS FROM MOUNTAIN REGIONAL WATER FOR THE DISCOVERY TRAILHEAD PROJECT
   Staff Request: To approve the use of .075-acre feet of each of the following entitlements: water rights, water source capacity, water storage capacity, and distribution capacity towards the impact fee required to construct the Discovery trailhead facility.
MOTION: To approve the four-point Consent Agenda with the amended minutes.

DISCUSSION AND POSSIBLE APPROVAL OF REVISIONS TO THE PERSONNEL, OPERATIONS, AND DISTRICT POLICIES
Board members received a staff report from Brian Hanton, Megan Suhadolc, and Melissa O'Brien in their Board packets prior to the meeting.

O'Brien provided a synopsis of the Board recommendations to the changes made to the District Policies and Procedures, Personnel Policies, and Operational Policies discussed at the November Board meeting.

Suhadolc reminded the Board about the Policies and Procedures section EL-9 Asset Protection concerning the general fund balance. The recommended change is to reference state law. Greg Ogden, the District's CPA, did not have a recommendation regarding general fund balance minimums and shared that such does not need to be overly aggressive but enough to ensure that the District has enough to fund its operations. He did point out that the state has a minimum requirement of 5% of revenues so the District will need to have at least that much, which is low for the District. Dave Thomas thought it best to leave the policy as abiding by the state law and then internally to decide on the minimum comfortable to staff and Board. Hanton asked the Board if it had a recommendation on that minimum. Connolly asked what the District would need should something catastrophic happen. Suhadolc shared that District deductibles are low, and that after doing some research, found that recommendations included a minimum of two months of expenses, which would be approximately $1.1 million for the District. Cash flow analysis shows that the District would need to have $1.7 million to operate and Suhadolc believes going much less than that would not be wise. Suhadolc proposed that a dollar amount is not set, but rather use 25% of budgeted revenues for 2020, which comes to approximately $2 million. The District's general fund balance is currently at $3.2 million. Suhadolc asked if the Board wanted to establish a guideline for staff to work with or discuss at a later time. Board members were content with the current policy change regarding the District's general fund balance.

MOTION: To approve the changes to the Policies and Procedures, Personnel Policies, and Operational Policies and forward a positive recommendation for approval to the County Council.

DISCUSSION AND POSSIBLE APPROVAL OF RENEWAL OF THE DISTRICT'S LIABILITY, PROPERTY, AND AUTO INSURANCE POLICIES
Board members received a staff report from Megan Suhadolc in their Board packets prior to the meeting.
Suhadolc told the Board that the District’s current policy for liability, property, and auto insurance expires December 15, 2019 and is primarily with Argonaut. The District’s insurance agent, Olympus Insurance, invited other qualified underwriters to offer coverage terms. A total of five proposals were received, with the current carrier, Argonaut, proposing the lowest premium. Argonaut’s premium is a 7.2% increase from the 2018-19 policy. The higher premium was due to a review of the District’s exposures and adjustments were made to property values to establish minimum replacement costs. The District’s Olympus Insurance agent recommended staying with Argonaut for the 2019-2020 policy year because there is no justification to paying a higher premium with another carrier.

Newman asked if the District had added cyber liability insurance earlier in the year and Suhadolc answered it has been added. Kottler asked what the District’s total liability limit is and Suhadolc said that it is a total of $10 million.

**MOTION:** To accept the proposal for liability, property, and automobile insurance from Argonaut in the amount of $65,104 for the 2019-2020 policy year and to authorize the District Director to execute the necessary documents relating to the coverage. [Kottler/Newman] All in favor: Nate Brown, Ben Castro, Brandi Connolly, Cathy Kahlow, David Kottler, Aaron Newman, Carrie Westberg. None Opposed. Absent: None. Motion carries.

**NOMINATING COMMITTEE’S REPORT OF PROPOSED SLATE OF OFFICERS FOR 2020**

Kahlow reported that for 2020: Ben Castro was nominated as Board Chair, Nate Brown was nominated as Vice Chair, Carrie Westberg was nominated as Clerk, and Aaron Newman was nominated as Treasurer.

**MOTION:** To approve the nominations as follows: Ben Castro, Chair; Nate Brown, Vice Chair; Carrie Westberg, Clerk; and Aaron Newman, Treasurer. [Kottler/Connolly] All in favor: Nate Brown, Ben Castro, Brandi Connolly, Cathy Kahlow, David Kottler, Aaron Newman, Carrie Westberg. None Opposed. Absent: None. Motion carries.

**DISCUSSION AND APPROVAL OF THE 2020 ADMINISTRATIVE CONTROL BOARD MEETING SCHEDULE**

Board members received the tentative Administrative Control Board meeting schedule in their Board packets prior to the meeting.

**MOTION:** To approve the 2020 Administrative Control Board meeting schedule as proposed. [Kahlow/Westberg] All in favor: Nate Brown, Ben Castro, Brandi Connolly, Cathy Kahlow, David Kottler, Aaron Newman, Carrie Westberg. None Opposed. Absent: None. Motion carries.

**QUESTIONS ON DEPARTMENT UPDATES**

Board members received Department updates from staff in their Board packets prior to the meeting.
Castro mentioned Sue Ann Brandreth, District Administrative Coordinator, retiring soon and
Suhadolc said that people are applying for the position.

Castro spoke about the $23,000 increase from the November Pass Sale and how that speaks to
the popularity of The Fieldhouse.

Newman asked B. Kadziel about his 2019 goal of offering new alternative means of recreation
and how it appears that the partnership with The Kimball Art Center was a great success. B.
Kadziel said that the campers really enjoyed that portion of summer camp and that The Kimball
Art Center will be participating in the winter break week-long camps as well. He also mentioned
that they are looking into establishing a partnership with the Egyptian Theatre for 2020. Brown
asked if we pay them and B. Kadziel said that we cover their costs of supplies and staffing.

Connolly asked about the marketing piece of his goals and B. Kadziel said that his team did a lot
with the DASH discount codes. He felt that a $10 discount didn’t attract many people. The
KPCW/Park Record marketing wasn’t very successful but the digital marketing channels, such
as social media and email, did much better. Westberg asked if the District was listed within the
Chamber events and B. Kadziel said that it was listed.

Castro asked if staff would be grooming the trails for fat tire biking and Wagoner said that staff
tested the piece of equipment out today and will need some time getting used to.

**UPDATES FROM DISTRICT COMMITTEES**

**STANDING COMMITTEES:**

- **District Director Liaison & Annual Review Committee:** did not meet.
- **Personnel Committee:** did not meet.
- **Audit Review Committee:** did not meet.
- **Trails Committee:** Brown shared that there was a lot of discussion regarding Rob’s Trail.
  Topics included charging fees and enforcement of laws and regulations. Wagoner shared that he
  has met with the Sun Peak HOA Trails Committee and they are brainstorming strategies and
  have been receptive to some ideas. They are understanding that there may be the necessity to
  close the trail seasonally. Castro asked if staff is plowing now and Wagoner said staff is
  currently plowing but his hope is to sit down with the Trails Committee to discuss further.
- **Open Space Committee:** did not meet.

**AD HOC COMMITTEES:**

- **Recreation Committee:** did not meet.
- **Capital Investment Committee:** did not meet.

**BOSAC Committee:** Kahlow shared that BOSAC presented the results of the property ranking
exercise to County Council. She said that any of the properties that are currently on the list are
still possibilities. County Council seemed to accept the recommendations and shared that it plans
to meet with the land trusts to gauge interest in assisting in the acquisitions of some of those
properties. The future of BOSAC was raised but was not really addressed.
DIRECTOR COMMENTS

Director Hanton said that the District closed on the Amenti property two weeks ago. The District received a grant from the County’s transient room tax for $4 million to put towards the property’s purchase. There must be a recreational component in development on the property, such as trails or field space.

He shared that there has been continued discussion with the Sun Peak HOA Trails Committee, as Wagoner mentioned, regarding management of Rob’s Trail.

Hanton thanked Board members for attending the County Council meeting. Staff met with Roger Armstrong and Glenn Wright to recap the meeting and decide on the direction to pursue. As Board and Staff, the District needs to establish a direction to proceed regarding the tax increase. Staff will be appearing before County Council again for budget approval. Hanton feels that the proposed tax increase as recommended sets the District up for success in its future operations but he understands the sensitivity surrounding impacts to residents’ budgets. Staff has done an excellent job acquiring grants and will continue to do so. Hanton asked the Board if it was comfortable going forward with the proposal or if members had hesitations.

Kahlow asked what the feedback was from Armstrong and Wright. Hanton said that they both would be supportive with the District’s final decision. Kahlow shared that her impressions from Kim Carson was that she hoped staff would refine the District’s capital project list. Newman said that Carson shared with him that her biggest concern was making sure items on the capital list were actually needed sooner than later.

Kottler confirmed that the County Council-approved rate would be the maximum rate that the District can set, however, staff could choose to set a lower actual rate later on. Hanton said that was correct. Suhadole clarified that it is the revenue that is actually capped, not the rate. She said that it is the additional revenue that is truly getting approved at this time.

Newman felt that Council members wanted staff to do a better job at telling the District’s story as to why this is needed. He mentioned how poorly written the tax notice was and how the public reacted to that. He thought it would be beneficial to take the feedback from the meeting and start working on those policies now.

Connolly shared that after speaking with some parents today, they were shocked that it wasn’t easily approved. She expressed wanting to move forward with the proposed tax rate, while looking for alternative funding sources. She would like to see the District continue to plan for the future so that staff does not need to go back to the public and ask again.

Kottler mentioned the initial presentation and how that showed numbers other than .0006. He asked to be reminded why staff started there. Hanton didn’t recall the actual percentages but shared the understanding that this was not going to be an easy process, especially given the length of time the District has let pass since previously undertaking the process. He said that Council was supportive of necessary funding to be successful in District operations. Kahlow
recalled that, in the initial presentation, a lot of it had to do with trails and open space and that the Board was in agreement with that.

Castro shared that there was discussion with Council members concerning the open space acquisitions and making sure there is a way to manage that land.

Kahlow said she would rather see the District continue with the truth in taxation process because that will help with the operations and maintenance budget, where a bond would not.

Kottler clarified that, if approved now, the tax rate would not be set until June and taxpayers would not pay until November.

Castro asked Board members if there are any concerns with going forward with the 72%.

Newman said that, as long as the story is ironed out for next Wednesday, he is comfortable with proceeding. Kahlow said it would be important to address some of the concerns that staff heard from the previous meeting, such as enforcement and fees. Castro also felt that staff needed to continue to drive home the message of open space management. Kahlow mentioned that she enjoyed the presentation but there were a few areas within the charts that were difficult to read.

Suhadolc said she would make those necessary changes.

Suhadolc also said she would be amending COLA within the budget as requested by Council.

All board members were in favor of continuing with the proposed tax rate increase.

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

Castro asked who the contact would be to discuss alternative playground recess with Weilenmann and B. Kadziel said he could be the contact.

Brown thanked staff for their hard work.

Helen Strachan joined the meeting at 7:05pm.

Hanton asked Board members to make sure they have completed their open and public meeting training for 2019.

**CLOSED SESSION: PROPERTY ACQUISITION (10 MIN); PERSONNEL (30 MIN)**

At 7:12pm, staff was dismissed, and Chair Castro called for a motion to enter into executive session to discuss property acquisition. Director Hanton, Brian Kadziel, Ben Liegert, Melissa O’Brien, Matt Wagoner, Brian Bellamy, and Helen Strachan were present for the discussion regarding property acquisition.

The executive session to discuss property acquisition was recorded.
Those in attendance were: Nate Brown, Ben Castro, Brandi Connolly, Cathy Kahlow, David Kottler, Aaron Newman, Carrie Westberg, Brian Hanton, Brian Kadziel, Ben Liegert, Melissa O'Brien, Matt Wagoner, Brian Bellamy, Helen Strachan.

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

At 7:26pm, 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. [Newman/Kottler] All in favor: Nate Brown, Ben Castro, Brandi Connolly, Cathy Kahlow, David Kottler, Aaron Newman, Carrie Westberg. None Opposed. Absent: None. Motion carries.

At 7:26pm, 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, Brandi Connolly, Cathy Kahlow, David Kottler, Aaron Newman, Carrie Westberg, Brian Bellamy, Helen Strachan.

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

At 8:35pm, 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. [Kahlow/Connolly] All in favor: Nate Brown, Ben Castro, Brandi Connolly, Cathy Kahlow, David Kottler, Aaron Newman, Carrie Westberg. None Opposed. Absent: None. Motion carries.

**MOTION:** To adjourn the meeting of December 5, 2019. [Brown/Westberg] All in favor: Nate Brown, Ben Castro, Brandi Connolly, Cathy Kahlow, David Kottler, Aaron Newman, Carrie Westberg. None Opposed. Absent: None. Motion carries.

**MOTIONS:**

**MOTION:** To approve the changes to the Policies and Procedures, Personnel Policies and Operational Policies and forward a positive recommendation for approval to the County Council. [Connolly/Brown] All in favor: Nate Brown, Ben Castro, Brandi Connolly, Cathy Kahlow, David Kottler, Aaron Newman, Carrie Westberg. None Opposed. Absent: None. Motion carries.

Snyderville Basin Special Recreation District
Board Meeting December 5, 2019
MOTION: To accept the proposal for liability, property, and automobile insurance from Argonaut in the amount of $65,104 for the 2019-2020 policy year and to authorize the District Director to execute the necessary documents relating to the coverage. [Kottler/Newman] All in favor: Nate Brown, Ben Castro, Brandi Connolly, Cathy Kahlow, David Kottler, Aaron Newman, Carrie Westberg. None Opposed. Absent: None. Motion carries.

MOTION: To approve the nominations as follows: Ben Castro, Chair; Nate Brown, Vice Chair; Carrie Westberg, Clerk; and Aaron Newman, Treasurer. [Kottler/Connolly] All in favor: Nate Brown, Ben Castro, Brandi Connolly, Cathy Kahlow, David Kottler, Aaron Newman, Carrie Westberg. None Opposed. Absent: None. Motion carries.

MOTION: To approve the 2020 Administrative Control Board meeting schedule as proposed. [Kahlow/Westberg] All in favor: Nate Brown, Ben Castro, Brandi Connolly, Cathy Kahlow, David Kottler, Aaron Newman, Carrie Westberg. None Opposed. Absent: None. Motion carries.

Minutes prepared by Justine Kadziel

Clerk/Board Member Approval: ______