
Absent: David Kottler, Carrie Westberg

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

Attending Guests: Jami Brackin, Summit County Deputy Attorney

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

There was no public input.

Chair Castro closed public input at 6:00pm.

CONSENT AGENDA
1. REQUEST TO APPROVE MINUTES FROM 1/16/19
2. REQUEST TO APPROVE THE PRIOR MONTH’S EXPENDITURES

Resnick stated that after reading the January minutes, he is still unsure of the relationship with the County for legal services. He believes it is a simple question as to whether the County can commit the District to procurement without District consent. He shared that he is okay either way but would like to know the answer for the future. Director Hanton shared that he would reach out to Tom Fisher and report back with an answer.

Newman asked about the fraudulent DAS charges and Suhadolc explained that occasional fraudulent charges are made by hackers on staff credit cards. This only happens a few times a year.

DISCUSSION AND POSSIBLE APPROVAL OF THE TRAILS MASTER PLAN AND TRAIL DESIGN STANDARDS

Board members received a staff report from Brian Hanton, Ben Liegert, and Melissa O’Brien, as well as a copy of the Trails Master Plan and Trail Design Standards, in their Board packets prior to the meeting. The District updated the outdated Trails Master Plan and reviewed and amended the Trail Design Standards presented to the Board. Both documents are intended to be used for future trail planning. These documents were discussed at the November 2018 Board meeting. Based on Board input, the following changes were made to the Trails Master Plan:

1. A paragraph was added establishing the link between the Trails Master Plan and Trail Design Standards; specifically explaining that the Trails Master Plan provides high level guidance on the system development and that specific expectations of developers can be found in the Snyderville Code and Trail Design Standards.

2. Language was added to clarify that the open space was “recreational” open space.

3. Language was added to emphasize the importance of working with community partners.

4. A bit more detail was added in the capital phasing section to stress the balance between planning our critical acquisitions and being nimble when unplanned opportunities arise.

5. In general, where appropriate, mention was made of (a) motorized v. non-motorized recreation, (b) the environmental sustainability of trails, and (c) addressing user conflicts.

Staff has been instructed by the County Attorney’s office to bring both of these documents to the County Council for approval as the District’s Governing Body.

Newman made comments and suggestions about adaptive language in the documents that would be made by Liegert and O’Brien. O’Brien asked him to provide the suggested language in an email to staff.

Resnick felt that the documents had a nice balance of readability, context and aesthetics.

Discussion about adding the definition of sustainability ensued and Resnick felt that this is an in-depth topic and would be better suited for discussion at the Board retreat.

Castro asked when these documents would be reviewed again and Director Hanton said that typically the Master Plans are reviewed every five years. Liegert shared that as trends change adjustments will be made. O’Brien added that the exhibit map would be changed on an annual basis.

DISCUSSION AND POSSIBLE OF PURCHASE OF SKID STEERS

Board members received a staff report from Ben Liegert in their Board packets prior to the meeting. Staff is interested in purchasing two skid steer tractors to add to the District’s fleet. The first, an AVS-40, would serve to take on the heavy lifting from an aging AVS-30 that has suffered from a variety of mechanical problems over the years, thus keeping it out of operation for portions of the season. Staff intends to utilize the AVS-30 as a “back-up” or secondary option, should the AVS-40 be purchased. The second proposed purchase, an AVS-60, would serve as an additional machine to open safe routes and Matt Knoop field during the winter season, as well as serve as an additional trail machine during the summer.

Castro congratulated staff on getting fully funded with the RAP grant.

MOTION: To approve the purchase of an AVS-60 with RAP grant funds for $57,500 and to approve the purchase of an AVS-40 with capital replacement funds for $35,500.


REVIEW OF 4TH QUARTER 2018 FINANCIAL REPORT

Board members received a staff report from Megan Suhadolc, as well as the 4th Quarter Financial Report, in their Board packets prior to the meeting.

Suhadolc shared that the District ended the year within budget, with an excess of about $90,000 in its General Fund. The fund balance is higher than what staff was aiming for but still within the allowed amount at 90%.

There was a drop from last year in impact fee revenue, but staff is hopeful it will rebound soon. She shared that staff, in discussions with the County building department, came across a few overlooked commercial projects that were allowed to proceed in construction without having paid impact fees. Castro asked when those issues would be cleaned up and Suhadolc said they are hoping by March 1. On March 1, the fees due will increase. The base impact fee is not increasing but the credits given by District bonds are decreasing, which will mean applicants will get less of a credit and owe the District more.

The District’s Capital expenses came in at approximately $150,000 under budget for the year. This was due to some of the year’s projects ending under budget, including the Trailside lower parking lot project, and some trail replacement projects. There was also some excess from Open Space bond funds due to staff not spending as much on its baseline study.

Castro mentioned that the District is at 94% for revenue. Suhadolc said that percentage is a little deceiving because that takes into account the $450,000 that was using a fund balance. Property taxes, Fieldhouse revenue, and Recreation revenue all came in on budget.

Resnick said that he always uses a +/-10% as a screening tool and saw that Parks came in at 14% below budget and was wondering if there is something that should be considered for next year. Liegert responded that it was in labor and that staffing was a problem. Director Hanton shared
that the change this year of allowing seasonal staff to work for 40 hours a week without the medical benefit requirement should help staff in its hiring. Castro asked about recruiting people from the resorts after the winter and Liegert said they do that already. Liegert is really hoping for some return employees. Director Hanton shared that Suhadolc is doing work to make sure the District is staying competitive with payrates and looking for added incentives for those employees.

DISCUSSION OF THE DISTRICT’S MISSION AND VISION STATEMENTS

Board members received a staff report from Brian Hanton in their Board packets prior to the meeting. Director Hanton stated that in March 2018, the Management team began the process of examining the organization and evaluating how it functioned in the community. The District’s current mission statement was a topic of discussion. Staff is hoping to have Board discussion to help establish the definitions of mission and vision statements.

Castro asked if Director Hanton would share his thoughts and he said he likes it short and simple, like “enhance life” or “connect the community through recreation.”

Resnick said that he would love to see staff come up with a simple architecture, such as “what we do,” “how we do it,” and “why we do it.” Newman disagreed with Resnick and felt that approach was more old school. He encouraged Board and Staff to listen to Simon Sinek’s Golden Circle Ted Talk about the “why” being the most important part of an organizations mission statement.

Board encouraged Staff to pick an architecture that works for the organization and then move forward. Once that is decided, the real work will come from filling it in. Newman suggested reaching out to Maddy Shear with the Park City Community Foundation. Resnick shared that the sustainability component will be very important for him.

QUESTIONS ON DEPARTMENT UPDATES

Newman thanked staff for paving the trails for the Silver Ski and Winter Sports Extravaganza event. Castro added that the event was a lot of fun.

Newman asked Strader if he had any concerns with pickleball at The Fieldhouse and Strader shared that he did not.

Brown shared that he received feedback from a patron about wanting to know who the fitness instructors are before showing up to class. Strader said they have a solution for this and will work with Necia.

Castro asked about the pool hours changing. Strader said this was due to a lifeguard shortage. Fieldhouse staff is taking a two-day course for shallow water training, as well as offering it to the public. Hanton said that staff is looking into some different management practices now that this is the second winter of the pool being opened. Issues such as the cold weather and fog in the mornings for visibility will be reviewed by the team. Brown asked if everything was melting off
of the deck and Strader responded that it has been great this winter. Castro made the suggestion
of potentially only having the pool be open from 12pm to 5pm to avoid some of these concerns.
Strader said those hours wouldn’t currently work due to the lack of lifeguard staffing. Castro
asked about the Masters Swim program and Strader said that they are hoping to bring it back for
the spring.

Brown inquired about the community survey with Y2 Analytics and O’Brien said that staff met
last week for the kick-off meeting, in which the consultant asked District staff to pull a bunch of
information and bring back suggestions. The City is involved in this survey. There will be a
second meeting and March is the timeframe for when it will go out to the public. O’Brien said
PC MARC staff, Ice Arena staff and trails staff will be involved in the process. Brown was
curious if timing of the survey will make a difference. O’Brien said that the Y2 Analytics staff
did suggest the possibility of conducting a smaller survey during a different season. Brown asked
if there had been any communication with the Park City School District. O’Brien said that
besides including the School District facilities, there isn’t any involvement. Hanton added that
from discussion he has had with PCSD, its focus appears to be strictly educational at the
moment.

Resnick asked if questions in the survey are more existential or within the lines of how many
pickleball courts are wanted. He is curious to know if there is anyway to get a higher-level input
from the public in the survey. O’Brien shared that when working with the consultants, she felt
comfortable with how their team is helping District staff to craft questions to get the most
valuable information out of the respondents. She shared that they did include questions such as
"why do you love open space." Resnick asked if the Board will have a database coming from the
public to review at the Board retreat to help guide discussion. O’Brien responded that staff may
not have much meaningful data from the public for a late March Board retreat. Castro asked
about the progress from the Zions Facility Demand Study and O’Brien said that Zions staff took
the first crack at the study and that now that staff has some numbers and levels of service, it
would be helpful to know more about what the community wants. Board discussion followed
about potentially pushing the Board retreat date back in order to have some of this information.

Castro made the suggestion to the Board to change April and May Board meetings to be on a
Wednesday instead of Thursday. Board was in agreement about changing to Wednesday, April 3
and Wednesday, May 1.

UPDATES FROM DISTRICT COMMITTEES

STANDING COMMITTEES:

District Director Liaison & Annual Review Committee (Chair Gary Resnick, Aaron
Newman): Resnick shared that he and Castro met with Director Hanton and one item that was
discussed was the level of granularity regarding his year-end review. Resnick got the impression
that it would be fine to do in open session which has some advantages, one being the ability to
give Director Hanton the ability to comment on what is said and allow the Board Chair to control
the conversation. Resnick believes this would be valuable, not only to Director Hanton, but also
to the staff and entire Board. Another topic of discussion was the personnel issue taking place at
The Fieldhouse which will be discussed in more detail in closed session. Completion of Director

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Hanton’s 2019 performance evaluation plan was reviewed, and Resnick feels that, in the future it should be completed in January due to the importance of the department heads formulating their annual goals with Director Hanton’s goals taken into account. He did not feel that there was a good weave of those for 2019 and is looking for that to take place in future years. Resnick was under the impression that Director Hanton was going to send his latest version of goals to Board members prior to the meeting. Director Hanton responded that he had them with him and that there hasn’t been much change from the last iteration. Castro said that, based off the District Director Liaison meeting, he feels comfortable moving forward with Director Hanton’s goals. Resnick added that this would be a dynamic document and will change as necessary. All Board members were in agreement to move forward with Director Hanton’s goals as proposed. Another topic discussed was the request for Director Hanton to include task levels within each goal to illustrate how each goal would be achieved, which is especially important so that department heads understand their level of involvement. Director Hanton came forward with sub tasks, showing timing and needed resources, specifically personnel. Board agreed to delay completion of the sub tasks until after the March Board retreat but now will need to change due to the timing of the retreat. Another large area of discussion was project management and the potential use of software to help with organization. Newman is a proponent of using software and suggested Mondays.com. Resnick asked the Board to weigh in on the importance of using project management software. Castro shared that he was just looking for an overview of the projects and timeframes but feels like it is up to Director Hanton on how he would like to manage said projects. Newman said that he finds a lot of success with the dashboard features with his staff and that project tasks get lost in email. Brown doesn’t know if it would be time consuming for staff and take away from staff productivity. Kahlow was a proponent as long as it was simple to be trained on and that it would be utilized by staff. It was decided that staff would schedule a meeting with Newman to review some software options. J. Kadziel shared that she uses a project management software called Trello for the District’s graphic design and marketing needs. She believes this tool helps keep staff accountable and does not congest email inboxes with smaller tasks. There was discussion on staffing roles and responsibilities for project management of the District and it was decided to proceed with a six-month demonstration where O’Brien and Liegert would be co-leads. They also went through an exercise of discussing the impacts of the organizational and personnel changes made in 2018 and to assess how those changes went. There was some belief that it would be helpful to have decisive changes that are documented in writing if necessary, especially if there are personnel assignments being made.

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, Carrie Westberg): did not meet.
AD HOC COMMITTEES:
Recreation Committee (Chair Nate Brown, Carrie Westberg): did not meet.
Capital Investment Committee (Chair Gary Resnick, David Kottler): did not meet. Resnick asked Suhadolc if she anticipates the need for the Board to do any work regarding capital investments. Suhadolc replied that at the moment there is no need for Board involvement.
BOSAC Committee (Cathy Kahlow): there was a meeting on January 31 where the committee went through properties, in an effort to see how the criteria works with rating. Dave Thomas will
be joining the next meeting. County Council has asked the BOSAC Committee to attend a work
session on February 27. The next BOSAC meeting will take place on March 7. The Board was
pleased with the idea of extending an invitation to Dave Thomas to attend a Board meeting in
order to provide clarification on open space bonding.

DIRECTOR COMMENTS
Director Hanton said that, after discussion with Dave Thomas about proper terminology, the
wording in the current approved policies regarding County Council as the Governing Body was
adequate. For future policy changes, Thomas stated that it would be clearer for it to read County
acting as the Governing Body of the District.

BOARD MEMBER COMMENTS AND REVIEW OF ACTION ITEMS
Kahlow thanked O’Brien, Kirby and Hanton for taking such a large role in the BOSAC
meetings. With a new BOSAC chair, Kahlow understands that there is a lot more prep and
coordination involved and appreciates the staff involvement.

Kahlow also thanked Liegert and O’Brien for making such an effort on the Trails Master Plan
documents.

CLOSED SESSION: PROPERTY ACQUISITION: PERSONNEL
At 7:40pm, staff was dismissed, and Chair Castro called for a motion to enter into executive
session to discuss personnel. Director Hanton, Melissa O’Brien, Matt Strader and Megan
Suhadolc were invited to stay for the discussion regarding personnel. Jami Brackin, Summit
County Deputy Attorney and Brian Bellamy, Summit County Human Resource Director, joined
the meeting at this time.

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

Those in attendance were: Nate Brown, Ben Castro, Aaron Newman, Gary Resnick, Jami
Brackin, Brian Hanton, Melissa O’Brien, Matt Strader, Megan Suhadolc. Cathy Kahlow and
Brian Bellamy participated by phone.

MOTION: To enter into executive session for the purpose of discussing personnel.

At 8:05pm, Chair Castro called for a motion to close executive session for the purpose of
discussing personnel.

MOTION: To close the executive session for the purpose of discussing personnel.
At 8:05pm, Chair Castro called for a motion 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, Aaron Newman, Gary Resnick, Brian Hanton, Melissa O’Brien. Cathy Kahlow participated by phone.

**MOTION:** To enter into executive session for the purpose of discussing property acquisition.


At 8:30pm, Chair Castro called for a motion to close executive session for the purpose of discussing property acquisition and adjourn the meeting.

**MOTION:** To close the executive session for the purpose of discussing property acquisition.


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**MOTIONS:**

**MOTION:** To approve both the Trails Master Plan and Trail Design Standards as amended and forward a positive recommendation to Summit County Council. [Resnick/Kahlow] All in favor: Nate Brown, Ben Castro, Cathy Kahlow, Aaron Newman, Gary Resnick. None Opposed. Absent: David Kottler, Carrie Westberg. Motion carries.

**MOTION:** To approve the purchase of an AVS-60 with RAP grant funds for $57,500 and to approve the purchase of an AVS-40 with capital replacement funds for $35,500.


Minutes prepared by Justine Kadziel

Clerk/Board Member Approval: [Signature]

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