
Absent: David Kottler until 6:04pm.

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

Staff Absent: Brian Kadziel.

Attending Guests: None.

CALL TO ORDER AND PUBLIC INPUT
The meeting of March 6, 2019 was called to order by Chair Castro at 6:02pm.

There was no public input.

Chair Castro closed public input at 6:02pm.

DISCUSSION ON DISTRICT OPEN SPACE
David Kottler arrived at 6:04pm.

O’Brien reported that a few months ago Jessica Kirby, SBSRD Open Space Management Supervisor, presented the District’s Open Space Portfolio at the BOSAC meeting and Cathy Kahlow thought it would be a great idea to also present it to the Board. Kirby reported that the District has seven individual properties, as well as the Triangle property that is co-owned with Summit County. The total acres amount to around 2,000 and vary from 40 acres to 800 acres depending on the open space property. Kirby discussed that the District has a diverse portfolio that includes shaded conifer forests, mountain shrub communities and lush riparian areas and that the District’s aim is to best balance outdoor recreation experiences, while protecting the environment and promoting wildlife habitat. Kirby reported that some of the improvements on the properties may include parking areas, signed backcountry trails for hiking, biking, equestrian
or dog use and the occasional picnic table or bench. Chair Castro asked if there are any “no
winter parking” signs in Summit Park. Kirby indicated that the County has signs throughout the
neighborhood that state “no parking from November-May”. Chair Castro asked if there have
been complaints of equestrian riders on the Toll Canyon hiking only trails. Kirby reported that
she has encountered a few equestrian riders and that she has informed them that horses are
prohibited on the trails. Resnick inquired about the number of units that will be built in
Discovery Ridge. Director Hanton reported that there will be 97 homes and 30 of those homes
will be deed restricted. O’Brien stated that the units will be a mix of single-family homes and
townhouses. Kahlow asked about the map designation of “private open space,” specifically
whether it is just private land that is not designated open space. Kirby reported that it is platted
open space, but she was unclear if it was deed restricted. Kahlow stated that the presentation was
very helpful. Brown asked if the Board could receive a copy of the presentation. Kirby reported
that she will email it to the entire Board. Resnick asked the question of whether or not the
District should budget more money for open space maintenance, whether it’s for fire mitigation
or weed control. O’Brien reported that the District has looked at a per acre breakdown for
budgeting purposes, and until the District has more money in the budget, the District has been
aggressive in seeking grants to help with open space maintenance costs. Director Hanton stated
that the District recognizes the need for more funding to go towards open space management.

CONSENT AGENDA
1. REQUEST TO APPROVE MINUTES FROM 2/6/19
2. REQUEST TO APPROVE THE PRIOR MONTH’S EXPENDITURES
   Newman asked about the Café Rio refund. Suhadolc reported that it was most likely a
result of a sales tax refund as the District is tax exempt.

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

DISCUSSION AND POSSIBLE APPROVAL OF CONTRACT FOR TRAILSIDE UPPER
PLAYGROUND REPLACEMENT
Director Hanton reported that at the end of January, the District issued a Request for Proposals
(RFP) for the replacement of the Trailside playground. On January 30, 2019, the District held a
pre-submittal meeting and five firms attended. Ultimately, four of the firms submitted proposals
on February 7, 2019. Director Hanton stated that the District had the process setup as a two stage
evaluation. Director Hanton indicated that the District received a RAP Recreation Grant in the
amount of $110,000, which will be used to shade the playgrounds at Trailside Park. Director
Hanton reported that the proposals were reviewed and scored by the District’s selection review
committee (SRC). Based on the scoring, Great Western Recreation was the winning bidder.
While Great Western Recreation was the second lowest bidder, the SRC’s opinion was that its
design and quality of the playground was significantly better than the lowest bidder. Newman
asked what the life expectancy was for the playground structure. Director Hanton indicated the
life expectancy was about 20 years. Director Hanton also informed the Board that Francis City
will remove the used playground structure and repurpose it for its parks. Resnick commended the
District for a well-executed acquisition.
**MOTION:** To approve and award the contract for the Trailside Upper Playground to Great Western Recreation and to allow the District Director to execute documents that pertain to that transaction. [Resnick/Newman] All in favor: Nate Brown, Ben Castro, Cathy Kahlow, David Kottler, Aaron Newman, Gary Resnick, Carrie Westberg. None Opposed. Absent: None. Motion carries.

**QUESTIONS ON DEPARTMENT UPDATES**
Newman asked if there was any feedback from County Council concerning Newpark. Director Hanton reported that Newpark Retail LLC will need to go before the Snyderville Basin Planning Commission and then Summit County Council.

Chair Castro inquired about the meeting with Matt Leavitt, Summit County Financial Officer, concerning truth in taxation and how the truth in taxation may be affected by potential increases to sales taxes. Suhadolc reported that the District has not looked at the details yet to see how much the increase will be or what potential factors may be affected. Director Hanton reported that during this process the District will definitely evaluate the changes that are coming and what effect it will have on the community. Chair Castro asked if that would change the District’s position on proceeding with the truth in taxation. Suhadolc indicated that once staff has evaluated what the future costs are for the District, she thought the District would still need to proceed with the truth in taxation.

**UPDATES FROM DISTRICT COMMITTEES**
**STANDING COMMITTEES:**

**District Director Liaison & Annual Review Committee** (Chair Gary Resnick, Aaron Newman, Ben Castro): Resnick reported that the District Director Liaison & Annual Review Committee did meet on Monday to review the Board agenda and two other items that were in the February report. Resnick reported that there was some confusion during the discussion of the mission and vision statements. Resnick indicated that, during the discussion, his comments were more associated with roles and responsibilities for the Board versus staff; than specifically about the language in the draft mission and vision statements. His query was about refining the collective viewpoints on what the roles and responsibilities are for the Board. Resnick referred to a guidance document provided by the State for special service districts. In that document, the first item of responsibility is for the Board is to develop the mission statement. Then Resnick referred to the District’s Policies & Procedures in chapter two, article II, section two, that states, “The SBSRD Board shall recommend to the Summit County Council policies, standards and rules governing the Special Service District...”. Resnick indicated that the Policies & Procedures specifically state that the Board is supposed to recommend policy. Based on the Policies, the Board’s job is to develop policy and the District’s job is to implement policy. It would seem logical to have a joint effort with the Board and staff in developing such policies that define what the District is all about.

Chair Castro referred the Board to chapter seven, section two of the Policies & Procedures that discusses how the Board shall govern with emphasis on long-term organizational vision, future orientation, and focus on strategic leadership. Chair Castro stated it was confusing since the State guidelines state one aspect while the District Policies state another. Newman agreed with Chair Castro. Newman indicated that the District has a Board that wants to become more involved in
giving input, but also wants to find the right balance to avoid the perception of micromanaging the District. Newman reported that a lot of the conversation stemmed from Resnick’s ongoing question of the Board’s role and responsibilities. Newman said the Board wants to make this as collaborative as possible. There was also discussion of how the District needs to have focus groups with the community since it is a big part of helping to guide this discussion.

Kottler indicated that he understands the value in revisiting the Board’s roles but suggested that before the Board makes any changes, it should first identify the problem that needs to be solved. Kottler commented that the roles have evolved as a result of the committees that the District has created. These committees work fairly closely with the District departments on planning, policy, and vision. He thinks it is a really good structure and balance of Board authority. Kottler commented that in his opinion, the current structure is a good balance and doesn’t know of a problem that needs to be solved. Kahlow asked if it is really about a problem or just trying to be more definitive about the Board’s roles and responsibilities. Chair Castro stated that the biggest thing that he has come away with during these discussions is the development of the vision and mission statements should be a collaborative effort between the Board, staff and patrons. Brown expressed his appreciation for the clarity concerning the roles and responsibilities of the Board.

Next, Resnick reported that Director Hanton was asked by the Board to create subtasks with assigned people, resources and timelines for achieving such tasks. Resnick indicated that he did so, and it looked great.

Lastly, Resnick indicated that there was discussion of potential project management software for the District. Resnick reported that a couple of the Board members liked Monday.com.

**Personnel Committee** (Chair David Kottler, Aaron Newman): Kottler reported that the Personnel Committee did not meet, but they did review a change to a job description.

**Audit Review Committee** (Chair Ben Castro, all Board Members): Chair Castro reported that the Audit Review Committee did not meet.

**Trails Committee** (Chair Nate Brown, Cathy Kahlow): Brown reported the Trails Committee did not meet. Brown recommended making the Trails Committee the Parks & Trails Committee. Liegert thought it was a great idea to combine both the trails and parks into one committee.

**Open Space Committee** (Chair Cathy Kahlow, David Kottler, Carrie Westberg): Kahlow reported that the Open Space Committee did meet and discussed the District’s Open Space Planning documents that Jess Kirby developed with Melissa O’Brien. Kahlow indicated that they are doing great work with the planning and management of the open space. Kahlow stated that Kirby did a presentation to County Council about the forest restoration project in Summit Park. During the presentation, Kahlow could see that the County Council was supportive of the project.

**AD HOC COMMITTEES:**

**Recreation Committee** (Chair Nate Brown, Carrie Westberg): Brown reported that there was a brief Regional Recreation Committee meeting with the Park City School District. The interlocal agreement was finalized between Basin Recreation, Park City School District and Park City
Municipal. Chair Castro asked if there were any glaring concerns. Strader reported it was mostly clean-up.

**Capital Investment Committee** (Chair Gary Resnick, David Kottler): Resnick reported that the Capital Investment Committee did not meet.

**BOSAC Committee** (Cathy Kahlow): Kahlow reported that BOSAC will be meeting tomorrow, Thursday, March 7th.

**DIRECTOR COMMENTS**

Director Hanton reminded the Board of the quarterly board meeting with County Council at 4:00pm at the Summit County Sheldon Richins Building.

Director Hanton addressed Resnick’s question regarding the governing body and what the role is as far as procurement. Director Hanton spoke with Tom Fisher, Summit County Manager and Dave Thomas, Summit County Attorney concerning the procurement process with the County. Both indicated that the County can procure for the District when (1) it is acting as a governing body of the District and (2) when a contract is both on behalf of the County and the District.

Director Hanton asked the Board to work together to set a date for a Board retreat. Newman recommended not having the retreat on the same week as a Board meeting because there may be items that the Board wants to discuss and then possibly act on at the next Board meeting. Chair Castro suggested waiting until the community survey has been completed before deciding on a date for the Board retreat. O’Brien reported the community survey should be completed by June 2019.

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

Kahlow has a plea from the yoga community. She reported that the sound in Studio C from the areas outside the studio is pretty disruptive and was wondering if the Fieldhouse could possibly soundproof the room. Strader said the District has soundproofed the room as much the Fieldhouse could internally; however, he will see what experts are available and what it would entail.

**CLOSED SESSION: PROPERTY ACQUISITION; PERSONNEL**

David Kottler is absent at 7:45pm.

At 7:45pm, staff was dismissed, and 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, Cathy Kahlow, Aaron Newman, Gary Resnick, Carrie Westberg, Director Brian Hanton and Melissa O’Brien. Carrie Westberg participated by phone. David Kottler was absent.

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


At 8:31pm, Chair Castro called for a motion to enter into executive session to discuss personnel. Director Brian 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, Cathy Kahlow, Aaron Newman, Gary Resnick, Carrie Westberg, Director Brian Hanton and Melissa O’Brien. Carrie Westberg participated by phone. David Kottler was absent.


At 8:35pm, Chair Castro called for a motion to close executive session for the purpose of discussing personnel and adjourn the meeting.


MOTIONS:

MOTION: To approve and award the contract for the Trailside Upper Playground to Great Western Recreation and to allow the District Director to execute documents that pertain to that transaction. [Resnick/Newman] All in favor: Nate Brown, Ben Castro, Cathy Kahlow, David Kottler, Aaron Newman, Gary Resnick, Carrie Westberg. None Opposed. Absent: None. Motion carries.

Minutes prepared by Stacy Carpenter

Clerk/Board Member Approval: 

Snyderville Basin Special Recreation District
Board Meeting March 6, 2019