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

Absent: None.

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

Staff Absent: Brian Kadziel.

Attending Guests: Bev Harrison from Fox Point; Tom Spencer from Jeremy Ranch HOA; Kathleen Johnston from Jeremy Ranch HOA; Jeffrey Gumeson from Trailside Park; Lance Gramann from Trailside Park; Russ Reiss from Trailside Park; and Caroline Rodriguez, Summit County Regional Transportation Planning Director.

CALL TO ORDER AND PUBLIC INPUT
The meeting of November 7, 2019 was called to order by Chair Castro at 6:02pm.

Bev Harrison, from Fox Point, read an editorial article that she had written concerning the possibility of installing more bike racks in Summit County. Chair Castro thanked her for coming to the meeting.

Tom Spencer and Kathleen Johnston, from the Jeremy Ranch HOA, asked for an update on the potential park development in Jeremy Ranch. Director Hanton reported that the District has reached out to the owner of the adjacent property. Chair Castro indicated that the Board has been very active in having discussions about the parcel.

Chair Castro closed public input at 6:24pm.

SUMMIT COUNTY ACTIVE TRANSPORTATION PLAN PRESENTATION
Board members received a link to access the Summit County Active Transportation Plan presentation prior to the meeting.
Caroline Rodriguez, Summit County Regional Transportation Planning Director, gave a short presentation. Rodriguez thanked the partners that participated in an advisory or funding role in this plan and that included: Mountain Land Association of Government, Park City Municipal, Utah Department of Transportation (UDOT), Utah Transit Authority (UTA) and Basin Recreation. Rodriguez reported that her visit was to familiarize the Board and District staff with a brief overview of the transportation plan, the planning process, and to answer any questions from the Board and staff.

Kahlow inquired about the mixed-use of motorized and pedestrian. Rodriguez referred to the project list to see exactly where those types of facilities were proposed, and depending on the proposal, there would have to be an analysis of the use and projected uses of the facility. Kahlow inquired as to the definition of “motorized.” Rodriguez stated that it would be a low speed and would include the existing allowable electric bikes and golf carts, but motorcycles would not be allowed.

**CONSENT AGENDA**

1. REQUEST TO APPROVE MINUTES FROM 10/3/19
2. REQUEST TO APPROVE THE PRIOR MONTH’S EXPENDITURES

Newman inquired about the refund on the RAP grant. Liegert reported that the project cost less than what was budgeted.

**MOTION:** To approve the two-point Consent Agenda. [Westberg/Kahlow] All in favor: Nate Brown, Ben Castro, Brandi Connolly, Cathy Kahlow, David Kottler, Aaron Newman, Carrie Westberg. None Opposed. Absent: None. Motion carries.

**REVIEW OF PROPOSED CHANGES TO DISTRICT, OPERATIONAL, AND PERSONNEL POLICIES**

Board members received a copy of the District, operational and personnel polices in their board packets prior to the meeting.

O'Brien indicated that District staff reviews policies every year in November. After Board approval in December, the proposed changes are presented before County Council for approval in January 2020. O'Brien reported that all of the proposed changes have been included in a memo. Many of the proposed changes are just cleanup, but some are due to legislative changes. O'Brien asked the Board if it had any questions concerning the proposed changes to the policies. O'Brien reported that Dave Thomas and Blaine Thomas both reviewed the proposed changes to the District and operational polices; however, the District has not yet heard back from Brian Bellamy and Jami Brackin on the personnel policies. Suhadolc stated that the County incorporated a few personnel policies changes in September, so the District also included some of those changes in the personnel policies.

Kottler asked what was behind the rationale for adding to the District personnel policies, section 5, F(2): employees interested in the position “are encouraged to inform their current manager before applying for the position.” Kottler questioned the need to put it in the personnel policies. Kottler asked if, in the past, even though it has not been in the policies, such has been expressed to employees. O'Brien stated that it was probably expressed in certain instances, but overall not
to her knowledge. Director Hanton could not recall that it had been expressed in his 17 years of
working for the District. Kottler asked if an employee did not feel comfortable doing so, would
that have any bearing on his or her application. Suhadolc reported that it would not have an
impact, but that it was more of a courtesy. Newman suggested including that verbiage on the
internal job posting. Suhadolc indicated that she could include that in the internal job posting
email sent District-wide to employees.

Kottler had another question concerning the removal of some verbiage in the District personnel
policies, section 16, A(8). Kottler asked if reporting an incident that did not result in a loss of
work or disability to Workers Compensation would affect the rates. Suhadolc reported that she
was told by the District's insurance agent to report each injury, and that if there is not a cost
incurred, it would not affect the rates. In addition, by properly reporting each injury, the District
would be covered should something come up at a later time. Suhadolc reported that personnel
policies will be reviewed by Jami Brackin and Brian Bellamy, so the verbiage may change.
O'Brien indicated that she will specifically ask Brian Bellamy and Jami Brackin to review that
change.

Newman had a question concerning the operational policies concerning cell phones and other
personal devices. He mentioned that the policy would not allow staff to use their personal cell
phones, laptops, etc. on the District’s secure network. However, how was the secure network
defined. Suhadolc reported that no one has the password to the secure network other than the
District’s IT person and Nexus.

Suhadolc asked the Board for its recommendation, as a result of a legislative change, concerning
the allowed amount the District can have in the general fund. Currently, the State law allows an
entity to have the current year’s taxes plus the most recently adopted budget. In order to remain
flexible, the new recommended language was to comply with state law. Suhadolc asked the
Board if it would like to incorporate a minimum, which could be a hard number rather than a
percentage rate. Chair Castro stated that it would be an easier language to follow instead of
trying to readjust it every time. The Board asked Suhadolc for her thoughts on the subject. She
thought having a minimum was a good idea. The Board decided to put this item on the next
board meetings agenda for discussion.

O’Brien indicated that there was a change made to the policies after the packets were emailed to
the Board. She reported that eligibility for the Fieldhouse benefits have changed from two shifts
per month to two shifts per week.

**DISCUSSION OF THE PURCHASE OF THE AMENTI PROPERTY FOR $4 MILLION, USING GRANT FUNDS FROM SUMMIT COUNTY**

Director Hanton gave an update to the Board on the purchase of the Amenti property. Director
reported that Summit County granted the District $4 million dollars to put towards the purchase
of the Amenti property. Kottler asked if the County will have any involvement with the property
once it has been purchased. Director Hanton stated that the District would not provide any funds
toward the purchase of the property; however, the District would be in charge of taking care of
the 68 acres of property once it had been acquired.
Kahlow asked if the money the District had set aside for that property could be used for improvements on the Amenti property. Director Hanton reported that the impact fees that were set aside for this property have been reallocated to park improvements. Kahlow asked if there were any restrictions on the property since it was considered open space. Director Hanton reported that there were not any restrictions other than it had to have a recreation component.

Chair Castro asked if the District did develop the property, how many fields could be built on the property. Wagoner reported that if the land was developed for recreation, there could be a least two fields developed. However, Wagoner indicated that there were some wetlands and artificial retention created by dirt roads that were already added. Kahlow asked if that would also include some parking. Wagoner reported that it would also include some parking.

REVIEW OF 3RD QUARTER FINANCIAL REPORT

Suhadolc highlighted a few areas of the 3rd quarter financial report, which was included in the Board packet. Suhadolc reported that the recreation program revenue has already exceeded the annual budget amount and events, camps, soccer, volleyball, and lacrosse also did very well this year. Suhadolc indicated that it was a very good quarter for impact fee revenue, almost matching what was received in all of 2018. In the third quarter, capital expenses represent 97% of what has been spent for the whole year. In addition, the open space acquisitions accounted for $9.6 million dollars of the $10.1 million dollars for the quarter. Suhadolc stated that overall she does not have any concerns about where the District was in terms of actuals to budget.

REVIEW OF TENTATIVE BUDGETS ADOPTED BY THE GOVERNING BODY

Board members received a staff report from Megan Suhadolc prior to the meeting. Suhadolc gave a brief summary of the tentative budgets.

Director Hanton reported that the District presented the truth-in-taxation budget to the Summit County on November 6, 2019. Director Hanton stated that Suhadolc did a great job of presenting the budget and was able to answer all of the questions asked by County Council. Some of the comments consisted of getting more information to the public and finding ways to help the public better understand the truth-in-taxation letter.

Suhadolc reported that Roger Armstrong’s main comment was to fine tune the story and the reasons behind the tax increase. Kottler asked if the same presentation will be used in the December meeting. Suhadolc stated that the presentation will be revised before the public hearing meeting. Chair Castro recommended that the Board attend the public hearing on December 4, 2019. O’Brien reported that the meeting will be noticed.

Kahlow inquired if the District has a strategy to address the tax increase information to the public. Director Hanton reported that over the next few days, the District will discuss and come up with a plan to share the message with the public.

Kottler suggested that the District respond to some of the questions and misconceptions that are posted on social media, i.e. Facebook. Director Hanton reported that Suhadolc has responded to approximately 80 phones calls with questions concerning the tax increase. The majority of the
calls involved a lack of understanding and some confusion concerning the tax notice. However, some calls were from property owners that were unhappy with the tax increase.

O’Brien reported that this was a subject that has been discussed in BOSAC in the context of the costs of maintaining open space.

Connelly responded that it is important to get in front of the audience and to educate them as to why there needs to be a tax increase.

Chair Castro reported that this topic was discussed in the Director Liaison Committee meeting. The discussion consisted of how the District could create a “Did you know” platform and then identify the District’s acquisitions, i.e. open space acreage, number of trails and parks, etc.

Suhadolc indicated that the District is also recommending $1.4 million for capital reserves and it is important that there is a strong emphasis on what projects need repairing or replacement.

ESTABLISH NOMINATING COMMITTEE FOR NEXT YEAR’S OFFICERS
Chair Castro invited Board members to be on the nominating committee. The positions are for the year and consist of Chair, Vice Chair, Treasurer, and Clerk. After Board discussion, Chair Castro proposed that the nomination committee be: Cathy Kahlow, Carrie Westberg and Ben Castro.


DISCUSS NEXT YEAR’S MEETING SCHEDULE
Board members received the tentative Administrative Control Board meeting schedule for 2020 in their Board packets prior to the meeting.

The Board decided to move all the meetings to Thursday since the County Council meeting are scheduled on Wednesday.

QUESTIONS ON DEPARTMENT UPDATES
Chair Castro asked how the ski swap went at the Fieldhouse. Strader reported that the event was very busy and that it went well.

Chair Castro inquired about the electrical project concerning the pool lights. Strader reported that the project has been completed and that the pool was very bright.

Westberg asked about the RAP Tax Grant application for upgrades to the skatepark. Liegert stated that the grant was for three new skatepark features and was in the amount of $24,000.00.

Chair Castro remarked on all the positive comments, received from the public, concerning the goats leased for vegetation management at Willow Creek open space.
UPDATES FROM DISTRICT COMMITTEES

STANDING COMMITTEES:

District Director Liaison & Annual Review Committee: Chair Castro indicated that the committee met concerning the Director’s review and discussed the District’s message for truth-in-taxation.

Personnel Committee: Did not meet; however, the committee did review a job description change.

Audit Review Committee: Did not meet.

Trails Committee: Did not meet. Brown reported that on Monday, November 4, there was a Trails Planning meeting with Park City Municipal, Summit County Attorney, Margaret Olsen, Summit County Animal Control, Summit County Council, Summit County Sheriff’s Department and Basin Recreation. The meeting was designed to bring the entities together to set forth a community plan regarding the trails. Director Hanton reported that the discussion centered around the challenges trail operators face in addressing user conflicts. The aim of the meeting was to help minimize the impacts of the neighborhoods, as well as improve user experience, while providing trails for the community as a whole. Newman suggested hosting a public meeting at a neutral location, and then bring in the group organization, Project for Deeper Understanding, to facilitate the meeting.

Open Space Committee: Did not meet.

AD HOC COMMITTEES:

Recreation Committee: Did not meet.

Capital Investment Committee: Did not meet.

BOSAC Committee: O’Brien reported that the committee fine-tuned the rankings in closed session. BOSAC will present to the County Council in closed session on December 4, 2019.

DIRECTOR COMMENTS

Director Hanton reported that the District applied for four RAP Recreation Tax grants. Lastly, the District has a new inhabitant, a moose sculpture at Willow Creek Park. The District joined with the Del Corporation, Recycle Utah, and the Lacy Maxwell Group to install the sculpture in the hopes of portraying the impact of sustainability in our community.

BOARD MEMBER COMMENTS AND REVIEW OF ACTION ITEMS

Chair Castro reported that the one action item he took away from the meeting was to include the Jeremy Ranch HOA in the next December closed session meeting concerning property acquisition.

CLOSED SESSION: PROPERTY ACQUISITION AND PERSONNEL

At 8:00pm, staff was dismissed, and Chair Castro called for a motion to enter into executive session to discuss property acquisition. Director Brian Hanton, Ben Liegert, Melissa O’Brien, and Matt Wagoner 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, Brandi Connolly, Cathy Kahlow, David Kottler, Aaron Newman, Carrie Westberg, Director Brian Hanton, Ben Liegert, Melissa O’Brien, and Matt Wagoner.

At 8:31pm, Chair Castro called for a motion to close executive session for the purpose of discussing property acquisition.


At 8:32pm, 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, Carrie Westberg, and Director Brian Hanton.


At 8:51pm, Chair Castro called for a motion to close executive session for the purpose of discussing personnel and adjourn the meeting.


MOTIONS:


Minutes prepared by Stacy Carpenter

Clerk/Board Member Approval: [Signature]

Snyderville Basin Special Recreation District
Board Meeting November 7, 2019