
Absent: None

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

Attending Guests: Justin and Barrett Petty; Jami Brackin, Summit County Deputy County Attorney; Susan Strauss, Downey & Strauss, LLC.

CALL TO ORDER AND PUBLIC INPUT
The meeting of January 09, 2020 was called to order by Chair Castro at 6:00pm.

Barrett Petty gave an update on the installation of the plaque for the old Rasmussen ski lift located by the Ecker Hill Middle School. Petty thanked Basin Recreation staff and Board members for the donation to purchase the plaque. Chair Castro said the plaque looked fantastic and thanked Petty for his time.

Chair Castro closed public input at 6:02pm.

ELECTION OF 2020 DISTRICT OFFICERS
Chair Castro stated the slate of officers as recommended at the December 5, 2019 meeting, as follows:
Ben Castro – Chair; Nate Brown – Vice Chair; Aaron Newman – Treasurer; Carrie Westberg – Clerk.

Newman made an announcement to the Board and District staff that he will be moving from the area and that his last Board meeting will be in February 2020. The Board decided to revisit the slate of officers after Newman has moved.

MOTION: To elect the slate of Snyderville Basin Special Recreation District Administrative Control Board officers as stated for 2020: Ben Castro – Chair; Nate Brown – Vice Chair; Aaron Newman – Treasurer; Carrie Westberg – Clerk. [Kahlow/Kottler] All in favor: Nate Brown, Ben Castro, Brandi Connolly, Cathy Kahlow, David Kottler, Aaron Newman, Carrie Westberg. None Opposed. Absent: None. Motion carries.
ESTABLISHMENT OF SBSRD AD HOC AND STANDING COMMITTEES
Chair Castro reviewed the 2019 Ad Hoc and Standing Committees. After sharing, Board members were placed on the following committees:

AD HOC COMMITTEES:
Capital Investment & Strategic Action Plan Committee (Chair Ben Castro, Brandi Connolly)

STANDING COMMITTEES:
District Director Liaison & Annual Review Committee (Chair Ben Castro, Brandi Connolly, Cathy Kahlow)
Personnel Committee (Chair David Kottler, Brandi Connolly)
Audit Review Committee (All Board Members)
Trails Committee (Chair Nate Brown, Cathy Kahlow, Carrie Westberg)
Open Space Committee (Chair Cathy Kahlow, David Kottler, Carrie Westberg as an alternate)
Parks & Recreation Committee (Chair David Kottler, Nate Brown, Carrie Westberg)

BOSAC Committee: Cathy Kahlow

Kottler proposed establishing a new ad hoc committee or combining with another committee to focus strictly on the less active population. Brown recommended adding this new committee to the Recreation Committee and then creating a standing committee concerning parks and recreation. Kahlow asked if the new committee would be senior-oriented or more sedentary. Kottler stated that he thought it would include both senior and less active participants. Director Hanton asked Kottler what type of activities he envisioned for this new committee. Kottler mentioned that while he was on Leadership Park City Tour last year, he spoke with another person that was on a similar type of recreation board that offered field trips to museum, etc. Kadziel reported that the District has an activity that is called Walk with Ease that is scheduled twice a week for individuals that may have arthritis, etc. This activity is part of the Fun Over Fifty program that the District has already established. Kadziel reported that he thought it was a good idea to create a focus group that would be filtered through Parks and Recreation. Newman proposed that it may be good to appoint a board and staff member to attend the Utah Aging Alliance since it has become the voice for seniors. Kottler thought that since the Park City Senior Center is relocating, it was a good time to discuss options and fill in the gaps. Kottler suggested making the Recreation Committee into a Standing Committee and making one of the committee’s focuses on the seniors. Director Hanton proposed that the committee is changed to Parks and Recreation since the other departments are already represented.

MOTION: To approve the recommended committee nominations for the SBSRD Ad Hoc and Standing Committees. [Connolly/Westberg] All in favor: Nate Brown, Ben Castro, Brandi Connolly, Cathy Kahlow, David Kottler, Aaron Newman, Carrie Westberg. None Opposed. Absent: None. Motion carries.

CONSENT AGENDA
1. REQUEST TO APPROVE MINUTES FROM 12/5/19 and 12/26/2019.
2. REQUEST TO APPROVE THE PRIOR MONTH’S EXPENDITURES
Brown inquired about the Ecology Bridge LLC expenditure for PRI Mitigation and Climate Fund Grant Prep.

Wagoner explained that Ecology Bridge LLC helped to prepare the grant application.

**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.

**DISCUSSION AND POSSIBLE APPROVAL OF PROFESSIONAL CONSULTANT CONTRACT TO CREATE THE DISTRICT’S STRATEGIC ACTION PLAN**

O’Brien reported that the District has completed two steps of the master planning cycle with the completion of the Community Survey and the Facility Demand Study. The District is moving to the third phase, which is the actual update to the Strategic Action Plan. The last time the plan was updated was in 2013. The new Strategic Action Plan will be a District-only analysis since Park City has opted out of the study.

O’Brien reported that Landmark Design did the last Strategic Action Plan study, as well as the recent Mountain Regional Facilities Master Plan. The firm has a great familiarity with the District and its operations. Landmark Design is located in Salt Lake City and has a large local presence that has proved useful for open houses, advisory committee meetings, and organization of the public input process.

Connolly reported that she knows of Landmark and agreed that the firm is great. Connolly strongly urged the District to have a deadline set for the end of May, so that it is presented to County Council before the District has their budget approval.

District Director stated that the work that Landmark Design did previously for the District was definitely beneficial as far as project planning in the past and will guide our planning for the next five to ten years.

Connolly asked if the District knows who will be on the committee. O’Brien explained that if Landmark is awarded the project, a kick-off meeting is proposed for the following week to discuss the advisory committee.

Kahlow asked if the District received bids from other firms. O’Brien reported that the District did not get bids from anyone else; however, in compliance with the Procurement Policies, the District did examine qualifications from three other firms.

**MOTION:** To approve the proposal from Landmark Design for creation of the Strategic Action Plan in the amount of $42,160 and to allow the District Director to execute documents effectuating the same. [Connolly/Kottler] 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**

Kahlow reported that she really liked the layout of District goals this year, e.g. department updates, department goals, etc.
Chair Castro reported that he would have liked to see more measurable, specific, and time-sensitive goals since many of the District goals are very broad.

Kahlow inquired about Rob’s Trail. Wagoner reported that the District has a meeting scheduled for January 21, 2020, with the Summit County Public Works Department to discuss the winter trail easements and potential signage at Rob’s Trailhead. Kahlow asked about the plowing. Wagoner indicated that since a portion of the parking exists in the County’s right-of-way, the District needs to discuss the matter with Summit County Public Works before contacting the SunPeak Homeowners Association.

Chair Castro asked Brian Kadziel how many people he anticipated would attend the pickleball certification course. Kadziel reported that a total of ten participants. This total includes eight District staff and two individuals that were recommended by the Pickleball instructor.

Kahlow asked about the fitness class capacity and overload at the Fieldhouse. Kahlow noticed that the classes seem to fill up more quickly than in the past. Strader reported that it was a great question, but that it is also hard to know when to stop selling passes since the overall occupancy of the Fieldhouse has not exceeded capacity. Strader reported that he would continue to evaluate capacity at peak times.

Kottler asked about the Fieldhouse cost recovery rate of 80%. Kottler proposed that since the truth-in-taxation passed, consideration should be given to increasing the cost recovery percentage rate to possibly 90%. Kottler indicated that if the District decided to not offer discounts on passes, then the cost recovery would be higher. Connolly recommended increasing the out of town membership rates and decreasing local membership rates since the locals are already paying taxes. Chair Castro asked if the District has contacted local recreational departments to find out their cost recovery rates. Strader reported that he has contacted other recreation entities and the cost recovery rates have been between 70–80%. Connolly asked if this is something that Landmark Design would be able to look at while they are working on the District Strategic Action Plan. O’Brien reported that Landmark Design would be a good one to ask about cost recovery.

Connolly indicated that she would like to see a monthly DASH Board report that would compare actual metrics to District goal statements for each department.

Kahlow thought it would be helpful to add “feedback” under the Community section on the 2020 District Organizational Goals.

**UPDATES FROM DISTRICT COMMITTEES**

**STANDING COMMITTEES:**

**District Director Liaison & Annual Review Committee:** Chair Castro reported that Director Hanton provided the committee with a list of District accomplishments for the year. Chair Castro commended staff for all their hard work.

**Personnel Committee:** Kottler reported that the Personnel Committee did meet, but it will be a topic to discuss during closed session.

**Audit Review Committee:** did not meet.
Trails Committee: Brown reported that, at the last committee meeting, there was discussion of the District promoting Colin’s Trail. This would alleviate the parking issue as Colin’s Trail has more available parking and Rob’s Trail would be less crowded.

Open Space Committee: did not meet.

Parks & Recreation Committee: did not meet.

BOSAC Committee: did not meet.

AD HOC COMMITTEES:

Capital Investment & Strategic Action Plan Committee: did not meet.

DIRECTOR COMMENTS

Director Hanton expressed his appreciation to the District staff for their hard work and all that was accomplished in 2019.

Director Hanton referred to the provided District 2020 Organizational Goals and reported that the District staff is working internally on the implementation of the Mission and Vision Statements for Basin Recreation. The Strategic Action Plan is another big goal that will help the District’s future planning for the next five to ten years. Next, is the Impact Fee Facilities Plan that will be the final phase of this round of strategic planning. Director Hanton asked the Board if it had any questions.

BOARD MEMBER COMMENTS AND REVIEW OF ACTION ITEMS

Newman inquired about the two elk that were hunted in Round Valley. Wagoner reported that the issue is being discussed with Park City and the Utah Division of Wildlife Resources. The District is trying to get clarification and assurance that the District’s rights as a landowner are being respected, but more importantly, that the safety of patrons is also being considered.

Chair Castro commended the Fieldhouse staff on the Fitness Wellness Fair sale. The process was very streamlined and a great team effort. Strader reported that the Fieldhouse will definitely continue to build on this activity. Connolly commended Director Hanton for greeting the public at the Fieldhouse during the Fitness Wellness Fair. Connolly felt it went a long way with the community.

Chair Castro reported that one of the points that came out of the District Director Liaison & Annual Review Committee meeting was standardizing the Director’s review. Chair Castro indicated that he will contact the County to find out how it completes its reviews. Going forward, the District will also be conducting a mid-year review for the District Director and will involve the Personnel Committee in this process.

CLOSED SESSION: PERSONNEL

At 7:20pm, staff was dismissed, and 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, Director Brian Hanton, Jami Brackin, Cathy Kahlow, David Kottler, Aaron Newman via phone, Carrie Westberg. Susan Strauss attended as a guest of Director Hanton.

**MOTION:** To enter into executive session for the purpose of discussing personnel. [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 8:45pm, 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/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:**

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Minutes prepared by Stacy Carpenter

Clerk/Board Member Approval: [Signature]