Board Members in Attendance: Nate Brown, Brandi Connolly, Cathy Kahlow, David Kottler, Aaron Newman. Carrie Westberg participated by phone.

Absent: Ben Castro

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

Attending Guests: None

CALL TO ORDER AND PUBLIC INPUT

The meeting of February 13, 2020 was called to order by Vice Chair Brown at 6:03pm.

There was no public input.

Vice Chair Brown closed public input at 6:03pm.

CONSENT AGENDA

1. REQUEST TO APPROVE MINUTES FROM 1/9/20

2. REQUEST TO APPROVE THE PRIOR MONTH’S EXPENDITURES
   Brown asked about the payment to Blackridge Metal. Liegert responded that it was for signage at Willow Creek Park and open space boundary signs.
   Connelly asked about the LED light expense at Ecker Hill. Wagoner responded that it was for LED lighting in the maintenance shed at Ecker Hill and that an electrician was utilized for installation.

3. REQUEST TO APPROVE PURCHASE OF UTV/GROOMER FOR TRAILS
   Staff Request: To approve the purchase of the Polaris Ranger Northstar 1000 UTV with tracks and winch package from Weller Recreation in Kamas, UT in the amount of $29,426.10.
   Connelly asked what staff plans to do with the 2009 Honda Big Red UTV and Wagoner replied that staff would sell it.
4. REQUEST TO APPROVE PURCHASE OF 15 PASSENGER TRANSIT VAN FOR RECREATION

Staff Request: To approve the capital purchase of a 15 passenger Ford E-350 Van, as proposed, and to allow the District Director to execute the documents relating to this transaction.
Connolly asked if additional expenses such as insurance and fuel had been added to the budget. Suhadolc confirmed that they had been added.

5. REQUEST TO APPROVE EXPENDITURE FOR IMPROVEMENTS TO THE SKATE PARK

Staff Request: To approve the Skatepark enhancement contract with ARC in the amount of $24,650 and to give the District Director the authority to sign all relevant documents pertaining to the same.


REVIEW OF 4TH QUARTER 2019 FINANCIAL REPORT

Board members received the 4th Quarter Financial Report from Megan Suhadolc in their Board packets prior to the meeting.

Suhadolc reported that the District ended the year in good financial standing with excess revenues and expenses under budget. She explained that payroll and benefits accounted for the majority of the under-budgeted expenses. She added that the consultant line item was also under budget due to the Community Survey being less expensive than anticipated and staff postponing the Strategic Action Plan process. Both the Fieldhouse and Recreation departments exceeded their expense recovery goals. As a result, almost $900,000 was added to the general fund balance.

Suhadolc shared that development was steady for 2019 and because of that, the District collected over $1 million in impact fee revenue, which exceeds budgeted revenue. Additionally, the use of impact fees for capital projects was minimal, with the Discovery Trailhead project using approximately $34,000 for engineering.

Regarding Debt Service, the District ended the year on budget for expenses and received slightly more than budget in revenues.

Lastly, regarding the Capital budget, it appears that the District ended the year $4.2 million under budget, but that was due to the Amenti transaction. The grant revenue and acquisition expense were included in the final budget, but, due to the format of the transaction, it was not processed through the budget. Summit County paid the title company directly and therefore funds were never received. The District only received the asset. The District spent down about half of its Capital fund balance for 2019, leaving approximately $11.5 million in the fund balance.
Director Hanton added that staff will consider the amount carried over to the general fund balance when evaluating where to set the tax rate in June, taking into consideration public and County Council comments from the Truth in Taxation process. Kottler was pleased to hear that staff would be doing this exercise. He feels it is important for staff to be thinking about last year’s budget in the context of the TNT discussion coming up in June.

Kahlow asked if staff salaries were included in the overall expenses in the budget. Suhadolc said salaries are in a separate line item within the Operations and Maintenance budget and are included in the expenses in the graph.

Connolly shared the biggest discrepancy she saw was in the Parks department non-benefitted salaries and was wondering if that was due to lack of labor availability. Liegert responded that was correct and is working this year to talk more with the universities to recruit potential staff. He shared that in 2019 many people agreed to work and ended up not. Connolly then clarified that the 2020 budget is not reflected of the actuals from 2019 but rather the forecast of what is needed. Liegert said that was correct.

Brown asked about the recreation programming revenue being up and B. Kadziel replied that allowing 6-year old’s back into the full-day summer camp programs helped and were at capacity most every week. He shared that the Basketball programming went up due to adding a league for high school players.

**QUESTIONS ON DEPARTMENT UPDATES**

Board members received Department updates from staff in their Board packets prior to the meeting.

Newman asked about the Silver Ski event and B. Kadziel mentioned the drone shot by Liegert that was posted on Facebook. He said that the parks and trails teams did an excellent job creating a practice field for the learn to skate portion of the event. There was also a nice trail loop for people to try fat tire biking. Overall, there were approximately 75 people who participated and has received great feedback about the event.

Suhadolc mentioned that she hired a new Administrative Coordinator to replace Sue Ann. Her name is Darcy Page and she is starting on February 24. Director Hanton also mentioned that Brown asked about some of the other District employment options. Strader shared that staff is currently in the process of interviewing for a maintenance position. Wagoner commented that there has been a new hire for a new Trails & Open Space Stewardship Lead position. Betsy Hochman was with the District as a seasonal employee and will now come on full-time, splitting her time between trails and open space responsibilities.

Connolly thanked Strader for providing the attendance data. She also thanked Strader for adding a camp for kids ages 4 and 5.

Brown asked how Strader tracked the pool numbers. Strader responded that there are door counters going out to the pool. He also asked how the pool is doing with the cold temperatures.
Strader said that it has been great, and staff has only needed to close the pool due to temperatures below 10 degrees a couple of days this winter.

Newman complimented the team on clearing the sidewalks with the recent storms. Brown asked if staff was ever consulted by the Park City School District when a big storm hits due to the District being responsible for the safe routes to school. Liegert said that PCSD does not consult staff but that more than likely staff would be out clearing snow before a decision was made to close schools.

Brown asked Liegert about the battery powered equipment and he replied that staff was going to try some solar powered equipment to see how it works.

**UPDATES FROM DISTRICT COMMITTEES**

**STANDING COMMITTEES:**
**District Director Liaison & Annual Review Committee**: Connolly shared that the committee met today and went through the organizational goals provided by Director Hanton. It also discussed the budgeting process. Kahlow shared that she appreciates that staff is looking at the organization as a whole regarding its goals.

**Personnel Committee**: Kottler said the committee met and would discuss more in closed session.

**Audit Review Committee**: Did not meet

**Trails Committee**: Brown shared that the Trails Committee met and continued discussion regarding Rob’s Trail and the progress being made from new ideas and suggested enhancements. There was discussion about trail easements and trail connections, as well as parking and appropriate signage. Wagoner added that, according to the trail counter, peak usage is down by 40% and there have been fewer complaints. He felt this could be related to the weather but hoping it could be better because of some of the signage. Brown said the committee discussed an overall trail etiquette campaign as spring approaches and what that could look like. Director Hanton made the Board aware that the District is not alone in the issue with parking and that Salt Lake City is hosting a forum regarding congestion in the Little and Big Cottonwood canyons.

**Open Space Committee**: Kahlow said the committee met on January 15 and reported that staff is working on some forest health grants for Toll Canyon that will hopefully be successful. Goat grazing will be planned again for Willow Creek and staff will be looking for a grant for that as well. Water shed restoration work in East Canyon and Toll Canyon will also be taking place. There was also discussion surrounding Run-A-Muk and the compaction and erosion of plants due to inappropriate use. Staff is potentially looking at a rest and rotation system.

**AD HOC COMMITTEES:**

**Parks & Recreation Committee**: Kottler shared that the committee met and decided it would meet once a quarter going forward. Topics such a senior programming and planning for the summer were discussed. There was conversation surrounding how the pickleball courts will work out this summer. Kottler shared that he has noticed how crowded the courts have become at The Fieldhouse. B. Kadziel said that some staff members became certified to instruct pickleball.

**Capital Investment Committee**: Connolly shared that some Board members went to the Advisory Committee meeting regarding the Strategic Action Plan. She said the consultant
walked the group through the process, looked at how the relevant data was gathered, and laid out
the plan for going forward. The consultant is scheduled to present to the Board at the June
meeting. Director Hanton added that there would be public meetings held on March 9.

**BOSAC Committee:** Did not meet

**DIRECTOR COMMENTS**
Director Hanton and the Board thanked Newman for his commitment and service to the District.

He thanked Board members for attending the training or taking it online. He also shared that
there has been no announcement of a new Board member yet.

Director Hanton informed the Board of the elk situation that occurred recently in Round Valley.
He said that staff met with Summit County and Park City Attorney’s Offices, Park City Police
Department, and the DWR to get clarification on the situation and what action the District can
take to protect its open space areas, including proper signage of those areas regarding
trespassing. He said that there is confusion surrounding hunting restrictions and so it was very
important to meet with the different parties to work on a common message. Kottler asked if the
District has other open space where hunting is permitted. O’Brien stated that it is her
understanding that it is the District’s responsibility to post conspicuously. Kahlow asked that the
signs will say, and Wagoner responded that they could say no hunting; however, the District
cannot regulate hunting, it is the state’s prerogative. Kottler asked if there has been any
coordination with the District’s conservation easement holders regarding the signage. He felt that
might be a good idea to be on the same page. Director Hanton says that staff has not met with
them yet but will soon.

He shared that the Board is interested in tracking public comments received regarding District’s
operations. He said there were positive comments surrounding Nordic trails and Willow Creek
pond. He said there are always plenty of comments and opinions about The Fieldhouse and the
fitness instructors. Kottler added that this was a topic discussed in the Personnel Committee
meeting and how tracking such would help the Board get a better understanding of the public’s
perception of the District, as well as the perspective of the staff who is fielding all of these
comments. Connolly also encouraged staff to track the social media comments and likes. Kahlow
asked how Board members should expect to receive this information and Director Hanton asked
how they would like to receive it. Kottler suggested that staff create a more formal way of
tracking, like a spreadsheet, and that tracking mechanism be shared with the Board occasionally.
Westberg encouraged that comments be shared with staff once the process has been formalized.

Director Hanton went through the organization goals set for 2020 that were shared with the
teams by their managers to make sure everyone is clear going forward.

**BOARD MEMBER COMMENTS AND REVIEW OF ACTION ITEMS**
There were no additional comments from the Board.
CLOSED SESSION: PERSONNEL

At 7:10pm, staff was dismissed, and Vice Chair Brown called for a motion to enter into executive session to discuss personnel. Director Hanton was invited to stay for the discussion regarding personnel.

Vice Chair Brown signed a closed meeting affidavit for discussion of personnel.

Those in attendance were: Nate Brown, Brandi Connolly, Cathy Kahlow, David Kottler, Aaron Newman, Carrie Westberg, Director Brian Hanton.

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

At 8:25pm, Vice Chair Brown 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.


MOTIONS:

Minutes prepared by Justine Kadziel

Clerk/Board Member Approval: ___________________________