



Snyderville Basin Special Recreation District
Board Meeting Minutes
Thursday, January 14, 2021
Virtual Meeting via Zoom
Meeting ID: 851 7168 4541
5715 Trailside Drive
Park City, Utah

Board Members in Attendance: Rick Bleil, Nate Brown, Ben Castro, Brandi Connolly, David Kottler, Larry Moffitt, Carrie Westberg. Board members participated electronically via Zoom.

Absent: None.

Staff Present: Stacy Carpenter, Director Dana Jones, Brian Kadziel, Jess Kirby, Ben Liegert, Melissa O'Brien, Matt Strader, Megan Suhadolc, Matt Wagoner. Staff participated electronically via Zoom.

Attending Guests: None.

CALL TO ORDER AND PUBLIC INPUT

The meeting of January 14, 2021 was called to order by Chair Castro at 6:02pm.

Chair Castro read the statement of determination: "Consistent with provisions of the Utah Open and Public Meetings Act, Utah Code Ann. §54-2-207(4), the Chair of the Administrative Control Board (the "Board") of the Snyderville Basin Special Recreation District has issued a written determination supporting Snyderville Basin Special Recreation District's decision to convene electronic meetings of the Board without a physical anchor location. Due to the health and safety risks related to the ongoing COVID-19 pandemic and considering public health orders limiting in-person gatherings, members of the public should not attend Board meetings in person. However, members of the public are invited and encouraged to view and participate in the Board's electronic meetings as described in the Memorandum entitled Determination Regarding Electronic Meetings Without an Anchor Location, dated January 5, 2021."

There was no public input.

Chair Castro closed public input at 6:04pm.

ELECTION OF 2021 DISTRICT OFFICERS

Chair Castro reported the new 2021 District officers: Ben Castro – Chair, Brandi Connolly – Vice Chair, Rick Bleil – Treasurer, and Carrie Westberg – Clerk.

MOTION: To elect the slate of Snyderville Basin Special Recreation District Administrative Control Board officers as stated for 2021: Ben Castro – Chair, Brandi Connolly – Vice Chair, Rick Bleil – Treasurer, and Carrie Westberg – Clerk. [Moffitt/Brown] All in favor: Rick Bleil, Nate Brown, Ben Castro, Brandi Connolly, David Kottler, Larry Moffitt, Carrie Westberg. None Opposed. Abstain: None. Absent: None. Motion carries.

ESTABLISHMENT OF SBSRD AD HOC AND STANDING COMMITTEES

Chair Castro reviewed the 2021 Ad Hoc and Standing Committees. After discussion, Board members were placed on the following committees:

AD HOC COMMITTEES:

Capital Investment & Strategic Action Plan Committee – Nate Brown, Ben Castro, and Rick Bleil.

STANDING COMMITTEES:

District Director Liaison & Annual Review Committee – Ben Castro, Brandi Connolly, and Larry Moffitt.

Personnel Committee – Carrie Westberg, Ben Castro, and Nate Brown.

Trails Committee – David Kottler, Carrie Westberg, and Nate Brown.

Open Space Committee – Larry Moffitt, Nate Brown, and David Kottler.

Parks & Recreation Committee – Brandi Connolly, Rick Bleil, and Nate Brown.

BOSAC (County Appointed): Vacant

*The approval of the committee nominations for the SBSRD 2021 Ad Hoc and Standing Committees will occur in the February 11, 2021 Board meeting.

CONSENT AGENDA

1. REQUEST TO APPROVE MINUTES FROM 12/10/2020
2. REQUEST TO APPROVE THE PRIOR MONTH'S EXPENDITURES – Wagoner explained that the Apex Construction expense changed during the completion of the Discovery Trails project due to the District altering the scope of construction. This change resulted from potential trail user conflicts in the trail design. Wagoner reported that he will bring this action item before the Board for approval at the next month's meeting.

Brown inquired about the \$30,000 paid to Summit County Public Works for the Jeremy Ranch Frontage Road Intersection. O'Brien explained that the District had a cooperative agreement with the County to take advantage of economies of scope and organizational expertise in the interchange project. The District had a failing trail by the elementary school, and since the County already had equipment and personnel mobilized in the area, the County was able to repair the trail saving the District money. Liegert reported that there was money specifically budgeted for this trail repair, but since the District was helping the County with the wetland mitigation project, it turned into a joint effort between both parties.

78 **MOTION:** To approve the two-point Consent Agenda. [Kottler/Moffitt] All in favor: Rick Bleil,
79 Nate Brown, Ben Castro, Brandi Connolly, David Kottler, Larry Moffitt, Carrie Westberg. None
80 Opposed. Abstain: None. Absent: None. Motion carries.

81
82 **DISCUSSION AND POSSIBLE APPROVAL OF AUTHORIZED SIGNERS FOR THE**
83 **DISTRICT'S ACCOUNTS WITH ZIONS BANK AND THE UTAH PUBLIC**
84 **TREASURERS' INVESTMENT FUND**

85 Suhadolc reported that this action item was prompted by the hiring of a new District Director,
86 Dana Jones, and the nomination of a new Board Treasurer. Director Jones will be replacing
87 former interim District Director, Melissa O'Brien, as an authorized individual and Suhadolc will
88 remain as an authorized individual on the Utah Public Treasurer Investment Fund (PTIF)
89 accounts. Suhadolc stated that the District will also need to update the authorized signers on the
90 Zions Bank accounts with the following: Ben Castro as Chair, Rick Bleil as Treasurer, Dana
91 Jones as Director, and Megan Suhadolc as Director's Designee.

92
93 **MOTION:** To approve Megan Suhadolc and Dana Jones as authorized individuals for the
94 District's PTIF accounts, and to approve Ben Castro, Rick Bleil, Dana Jones, and Megan
95 Suhadolc as authorized signers for the District's Zions Bank accounts. [Westberg/Moffitt] All in
96 favor: Rick Bleil, Nate Brown, Ben Castro, Brandi Connolly, David Kottler, Larry Moffitt,
97 Carrie Westberg. None Opposed. Absent: None. Motion carries.

98
99 **DISCUSSION AND POSSIBLE APPROVAL OF 2020 AUDIT ENGAGEMENT LETTER**
100 **WITH GREG OGDEN, CPA**

101 Suhadolc reported that this is an annual item for the District since the District is required to have
102 an independent audit each year. Suhadolc stated that the District is proposing that the Board
103 continue to engage Greg Ogden for the District's financial audit. Ogden has been the District's
104 auditor since the beginning and has extensive knowledge of the District's history and operations.
105 Suhadolc indicated that he does a great job, is efficient, and his fees are definitely lower than
106 other auditors.

107
108 For the benefit of new Board members, Chair Castro asked if Suhadolc would discuss prior
109 pricing received from other auditors relating to the District audit. Suhadolc reported that two
110 years ago she received other bids from auditors that varied in price from \$13,000 to \$15,000.
111 Suhadolc stated that Ogden's proposed 2020 annual independent audit is \$9,500 and has only
112 increased \$100 each year.

113
114 **MOTION:** To enter into the agreement with Greg Ogden, CPA for the 2020 annual independent
115 audit. [Kottler/Connolly] All in favor: Rick Bleil, Nate Brown, Ben Castro, Brandi Connolly,
116 David Kottler, Larry Moffitt, Carrie Westberg. None Opposed. Absent: None. Motion carries.

117
118 **DISCUSSION AND POSSIBLE APPROVAL OF COVID-19 LEAVE POLICY**
119 **EXTENSION**

120 Suhadolc reported that in April 2020, the District Board and County Council approved the
121 federally passed Families First Coronavirus Response Act (FFCRA), and on December 31, 2020,
122 FFCRA expired; therefore, the District's policy also expired. On December 27, 2020, the
123 President signed into law H.R. 133 Consolidated Appropriations Response Act 2021 ("Act").

124 This Act does not require employers to continue the benefit but does give employers an
125 opportunity to voluntarily extend the benefits and continue to receive a federal tax credit for leave
126 taken through March 31, 2021. Suhadolc stated that the District is proposing to extend the policy
127 deadline to March 31, 2021. Suhadolc explained that if employees have already used their hours,
128 they will not receive additional hours; it is only extending the time period for staff to use this
129 benefit.

130
131 Bleil asked Suhadolc if this policy aligns with what the County is doing. Suhadolc reported that
132 the County's policy is a bit different than the District's policy. The County is extending the
133 policy with the stipulation that employees are not eligible for the benefit seven (7) weeks after
134 they are eligible for the vaccine.

135
136 Bleil asked if the District should limit access to this benefit to employees who cannot work
137 remotely. Suhadolc reported that this benefit has to be offered to all the employees, but the time
138 that an employee can receive was based on the average number of hours worked per week.

139
140 Kottler asked when the policy change would be taken to County Council and if it would be
141 retroactive. Suhadolc reported that O'Brien has this on the County agenda for next week and, if
142 approved, the policy will be retroactive to January 1, 2021. Chair Castro asked if there is an
143 approximate number of employees that will qualify for this new extension that have not used this
144 benefit. Suhadolc stated that approximately a quarter of the hours available to employees have
145 been used and that the District has paid approximately 830 hours of the total qualified leave pay.

146
147 **MOTION:** Forward a positive recommendation to County Council to approve the extension of
148 the COVID-19 Leave Policy through March 31, 2021. [Connolly/Westberg] All in favor: Rick
149 Bleil, Nate Brown, Ben Castro, Brandi Connolly, David Kottler, Larry Moffitt, Carrie Westberg.
150 None Opposed. Absent: None. Motion carries.

151
152 **DISCUSSION OF PROPOSED REVISIONS TO THE PERSONNEL, OPERATIONS,**
153 **AND DISTRICT POLICIES**

154 Director Jones reported that at the last Board meeting it was decided to postpone the discussion
155 of policies to allow her time to review the proposed changes. Director Jones stated that she
156 reviewed all the proposed recommendations and had a few revisions. Director Jones pointed out
157 that there was a slight oversight on the agenda with this agenda item stating there would only be
158 discussion of the proposed revisions rather than discussion and possible approval of the proposed
159 revisions. As a result, there will be a discussion and then it will be brought before the Board next
160 month for possible approval.

161
162 Bleil asked about the change to the District Personnel Policies, Section 7 (Personnel Actions); I
163 (Transfer). Suhadolc indicated that during last month's discussion it was more of a FYI to let the
164 employee's boss know that the employee is applying for an internal job, but it is not a
165 requirement. Suhadolc reported that a supervisor cannot tell an employee not to apply for an
166 internal job.

167
168 Moffitt inquired about the change to the District Operational Policies, Chapter 4 (Special Event
169 Policies). O'Brien reported that what the District was hearing from Sam Schwoebel, Events

Coordinator, was that some of those deadlines restricted a customer from reserving a facility even if it was available. Moffitt stated that he was thinking more about trails events, i.e. a run, and getting the word out to the community that the trails will be busy in a week or two weeks. O'Brien stated that if the District felt it could not safely hold an event at a facility because it needed to get notice out, then the District would just say no to the event. Wagoner reported that Schwoebel gives staff plenty of notice and the District evaluates each event individually.

Bleil asked if there were any changes to who qualifies for the benefits or level of benefits the District is offering in the Operational Policies, Chapter 1 (General District Operational Policies); Benefits Available During Active Employment with the District. O'Brien reported that the main change was to add some programs that the District offers, i.e. private swim lessons, group swim lessons, and to clarify the percentage of discounts offered to seasonal and part-time employees.

Bleil asked if the District thinks that the workers compensation exposure is going up due to employees working from home. Suhadolc reported that the District has not received any filed claims since employees started working from home.

Moffitt inquired if the Board should discuss whether or not the requirement for an annual meeting in January should be struck in the District Policies and Procedures, Chapter 2 (Administrative Control Board Rules & Regulations); Article VI. (Meetings); Section 1. O'Brien reported that there may be a requirement to have an annual meeting, but it does not have to be scheduled in January.

QUESTIONS ON DEPARTMENT UPDATES

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

Director Jones report that she combined all the department updates into one report and added a general summation.

Brown congratulated the Parks team on the Rap Grant funds. Ben Liegert reported the funds will be used to resurface all the courts at Trailside Park.

Moffitt asked if the Willow Creek Pond is being monitored for thickness and safety. Liegert reported that the Parks Team drills the pond weekly and it is currently 9"-10" thick.

Brown asked if the athletic programs are still running their programs since the closure of the upper school levels. Strader reported that he has spoke with the coaches, and since they are rapid testing all of their athletes, they are allowing the sports teams to continue with practice.

Connolly asked Brian Kadziel about the Jr. Jazz program. Kadziel reported that the program is down about 30% from last year's numbers, and the kids are required to wear masks the entire time.

Kottler congratulated Jess and the Open Space team for their Wildfire Mitigation award. Westberg agreed.

Westberg inquired about the Black Diamond Gymnastic event scheduled next month at the Fieldhouse. Strader said that Katy, from Black Diamond, reached out to him at the end of December to see about the possibility of holding a smaller gymnastic event. Strader reported that the District met with the Summit County Health Department, earlier this week, to discuss the protocols. Strader stated that if the event is granted approval from the health department, then the District will decide whether or not to hold the event. Westberg asked what the revenue would be for this type of an event. Strader reported that last year, Black Diamond paid the Fieldhouse \$9,900 to hold the event. Connolly asked how this would affect the Fieldhouse staff. Strader reported that the event would be closed off from the public and the staff would put down and pick up the flooring before and after the event.

Chair Castro inquired about the revision of the Fieldhouse Stakeholder rental schedule for the field and gym. Strader reported that it is a weekly revision that he emails to the Stakeholders on Sunday night.

Moffitt inquired about the confrontation at the Fieldhouse and if it was resolved. Director Jones reported that the District is still enforcing the mask policy at the Fieldhouse; especially with the continued increase in COVID-19 numbers. Director Jones indicated that the front desk staff has had some tense situations occur that they did not feel comfortable addressing. Director Jones met with Kelly to discuss providing the Fieldhouse staff with the necessary tools when difficult situations present themselves. Director Jones stated that Strader is in the process of putting together guidelines for staff on how to deal with the mask situation. Also, there is a front desk staff meeting scheduled for next week, and de-escalation training will be provided to the employees.

UPDATES FROM DISTRICT COMMITTEES

AD HOC COMMITTEES:

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

STANDING COMMITTEES:

District Director Liaison & Annual Review Committee: Connolly reported there was discussion of the District Director's first weeks on the job and other items that will be discussed during the closed session.

Personnel Committee: did not meet.

Audit Review Committee: did not meet.

Trails Committee: Brown reported that there was nothing formal; however, there will be a discussion during closed session.

Open Space Committee: did not meet.

Parks & Recreation Committee: did not meet.

BOSAC Committee: did not meet.

DIRECTOR COMMENTS

Director Jones reported that the County has set the date for the annual training for all Summit County commissions, boards, volunteer boards, and special service districts according to the Utah Open & Public Meetings Act. The meeting will take place on Thursday, February 11, 2021

at 6:00 pm. The County would like any new Board members to attend the Zoom meeting on February 11 and other Board members to view the recorded version before February 28, 2021.

O'Brien reported that the District's Board meeting is also scheduled during this time. Kottler suggested incorporating the presentation into the February Board meeting. The Board decided to start the regularly scheduled Board meeting at 5:45pm and then convene, at 6:00pm, to attend the Utah Open and Public Meetings Act training, via Zoom, hosted by the Summit County Attorney's office. Once the Board has completed the training, the Board will return to the regular meeting.

Director Jones reported that there has been discussion with staff concerning project schedules for this year, how the District will lay the projects out, and when staff will come to the Board for approvals.

Moffit asked if the District is monitoring the new Dakota Pacific project and if they know that they owe the District money. Director Jones reported that she and O'Brien were on the presentation last night and there was a discussion of money. O'Brien reported that the company is aware that they owe the District money for the underpass once they reach 300,000 square feet of built out space.

BOARD MEMBER COMMENTS AND REVIEW OF ACTION ITEMS

Kottler asked if the Board can select a Board member to sit on the BOSAC Committee. O'Brien reported that the Board can discuss who to have on the BOSAC Committee, but the position is appointed by the County. Kottler suggested choosing one of the members of the Open Space Committee for BOSAC.

Chair Castro expressed his appreciation to the Fieldhouse staff and the new reservation system at the Fieldhouse.

CLOSED SESSION: PROPERTY ACQUISITION

At 7:26pm, staff was dismissed, and Chair Castro called for a motion to enter into executive session to discuss property acquisition.

The executive session to discuss property acquisition was recorded.

Board members in attendance: Rick Bleil, Nate Brown, Ben Castro, Brandi Connolly, David Kottler, Larry Moffitt, Carrie Westberg.

Staff in attendance: Dana Jones, Melissa O'Brien.

MOTION: To enter into executive session for the purpose of discussing property acquisition. [Connolly/Brown] All in favor: Rick Bleil, Nate Brown, Ben Castro, Brandi Connolly, David Kottler, Larry Moffitt, Carrie Westberg. None Opposed. Absent: None. Motion carries.

At 8:31pm, Chair Castro called for a motion to close the executive session for the purpose of discussing property acquisition and to adjourn the meeting of January 14, 2021.

MOTION: To close the executive session for the purpose of discussing property acquisition. [Moffitt/Kottler] All in favor: Rick Bleil, Nate Brown, Ben Castro, Brandi Connolly, David Kottler, Larry Moffitt, Carrie Westberg. None Opposed. Absent: None. Motion carries.

MOTION: To adjourn the meeting of January 14, 2021. [Connolly/Brown] All in favor: Rick Bleil, Nate Brown, Ben Castro, Brandi Connolly, David Kottler, Larry Moffitt, Carrie Westberg. None Opposed. Absent: None. Motion carries.

MOTIONS:

MOTION: To elect the slate of Snyderville Basin Special Recreation District Administrative Control Board officers as stated for 2021: Ben Castro – Chair, Brandi Connolly – Vice Chair, Rick Bleil – Treasurer, and Carrie Westberg – Clerk. [Moffitt/Brown] All in favor: Rick Bleil, Nate Brown, Ben Castro, Brandi Connolly, David Kottler, Larry Moffitt, Carrie Westberg. None Opposed. Abstain: None. Absent: None. Motion carries.

MOTION: To approve Megan Suhadolc and Dana Jones as authorized individuals for the District's PTIF accounts, and to approve Ben Castro, Rick Bleil, Dana Jones, and Megan Suhadolc as authorized signers for the District's Zions Bank accounts. [Westberg/Moffitt] All in favor: Rick Bleil, Nate Brown, Ben Castro, Brandi Connolly, David Kottler, Larry Moffitt, Carrie Westberg. None Opposed. Absent: None. Motion carries.

MOTION: To enter into the agreement with Greg Ogden, CPA for the 2020 annual independent audit. [Kottler/Connolly] All in favor: Rick Bleil, Nate Brown, Ben Castro, Brandi Connolly, David Kottler, Larry Moffitt, Carrie Westberg. None Opposed. Absent: None. Motion carries.

MOTION: Forward a positive recommendation to County Council to approve the extension of the COVID-19 Leave Policy through March 31, 2021. [Connolly/Westberg] All in favor: Rick Bleil, Nate Brown, Ben Castro, Brandi Connolly, David Kottler, Larry Moffitt, Carrie Westberg. None Opposed. Absent: None. Motion carries.

Minutes prepared by Stacy Carpenter

Clerk/Board Member Approval: _____

