



Snyderville Basin Special Recreation District
Board Meeting Minutes
Thursday, September 9, 2021
Virtual Meeting via Zoom
Meeting ID: 884 2001 6068
5715 Trailside Drive
Park City, Utah

1 **Board Members in Attendance:** Nate Brown, Ben Castro, Brandi Connolly, David Kottler, Len
2 McGee, Larry Moffitt, Carrie Westberg. Board members participated electronically via Zoom
3 and at anchor location.

4
5 **Absent:** None

6
7 **Staff Present:** Mike Baker, Stacy Carpenter, Director Dana Jones, Brian Kadziel, Justine
8 Kadziel, Ben Liegert, Allie McKinney, Ben Pearson, Megan Suhadolc, Matt Wagoner. Staff
9 participated electronically via Zoom and at anchor location.

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11 **Attending Guests:** None.

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13 **CALL TO ORDER AND PUBLIC INPUT**

14 The meeting of September 9, 2021 was called to order by Chair Castro at 6:03 pm.

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16 No public input. Chair Castro closed public input at 6:04 pm

17
18 **CONSENT AGENDA**

19 1. REQUEST TO APPROVE MINUTES FROM 08/12/2021

20 No questions or comments.

21 2. REQUEST TO APPROVE THE PRIOR MONTH'S EXPENDITURES

22 No questions or comments.

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24 **MOTION:** To approve the two-point Consent Agenda [BROWN/WESTBERG] All in favor:
25 Brown, Chair Castro, Connolly, Kottler, McGee, Moffitt, Westberg. None Opposed. Abstain:
26 None. Absent: None. Motion carries.

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28 **REVIEW OF PRELIMINARY 2022 BUDGETS**

29 Board members received a staff report from Suhadolc in their Board packets prior to the meeting.

30
31 Suhadolc presented an overview of the proposed 2022 budget. Suhadolc stated that the 2021
32 budget is being amended by an additional \$10,000. Suhadolc stated that the District is accounting
33 for \$15,000 of Intergovernmental Revenue, and \$5,000 of increased Recreation revenue.

34 Suhadolc stated that the most significant change to the budget will be the layout, explaining that
35 the Fieldhouse department has been dissolved and divided amongst the Administration, Parks &
36 Facilities, and Recreation departments.

37
38 Suhadolc stated that the proposed 2022 budget is a 19.6% (\$1,537,607) increase from the 2021
39 proposed amended budget. Suhadolc explained that property tax revenue was calculated using an
40 assumption of a 4.7% increase in new growth revenues, using the average of the past six years.
41 Suhadolc stated that new growth revenue was 5.3% last year, and explained that new
42 development is continuing as is evident by the volume of impact fee applications and
43 payments received this year by the District.

44
45 Suhadolc stated that Fieldhouse pass revenue is proposed to be a 41.9% increase over the 2021
46 amended budget, but a 6.1% decrease from the 2019 actuals. Suhadolc explained that the
47 increase is due to more patrons returning to the Fieldhouse as the impact of the pandemic
48 decreases throughout 2022, as well as an increase in membership fees planned for January 2022.
49 Chair Castro and Suhadolc discussed the reallocation of funds from the Fieldhouse programs to
50 the Recreation department and how funds in the Fieldhouse Other category are generated.

51
52 Suhadolc stated that Recreation program revenue is proposed to be a 40.8% increase over the
53 2021 amended budget, explaining that participation numbers exceeded expectations in 2021 and
54 that participation rate is expected to continue in 2022.

55
56 Suhadolc discussed how the other charges for service, such as event and facility rental income, is
57 proposed to increase 29.4% from the 2021 amended budget, stating that the District experienced
58 a return of several outside events and rentals this year and it is anticipated to continue in 2022.

59
60 Suhadolc stated that the 2022 budget includes the use of \$475,000 of general fund reserves to
61 pay for a one-time contribution of \$275,000 to the Park City Ice Arena and \$200,000 for District
62 strategic planning. The Board discussed previous conversations regarding the Park City Ice
63 Arena funding.

64
65 Suhadolc stated that the increase in expenses in the 2022 is mainly due to an increase in payroll
66 and benefits. Payroll and benefits are proposed to increase by 27.2% (\$1,078,844) from the
67 amended 2021 budget. Director Jones referenced information from the National Recreation and
68 Park Association's Special Park District National Database Report, stating that the District is
69 above average in most areas when compared with other Special Service Districts of like size and
70 budget. Director Jones explained that the average number of miles of trails managed by special
71 districts of like size is 12 miles, stating that the District manages 170 miles of trails. Director
72 Jones stated that the District's per capita income level is above average, however, the population
73 in the District is below average. Director Jones stated that the average percentage of operational
74 budget spent on personnel services is 62%, and explained that the District is below average, even
75 with the proposed 2022 budget which would increase the District's personnel services budget to
76 54%. Director Jones stated that the Board approved 34 full-time employees in 2021 and this
77 budget proposes 37 full-time employees, to include two new employees in the Trails and Open
78 Space department and one employee in the Parks and Facilities department.

Director Jones explained that the District is participating in a salary survey in cooperation with Summit County, therefore in addition to more staff, the budget assumes an increase to staff salaries due to the rapidly rising cost of living and the competitive job market in the District. Director Jones explained that the proposed budget includes the 5% COLA increase as well as 5% across the board in anticipation of the salary survey's recommendation of employee salary increases. Director Jones stated that in the past, the District has budgeted merit increases at 3%, and explained that the proposed budget would budget merit increases at 5%.

The Board and the District discussed the possibility of mirroring Summit County's projection of income and expenses, as well as the process of presenting the proposed budget to the Summit County Council. The Board and Director Jones discussed the proposed changes to the bonus program. The Board and Director Jones discussed the possible allocation of funds in the proposed budget towards increasing trail etiquette education and enforcement.

Suhadolc explained that a new expense included in the 2022 budget is rent for office and storage space at an off-site location, which is needed due to the growth of the District's operations. This would be shared space with Mountain Trails Foundation and will help with cooperation between our two organizations. Suhadolc explained that the revenue for open space does not include grant monies and that those funds are budgeted for after they are received.

Suhadolc explained the proposed budget break down and schedule for the capital funds allocated towards the Trailside East development. Suhadolc presented an overview of the District's capital projects/purchases schedule and proposed 2022 capital funds budget. The Board and Suhadolc discussed the year end account balances. Director Jones discussed the increase in impact fee funds for 2021 in comparison to 2019. The Board discussed initiating the Truth in Taxation process in 2023. The Board and Suhadolc discussed how 2021 the capital replacement schedule compares to past years.

DISCUSSION OF SINGLE-TRACK E-BIKE ALTERNATIVES

Board members received a staff report from Wagoner in their Board packets prior to the meeting.

Wagoner discussed existing Federal, Department of Interior, Department of Agriculture, State of Utah and International Mountain Bike Association E-mountain biking regulations. Wagoner stated the District would like to propose a study to achieve three main goals. Wagoner explained that the goals are to better understand community need, better understand potential impact, and analyze trail accessibility for E-MTBs and beyond. Wagoner explained the proposed study schedule of analyze in Fall 2021, engage in winter 2021, plan in winter 2022, implement in spring 2022, and monitor in summer and fall of 2022. The Board and Wagoner discussed other entities implemented practices regarding E-MTBs and that there is not an established best practice at the moment. The Board discussed the importance of consistency on the trails as well as enforcement.

DIRECTOR'S UPDATE

Board members received the District Director monthly update from Director Jones in their Board packets prior to the meeting.

Director Jones stated that the District submitted RAP tax grant applications last week. Director Jones updated the Board on the Forest Health and Fuels Reduction Project in Summit Park. Director Jones gave an update on the Trailside East project and what to expect in the coming months. Kadziel discussed the Swing for Sports event taking place on September 22, 2021. Director Jones announced that the Utah Association for Special Districts (UASD) annual convention is coming up in November and invited any Board members that would like to attend. The District and the Board thanked Suhadolc for her efficiency and service to the District and commended Suhadolc on her thorough work throughout the years.

UPDATES FROM DISTRICT COMMITTEES

STANDING COMMITTEES:

District Director Liaison & Annual Review Committee: Chair Castro stated that the committee discussed the budget, as well as opportunities that the District is pursuing with Vail/ the Canyons.

Personnel Committee: Did not meet.

Trails Committee: Brown stated that the committee discussed the E-MTBs in detail as well as the potential long term effects.

Open Space Committee: Did not meet.

Parks & Recreation Committee: Did not meet.

BOSAC (County appointed) – Chair Castro stated that Summit County is enacting BOSAC asap and is asking for a representative from the Board. The Board nominated Chair Castro. Chair Castro stated that he will submit an application to Summit County Council.

AD HOC COMMITTEE:

Capital Investment and Strategic Action Plan Committee: Did not meet.

BOARD MEMBER COMMENTS AND REVIEW OF ACTION ITEMS

Chair Castro stated that as per District policy and procedures, it is necessary to always receive a completed GRAMA request form from the public before any documentation is released by the District.

The Board discussed moving the October 14th Board meeting to October 21st. Connolly stated that she will not be able to attend in person but could possibly attend via zoom. The Board discussed the time frame of approval of the 2022 budget and when it will need to be submitted to the Summit County Council. The Board discussed possible dates for the Board Retreat and decided to meet at 3:00 pm on October 25th.

CLOSED SESSION: PROPERTY ACQUISITION

At 8:03 pm, 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: Nate Brown, Ben Castro, Brandi Connolly, David Kottler, Len McGee, Larry Moffitt, Carrie Westberg.

Staff in attendance: Mike Baker, Stacy Carpenter, Director Dana Jones, Megan Suhadolc

MOTION: To enter into executive session for the purpose of discussing property acquisition.
[WESTBERG/MCGEE] All in favor: Brown, Chair Castro, Connolly, Kottler, McGee, Moffitt,
Westberg. None Opposed. Absent: None. Motion carries.

At 8:13 pm, Chair Castro called for a motion to close executive session for the purpose of
discussing property acquisition.

MOTION: To close the executive session for the purpose of discussing property acquisition.
[MOFFITT/CONNOLLY] All in favor: Brown, Chair Castro, Connolly, Kottler, McGee,
Moffitt, Westberg. None Opposed. Absent: None. Motion carries.

At 8:14 pm, Chair Castro called for a motion to adjourn the meeting.

MOTION: To adjourn the meeting of September 9, 2021. [BROWN/WESTBERG] All in
favor: Brown, Chair Castro, Connolly, Kottler, McGee, Moffitt, Westberg. None Opposed.
Absent: None. Motion carries.

MOTIONS:

MOTION: To approve the two-point Consent Agenda [BROWN/WESTBERG] All in favor:
Brown, Chair Castro, Connolly, Kottler, McGee, Moffitt, Westberg. None Opposed. Abstain:
None. Absent: None. Motion carries.

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[WESTBERG/MCGEE] All in favor: Brown, Chair Castro, Connolly, Kottler, McGee, Moffitt,
Westberg. None Opposed. Absent: None. Motion carries.

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[MOFFITT/CONNOLLY] All in favor: Brown, Chair Castro, Connolly, Kottler, McGee,
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Absent: None. Motion carries.

Minutes prepared by Allie Mckinney

Clerk/Board Member Approval: 