



Snyderville Basin Special Recreation District
Board Meeting Minutes
Wednesday, January 13, 2010
Schefter Conference Room - Trailside Park
5715 Trailside Drive
Park City, Utah

Board Members in Attendance: Tracey Douthett, Scott McClelland, Sharon Odell, Ron Perry, Marilyn Stinson, Scott Siemon.

Absent: Kevin Simon

Staff/Employees Present: Rena Jordan, Bonnie Park, Matt Strader, Brian Hanton, Bruce Dickens

Attending Guests: Judy Tukuafu and Todd Klarich, Park City Aquatic Center

The meeting of January 13, 2010 was called to order by Chair Odell at 6:08pm.

ACKNOWLEDGEMENT OF RETIRING BOARD MEMBER

On behalf of the District Board and staff, Chair Elect Ron Perry expressed appreciation for the years of service provided by retiring Board member Sharon Odell. Odell was appointed to the Board in 1995, and has served for 15 years.

PUBLIC INPUT

There was no public in attendance at this time.

ELECTION OF 2010 OFFICERS

Bonnie Park reviewed the slate of 2010 officers proposed at the meeting of December 16, 2009. Chair Odell called for a motion to approve the slate, as proposed.

MOTION: To elect the slate of Snyderville Basin Special Recreation District Administrative Control Board officers, as proposed, for 2010: Ron Perry - Chair; Tracey Douthett – Chair Elect; Scott McClelland – Treasurer; Kevin Simon – Clerk. [McClelland/Douthett] All in favor: Tracey Douthett, Scott McClelland, Sharon Odell, Ron Perry, Marilyn Stinson, Scott Siemon. Opposed: None. Absent: Kevin Simon. Motion carries.

Park said that the County Council has not yet finalized new Board appointees. Candidates will be interviewed by the Council on January 20. Jordan said by the February 3rd meeting the new appointees should be present.

PARK CITY AQUATIC CENTER DISCUSSION

Rena Jordan introduced Park City School District representatives Todd Klarich and Judy Tukuafu. Jordan said she met with Klarich and Tukuafu on two matters of business. They are here to report to the Board on a concern expressed by Rick Perry at the December 3rd Board meeting related to a slip and fall incident on the Ecker Hill pool deck. In addition, they will provide more information on the inflatable aquatic play structure that has been approved in the District capital budget. Klarich provided a handout (attached) on the research conducted on pool decks, all of which are brushed or stamped concrete or tile. Some pool managers have tried anti-slip epoxy textures, and they are not an improvement. The Ecker Hill pool deck is treated monthly with an acid base application. Body oils on the deck create the slippery surface. The acid base treatment roughs the concrete enough to make it anti-slip. He said aquatics directors in the state share the same view - based on incident reports and years of experience, the key to reducing slip and falls is to prevent running. Tukuafu added that in an article published by NRPA in November 2009, it was concluded that concrete is the surface that has withstood the test of time. In the case of the slip and fall at Ecker Hill, witness statements document the athlete was late for her event and was running when she fell. Jordan noted the Recreation District will have similar challenges with the new splashpad. She asked the Board how they would like to proceed with providing a response to Rick Perry. Chair Ron Perry will follow up to convey the outcome of discussion this evening.

Todd Klarich passed around brochures to convey the concept of Wubit sports Aquatracks, a modular inflatable feature to add affordable fun to a flat competitive pool, www.wibitsports.com. It is produced by a German manufacturer, where safety standards are higher. Head entrapments, leg entrapments and other hazards have been studied. The product is made from a river raft-like material. The warranty is 5 years; lifespan is 10 years. The company has been around for 20-25 years, but at this time there is only one other inflatable in the state. The inflatable will be tied off in a water depth of 7 – 13 feet, and 10-15 feet off the edge of the pool. Lifeguards will be stationed at each end. Jordan said the Board has allocated a contribution of \$7,500 in the 2010 budget. Discussion followed on the logistics of inflating, deflating and moving the structure to accommodate other aquatic center programming. All agreed the new feature will be a benefit to Basin Recreation camp programs.

FIELDHOUSE PERSONAL TRAINER POLICY REVIEW

Board members received a staff report in their Board packet prior to the meeting. Staff recommends the District continue the program policy adopted at the end of 2008. Strader said the approved policy was successful and easy to implement. He reported the Fieldhouse has three or four consistent monthly trainers and four to five others that train under the daily fee program. Most personal training activity occurs during the day and not during peak evening hours. Brief discussion followed, after which Chair Perry called for a motion to approve.

MOTION: To approve and re-adopt the Basin Recreation Fieldhouse Fitness Trainer Policies as proposed. [McClelland/Stinson] All in favor: Tracey Douthett, Scott McClelland, Sharon Odell, Ron Perry, Marilyn Stinson, Scott Siemon. Opposed: None. Absent: Kevin Simon. Motion carries.

DISTRICT POLICY REVIEW: DRUG AND ALCOHOL SCREENING

Rena Jordan stated the Board adopted the Personnel Policies at the end of 2009 with the condition that a drug and alcohol screening policy would be added. In working with Ballard Spahr attorney, Jim Stewart, it was discovered that governmental entities cannot implement a

random screening program for all positions. Random screening for those positions identified as "safety sensitive" is acceptable. A drug and alcohol screening policy sample was provided by the Utah Local Governments Trust. Jordan said in taking the lead from counsel, the broader the policy is for interpretation, the better it is for the District to take action in combination with other stated causes for disciplinary action. Ron Perry questioned how staff will be informed of the policy. Jordan said she has already met one on one with staff and, once complete, all staff will sign a policy acknowledgement form to be filed in their personnel files. The policy is up for adoption at the February 3rd meeting. Jordan said due to some federal laws that came into affect at the end of 2009, an amended harassment policy will also be incorporated prior to adoption in February.

DISTRICT POLICY REVIEW: RECREATION PROGRAMS AND CAMPS

Bonnie Park reminded the Board that the District Policy manual is being updated chapter by chapter. The policies for review this evening are related to youth recreation programs and camps and are a combination of former District policies in addition to new policies that have been gleaned from other programs across the country. The proposed policies are much more comprehensive than any other model she has come across. Park summarized the many sections of this chapter. She stated the intent is to set structure around the District's programs and camps. She encouraged Board members to review the proposed policies and if any additional ideas come to mind based on personal experiences with District programs to bring them up for discussion. Jordan emphasized that the leadership team is investing the time to create a standard operating procedure guideline for Board approval that will perpetuate beyond current staff. Sharon Odell inquired if food allergies have been addressed. Matt Strader suggested adding food allergies to the registration questionnaire. Park said Brian Hanton and Angie Greenberg are currently reviewing this document from a staff implementation standpoint. Scott McClelland said from his experience background checks and 15-passenger vehicles are important safety policies. McClelland offered to contact an insurance broker he knows that specifically insures camps to see if there are other items to consider from an insurance perspective.

CONSIDERATION AND APPROVAL OF TRAVEL REQUEST

Board members received a staff report in their Board packet prior to the meeting. With the spring 2010 opening of the Basin Recreation Fieldhouse Splashpad, the District is required to have a certified Aquatic Facility Operator on staff to oversee maintenance of the new facility. Chair Perry called for a motion to approve.

MOTION: To authorize the travel request for District staff member Paul Caine to attend the Aquatic Facility Operator training course, February 2-5, 2010, in Everett, Washington, in an amount not to exceed \$1,000. [McClelland/Siemon] All in favor: Tracey Douthett, Scott McClelland, Sharon Odell, Ron Perry, Marilyn Stinson, Scott Siemon. Opposed: None. Absent: Kevin Simon. Motion carries.

CONSIDERATION AND APPROVAL OF CONSENT RESOLUTION 2010-01 AMENDING EMPLOYEE HRA

Rena Jordan stated the proposed resolution is a federally mandated resolution to comply with applicable provisions of COBRA.

MOTION: To adopt Resolution 2010-01 to approve material modifications to the Health Reimbursement Plan to comply with applicable provisions of new IRS guidelines.

[Douthett/McClelland] All in favor: Tracey Douthett, Scott McClelland, Sharon Odell, Ron Perry, Marilyn Stinson, Scott Siemon. Opposed: None. Absent: Kevin Simon. Motion carries.

In the absence of Clerk Kevin Simon, Bonine Park requested that Scott McClelland attest the resolution.

CONSIDERATION AND APPROVAL OF INDEPENDENT AUDIT ENGAGEMENT LETTER

CPA Greg Ogden has provided a proposal to conduct the 2009 independent audit. Rena Jordan said the Board requested that the District re-bid CPA services for the 2009 audit, however with staff member Maikella Parker being out on maternity leave, and lacking a replacement in the business manager position, Jordan recommends staying with CPA Greg Ogden. Jordan said no paperwork has been finalized, so if Board direction is to re-bid at this time it could be done. Chair Perry asked if the bid was reasonable, noting that governmental audits are specialized. Jordan said currently there are only three CPA firms on the authorized list. Park said the District has used Ogden since the first audit, and has bid the service twice. Following brief discussion, Chair Perry called for a motion to approve.

MOTION: To approve the independent audit engagement letter to hire CPA Greg Ogden to conduct the 2009 independent financial audit in the amount not to exceed \$8,000.

[Douthett/Stinson] All in favor: Tracey Douthett, Scott McClelland, Sharon Odell, Ron Perry, Scott Siemon, Marilyn Stinson. Opposed: None. Absent: Kevin Simon. Motion carries.

SERVICE PROVIDER/PLANNING UPDATE

Bonnie Park said the Snyderville Basin Planning Commission took additional input on the proposed Stone Ridge development this week. At the last service provider meeting it was reported that the deadline for closing escrows on the Canyons Lower Village plats will occur sometime in February or March. The Canyons Trails Agreement deadline for signature was extended, so additional information is needed as to how they can proceed with plats with an unsigned Trails Agreement. At the Silver Creek Commerce Center, a sketch plan application has been submitted on property adjacent to Home Depot. Beyer and Park will meet with County representatives to understand transportation planning and proper trail connections that will need to be addressed.

APPROVAL OF MINUTES 12/16/09

Board members received the minutes of December 16, 2009 in their meeting packet. As a point of strategy on bonding next November, Scott McClelland questioned if the District should relinquish the trails component as an "add on" to an open space bond in order to have a higher approval rating in a future bond for Fieldhouse expansion. Jordan said another strategy that has been contemplated is to have trails funding planned as a part of both ballot initiatives due to the amount of capital funding needed for ongoing trail development.

Chair Perry called for further comments or questions and a motion to approve.

MOTION: To approve the minutes of December 16, 2009, as written. [McClelland/Stinson] All in favor: Tracey Douthett, Scott McClelland, Sharon Odell, Ron Perry, Scott Siemon, Marilyn Stinson. Opposed: None. Absent: Kevin Simon. Motion carries.

APPROVAL OF INVOICES

Board members received a summary of payables in their Board packet dated December 2, 2009 – January 8, 2010 for Board review (attached). Scott McClelland inquired into the asset protection in place for items such as the Nintendo Wii, games, GPS units, etc. Jordan described the security measures. Discussion followed on consultant fees attributable to analysis of the District compensation package. Jordan noted this was a budgeted item. Following brief discussion, Chair Perry called for a motion to approve.

MOTION: To approve the invoices of December 2, 2009 – January 8, 2010, in the amount of \$192,845.16. [McClelland/Douthett] All in favor: Tracey Douthett, Scott McClelland, Sharon Odell, Ron Perry, Scott Siemon, Marilyn Stinson. None opposed. Absent: Kevin Simon. Motion carries.

DIRECTOR QUESTIONS/COMMENTS

Jordan provided an update on the success of fitness classes. The goal is to offer 20 classes per week between the Fieldhouse and Trailside locations. Jordan is working with Strader to introduce a fee schedule that includes a Fieldhouse pass with a fitness class “add-on” that will achieve targeted revenue goals.

Jordan said nine applications have been received for the fitness coordinator position. Interviews will be conducted next week.

The Silver Ski event is scheduled for Sunday, January 31st. Jordan encouraged Board member participation.

The National Ability Center has approached the District to hold the 25th Anniversary Starry, Starry Night at the Fieldhouse on Friday, October 1st. Jordan and Strader have put together a proposal to rent the Fieldhouse at \$3,000. A full facility closure will be required for 5 hours on the night of event. It will not displace any programs. The event planner is aware of, and familiar with, permitting requirements.

Stakeholder rate schedules have been refreshed and they will be presented to stakeholder representatives at the end of February. The last fee hearing was held in 2007, and Jordan recommends that the District conduct a fee hearing in 2010 to update all rates.

A BOSAC meeting will be held January 22, 2010. Jordan will join the committee in order to be in synch with the bond measure being planned in 2010, and to be strategically clear on what caveats will be placed by the District on incurring debt and retaining assets related to open space acquisitions.

A slip and fall incident in the lobby of the Fieldhouse has been referred to ULGT. The incident was documented on a security camera.

Jordan reported a coach on a sexual offenders list was brought to the attention of staff. These records are never expunged. The individual is a parent of children in the program. At the District’s request this individual will not continue coaching.

Jordan distributed a list of “2010 Goals/Focus” developed by staff for discussion at the Administrative work session on March 3rd. She requested that Board members consider holding an April Board Retreat so that the second retreat in August can be more focused on a bond. After

discussion, Board members agreed Sunday, April 25th would be best. It will be added to the schedule.

BOARD MEMBER QUESTIONS/COMMENTS

There were no further Board questions or comments at this time.

PUBLIC INPUT

No public input was provided at this point in the meeting.

At 7:56 pm Chair Perry called for a motion to adjourn. (15)

MOTION: To adjourn the meeting of January 13, 2009. [McClelland/Stinson] All in favor: Tracey Douthett, Scott McClelland, Sharon Odell, Ron Perry, Scott Siemon, Marilyn Stinson. None opposed. Absent: Kevin Simon. Motion carries.

MOTIONS

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Minutes prepared by Bonnie Park

Clerk/Board Member Approval: _____

