



Snyderville Basin Special Recreation District
Special Board Meeting Minutes
Wednesday, February 13, 2008
Schefter Conference Room - Trailside Park
5715 Trailside Drive
Park City, Utah

Board Members in Attendance: Tim Douglas, Tracey Douthett, Jim Moran, Sharon Odell, Ron Perry.

Board Members Absent: Scott McClelland, Scott Siemon

Staff/Employees Present: Senta Beyer, Bruce Dickens, Rena Jordan, Bonnie Park, Josh Elmer

Attending Guests: None

Board Chair Sharon Odell convened the meeting of February 13, 2008 at 6:03 pm.

PUBLIC INPUT

There was no public input at this meeting.

INTRODUCTION OF NEW EMPLOYEE

Bruce Dickens introduced Parks Department lead worker Josh Elmer. Elmer's emphasis will be on irrigation. He is assisting the crew with snow removal this winter. Elmer was employed at Park Meadows Country Club for eight years, and also worked at Promontory and for a family business installing irrigation.

PARKS REPORT: OMNI LOCK INSPECTION

Bruce Dickens said as a follow-up to board discussion on the Omni Lock system, he hired a lock installation company to conduct an independent inspection. They have not yet completed the inspection of Ecker due to lack of winter access, but have looked at all others. A report on letterhead is forthcoming. The inspector examined all Omni Locks and exterior doors. He found two Omni Locks were not adjusted properly and could fail. There were some screws missing and loose. Doors were shimmed for a better fit. The inspector believes the Omni Lock system to be good. No further word has been received from those involved in the lock failure at Trailside. Dickens recommends that follow up inspections be conducted in the future.

NEWSLETTER

Rena Jordan reviewed content of the March "Way to Play" Newsletter. Each department will have an article. Topics will include a mention of the needs assessment survey follow up, Silver Ski event coverage, the Willow Creek ice skating pond and a tribute to retiring Recreation Manager Steve Parker in the Director's report. A picture and acknowledgement of soccer uniforms donated to an orphanage in Bolivia will also be included.

Jordan mentioned that the NAC newsletter included an acknowledgement of Basin Recreation for the District's assistance in building a trail for the benefit of their equestrian program.

Moran inquired if the newsletter will incorporate Parks and Trails in the Basin Recreation logo, as discussed at the retreat, and if the Board should vote on the matter. Discussion followed on original logo development by Whitney Advertising. General agreement is that the logo is well liked and recognized in the community, but that by including the parks and trails reference it will better represent all that the District does. Board consensus and direction is to add Parks and Trails to the Basin Recreation "mark" so that it may be introduced in both this newsletter and the 2008 Play Magazine.

FOURTH QUARTER FINANCIAL REPORT

Rena Jordan distributed handouts (attached) with 4th quarter 2007 financials, as well as full financial statements with the amended "budget to actual" by line item for 2007. A balance sheet dated 12/31/07, with comparatives to year end 2006 was also provided. She said property taxes came in \$95,000 higher than in 2006. She noted that the 12/31/07 is an advanced detail preview of what will be presented in the audit. She has already made many of the adjusting entries typically made during the audit.

Tim Douglas requested further discussion on line items 4820 and 4821, GL Account numbers for Board per diem and compensation which was a topic at the February 10th retreat. Park said in 2008, \$12,000 was budgeted in account 4820 and \$16,320 in account 4821 as a placeholder in anticipation of an increase. Douglas feels strongly that Board members should not be compensated for meetings they do not attend. Following discussion it was agreed that \$30 per diem and \$70 compensation per meeting should be established through District Policy amendments. The Board chair receives additional compensation for added duties. Ron Perry summarized the current compensation, as follows: Board members receive on average \$75 per meeting (\$30 per diem/\$45 compensation). The recommendation is to increase that level to \$100 per meeting (\$30 per diem/\$70 compensation), which is a 30% increase. In the past the chair has received \$25 more per meeting in compensation. Perry recommends the Board Chair receive \$130 per meeting (\$30 per diem/\$100 compensation). Park says that if there are three meetings in one month to compensate for only one meeting the following months, she takes that into consideration when preparing the report for payables. Tim Douglas also reminded the group that if attendance is a problem, the County Commission can remove a Board member. They have been known to not reappoint Board members who have demonstrated poor attendance. Bonnie Park will write the revised policy to reflect new compensation levels with the attendance requirement. Park suggested adding an attendance policy to the District rules and regulations that reflects the attendance policy of Summit County.

TRAVEL REQUEST TRAILS DEPARTMENT

Board members received a travel request in their meeting packet requesting approval for Bob Radke and Mark Patterson to attend the National Trail Builders Conference in Reno, March 11 -13, 2008. Following brief discussion, Chair Odell called for a motion to approve.

MOTION: To approve the travel request for Mark Patterson and Bob Radke to attend the 2008 Trailbuilders' Conference in Reno, NV, in the amount of ~\$1084.00, plus expense reimbursements. [Perry/Douglas] All in favor: Tim Douglas, Tracey Douthett, Jim Moran, Ron Perry. None opposed. Absent: Scott McClelland, Scott Siemon. Motion carries.

SERVICE PROVIDER APPROVALS/PLANNING UPDATE

Bonnie Park reported that the amended site plan for the Jeremy Center has been signed. This project is on the west corner of Rasmussen Road and Homestead Road. The project is dated back to 1999, but the approval was based on a settlement agreement with Summit County. There are no community trails, but as a part of the settlement agreement a sidewalk is required along the west side of Homestead that connects with the sidewalk that has been installed along the north side of Rasmussen Road. There is a plat note that specifically states that

the owners association will be responsible for snow removal; that it will not be a responsibility of SBSRD or Summit County. It is a purely commercial project, including a Chase Bank, a restaurant and other uses that are yet undetermined.

At the service provider meeting held earlier this week, several projects were reviewed. In the Spring Creek Commercial Area there is a condominium plat proposed by Cottonwood Partners. This will provide an opportunity for discussion as to how the I-80 underpass at Newpark connects to the Spring Creek Trailhead on the west side of Glenwild Drive. There is a small open space parcel in this area that was proposed at one time to be a neighborhood field, but in the final approval it may have been left as purely open space.

A Quarry Mountain Ranch plat amendment provides for two lots to be combined into one residential lot due to some complicating factors over a conservation easement violation that involved Utah Open Lands and the Army Corp. The community trail corridor falls along the north side of the road adjacent and it was requested that the public trail easement be noted on the plan.

The East Canyon Creek Senior Housing Project was reviewed by the Planning Commission this week. Tim Douglas reported that the site and density were not supported by the Planning Commission. The project would provide an easement for a portion of the East Canyon Creek Corridor trail.

In the area of Smith's food store at Kimball Junction, a fuel center is being proposed. Park said there are no community trails within the project area, but staff recommended that pedestrian connectivity in the commercial area be scrutinized by County planning staff.

APPROVAL OF MINUTES

Approval of minutes of the January 30, 2008 meeting was tabled due to a lack of a quorum in attendance at that meeting.

APPROVAL OF INVOICES

Board members were provided a summary of payables dated January 31 - February 13, 2008 for Board review (attached). Tim Douglas observed Comcast high speed internet is now available at the Field House. Jordan said this was made possible due to the fact that Rossignol paid to bring the service into proximity of the Basin Recreation Center. Moran inquired on payroll services. Currently there are 43 people on staff, 19 of which are permanent. Staff numbers increase seasonally during summer months. Jordan also explained payroll tax adjustments for former employees Kamdar and MacPhail. Moran requested additional information on total annual payroll for the District. Douglas inquired about the Newpark Owners' Association Fees for first quarter 2008. Park said snow removal is a big part of this fee, and she believes additional expense is incurred if snow has to be hauled off. Chair Odell called for a motion to approve.

MOTION: To approve the invoices of January 31 – February 12, 2008 in the amount of \$102,451.78.

[Douthett/Perry] All in favor: Tim Douglas, Tracey Douthett, Jim Moran, Ron Perry. None opposed. Absent: Scott McClelland, Scott Siemon. Motion carries.

BOARD QUESTIONS/COMMENTS

Ron Perry inquired about the Recreation Manager selection. Nine candidates were interviewed out of a total pool of 32 candidates. Shelley Phillips-Nielson will be formally introduced at the March 5th Board meeting. Park said she was formally employed in the public recreation sector in Layton and Murray, and has excellent public speaking experience and organizational skills. She views this opportunity as a next step in her career path. During the interview process, Phillips-Nielson gave an excellent presentation that was aligned with the work on values that the leadership staff is currently undertaking with Moffet Consulting. Discussion followed

on where Phillips-Nielson will locate her office. The leadership team has agreed that will be an important decision for her to make. She will be spending time at both the Field House and Trailside. With respect to District employees who interviewed for the position, Jordan noted that it is important for the District to continue to coach and mentor all employees so that as future job opportunities arise they have a path for development. Jordan also reported that an advertisement to fill the custodial position vacated by Roger MacPhail is forthcoming.

A motion to adjourn the meeting of February 13, 2008 was made at 7:39 pm [Douglas/Moran] All in favor: Tim Douglas, Tracey Douthett, Jim Moran, Ron Perry. None opposed. Absent: Scott McClelland, Scott Siemon. Motion carries.

MOTIONS

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Minutes prepared by Bonnie Park

Clerk/Board Member Approval: 