



Snyderville Basin Special Recreation District  
Board Meeting Minutes  
**Wednesday, January 21, 2009**  
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 participated by tele-conference.

**Absent:** Kevin Simon

**Staff/Employees Present:** Bonnie Park, Rena Jordan, Senta Beyer, Matt Strader, Brian Hanton, Justine Islieb, Angie Greenburg

**Attending Guests:** Roger MacPhail

The meeting of January 21, 2009 was called to order by Chair Odell at 6:20 pm.

**WELCOME NEW BOARD MEMBERS – OATH OF OFFICE**

Newly appointed Board member Marilyn Stinson and re-appointed Board member Ron Perry were congratulated. District Clerk Scott McClelland administered the oath of office for Stinson and Perry.

At the suggestion of Director Rena Jordan, new Board member Stinson briefed the Board on her background and interests. Perry expressed his appreciation for his re-appointment by the County Council.

**PUBLIC INPUT**

Roger MacPhail addressed the Board on two issues. He provided handouts and informed the Board on a reimbursement program available to individuals who use their bicycle as a primary means of transportation to and from work. While the program is not yet finalized in the IRS rules, it proposes up to \$20 per month in pre-taxable income incentives related to an employee's bike commute. He encouraged the Board to consider this program as a viable employee benefit based upon the intention of the District to be as "green" as possible. MacPhail went on to express his concern regarding transparency of what has recently occurred in upper level management change following the retirement of Director Ken Mickelsen. He noted the appointment of Business Manager Rena Jordan to the Director position as reported in recent meeting minutes. He expressed his desire as a member of the public to see more of an investigative process in locating a new Director.

**INDEPENDENT AUDIT ENGAGEMENT LETTER**

Rena Jordan presented the annual independent audit engagement letter provided by CPA Greg Ogden for year ending December 31, 2008. She said the audit is inclusive of all the new required principles to be fulfilled under GASB. Ogden's fee for this year is \$7,700, as compared to \$6,600 for the 2007 audit, and is well within the

budget. Perry said Ogden has been conducting the District's audit for a number of years and commended his work. He added that Ogden fully understands the technical aspects of governmental audits. Scott McClelland stated it would be prudent for the District to get competitive pricing from time to time. Park advised, once selected through a competitive process, an entity is allowed to retain an auditor for as long as they choose. She recollected that Ogden was selected before the implementation of GASB 33. Changing auditors during the GASB 33 transition period was discouraged by the State Auditor's Office. Jordan said auditing standards changed again last year requiring additional management review work. McClelland inquired how much extra time it would take to get a new auditor up to speed. Park said more time would be a factor, and the cost would likely be reflected in the bid. She recommended the Board approve this engagement letter, and direct staff to bid the 2009 audit competitively. Jordan concurred stating she is up against closing year end at this time.

**MOTION:** To approve the independent audit engagement letter to hire CPA Greg Ogden to conduct the 2008 independent financial audit in the amount of \$7,700. [McClelland/Perry] All in favor: Tracey Douthett, Scott McClelland, Ron Perry, Scott Siemon, Marilyn Stinson. Opposed: None. Absent: Kevin Simon. Motion carries.

Based on discussion, the Board gave staff the directive to re-bid independent audit services in 2009.

### **CONSIDERATION AND APPROVAL OF FIELDHOUSE PERSONAL TRAINER POLICIES**

Matt Strader provided a proposed summary of Fieldhouse personal trainer policies with three options for Board consideration. Currently there is no policy in place. The first option proposes not allowing personal trainers to operate at the Fieldhouse. Strader anticipates a negative hit to the pass revenues if the decision were to go this way. The second option proposes hiring, training and certifying four to five trainers to be scheduled and paid as staff on an hourly basis. With this option the District incurs additional expense, such as uniforms and advertising, but a small revenue stream is projected. Scott Siemon said he would expect under this scenario a trainer would already be certified prior to applying for a position. He would also expect current trainers may not be interested in the position, due to the fact they would be making less money working for the District rather than as independent trainers. Siemon suggested trainers could be allowed to set their own fees and pay the District a base fee; thus the better trainers could charge more money and the market may take care of itself. Siemon said his main concern is staff time required for administration and enforcement of a personal trainer program. Strader said he believes whatever option is decided upon, procedures to manage the program will have to be put in place. Option 3 proposes that trainers are independent. They will pay a fee to the District to train clients, and will be required to have a certificate of insurance in addition to qualifying certifications. No more than two clients per block of time scheduled will be allowed. Fewer trainers will be scheduled during peak hours to manage overcrowding. A personal trainer book at the front desk will be available to Fieldhouse patrons seeking out a trainer. Clients must purchase a pass to the Fieldhouse separately. Strader and Jordan acknowledged there will be a learning process. Strader reviewed the revenue and expense to the District associated with Option 3. It offers the greatest net gain. Scott McClelland said he believes Option 3 to be the best from a public policy perspective. In response to a question by Tracey Douthett, Strader said trainer certifications provide accreditation, but they differ in program quality and expense. Ron Perry asked if there is sufficient equipment to serve both the trainer/client clientele and the general public. McClelland said this policy was prompted by the need to protect the interests of the public in their use of the facility. Weekend use will be reviewed to find busy vs. flat times whereby trainers may schedule sessions to build up facility use during down times. Park asked if scheduling further than one week in advance has been contemplated. Jordan said advance scheduling for those who are monthly pass holders is being considered. She added that, if approved, the policy will be tested for eleven months. In that time, staff will be able to determine what adjustments need to be made and the Board can review the policy at year end. Roger MacPhail commented on problems associated with trainer insurance, such as monitoring lapses in coverage and limits of maximum caps. Brief discussion

followed. All trainers will be required to have a general liability policy in the amount of \$2 million, naming the District as an additional insured. Scott Siemon cautioned that staff will need to be aware of the amount of equipment specific to their training method a trainer will be allowed to bring in. His preference is for Option 2. Discussion followed on Option 2, as this is how Park City Racquet Club is managed. Perry said he believes Option 2 is in greater conflict with the perceived public/private facility competition. Following discussion Scott McClelland proposed the following motion:

MOTION: To approve proposed personal trainer policy Option 3. [McClelland/Douthett] All in favor: Tracey Douthett, Scott McClelland, Ron Perry, Marilyn Stinson. Opposed: Scott Siemon. Absent: Kevin Simon. Motion carries.

Strader said he will write up a defined policy for the Board. Jordan added staff will work on moving forward with logistics of badges and binders.

### **2009 DISTRICT GOALS**

Jordan requested that the Board continue looking at the internal goals developed by staff. As the Board provides any additional input or direction goals will be modified. At staff meeting last Monday the group is focused on the categories identified to date. She invited queries, thoughts, questions and additions from the Board. She reminded the group that the list of draft goals can be found in their green binder. Finalizing goals will be a topic for the Board retreat.

### **SERVICE PROVIDER APPROVALS/PLANNING UPDATE**

Bonnie Park said the Willow Creek amended site plan has been recorded. She reported that the County Engineer has provided feedback on some minor changes to the Koleman parcel plat. Interim County Manager, Brian Bellamy, has signed off on the memorandum providing for the lot line adjustment to distinguish between the Koleman open space parcel and the park parcel. The County engineer has identified a few corrections to be made on the lot line adjustment survey. Once complete the memorandum, survey and special warranty deed will be recorded to establish the park parcel. Park also said former Board member Eric Miller had worked with Ken Mickelsen on exploring an energy audit at the Fieldhouse. Miller has been in contact with her to have some infrared work done to study where heat loss is occurring. Park said the Board may want to consider this in establishing additional goals for 2009. She said if the Board chooses to go that way staff can pursue an RFP for an energy audit. Sharon Odell reiterated her interest in seeing paper cups eliminated at the Fieldhouse. Others agreed that patrons should bring their own water bottles. Park said the Silver Creek Village project has been pushed back on the Snyderville Basin Planning Commission agenda until February. At their meeting on January 27 there will be a presentation on wind zoning and model ordinances by Utah Clean Energy. An invitation to attend has been extended to many public officials.

### **APPROVAL OF MINUTES 1/7/09**

Sharon Odell called for a motion to approve minutes of January 7, 2009. Park requested that the Board take additional time to be sure the minutes accurately reflect the Board's intent to communicate feedback to the Mountain Ranch Estates owners association and affected property owners on the proposed community trail alignment. All were in agreement that the message is accurate. Chair Odell reminded the Board of the importance of accuracy in minutes, as the official record of the District.

MOTION: To approve the minutes of January 7, 2009, as written. [Siemon/Perry] All in favor: Tracey Douthett, Ron Perry, Scott Siemon. Abstain: Scott McClelland, Marilyn Stinson. Opposed: None. Absent: Kevin Simon. Sharon Odell vacated her position as Board chair to vote in favor. Motion carries.

### **APPROVAL OF INVOICES**

Board members were provided a summary of payables dated January 8 – January 21, 2009 for Board review (attached). Following brief discussion, Chair Odell called for a motion to approve.

MOTION: To approve the invoices of January 8 - 21, 2009, in the amount of \$143,848.02.

[McClelland/Douthett] All in favor: Tracey Douthett, Scott McClelland, Ron Perry, Marilyn Stinson. Abstain: Scott Siemon due to the fact he did not have a copy of invoices to review via teleconference. Opposed: None. Absent: Kevin Simon. Motion carries.

### **DIRECTOR COMMENTS**

Rena Jordan asked for Board feedback on the revised date for the retreat. All agreed that Saturday, February 28, noon to 4 or 5pm will work. The retreat will be held at the Swaner Eco Center. Lunch will be provided.

Jordan reported that transition is underway for the staff to take control of the District website. Staff members Eric Wilkinson, Justine Isleib and Jordan are training through tutorials. Wilkinson and Isleib will be responsible for training others on staff. Target date for full transition is March 1<sup>st</sup>.

Jordan said the District has been approached by a film company to utilize Trailside facilities to support the shoot for a children's motion picture being filmed at Trailside Elementary. The time frame is a two-week period from February 12 – 22, much of it occurs over Presidents week break. Parking lots will be used for staging trucks and tents. Using published public rates for "for profit" entities, Jordan has calculated and proposed a rental fee of \$23,800 for their consideration. Following discussion, the Board believed the fee to be fair and within the parameters of the public rates. Clear direction was given that a negotiated rate would not be considered. The film company will comply with all permitting required by Summit County. Jordan is working on a film contract for use of the facilities.

### **BOARD QUESTIONS/COMMENTS**

Scott McClelland said he would like to address Roger MacPhail's concerns over the Director selection process. He said in looking at the budget the Board strongly believed that current District employees were capable of operating the District. MacPhail stated if the position was already budgeted and the same money is being used to fill the newly appointed position internally, he believes the Board should ensure they are getting the most for the money. McClelland assured MacPhail that this was discussed at length, and from that standpoint the Board fully believes that the Director selection is in the best interest of the District. MacPhail requested that in the future the public be informed so at the very least those that are interested in the matter can be part of the process. He suggested there be more and greater transparency and additional opportunity for public comment, with aggressive timing of posting minutes to the website. Park recommended MacPhail sign up for the Utah Public Notice Website for email notice when the agenda is posted. She added that the County Council is interested in having local Districts include meeting packets on their websites. When the Recreation District website is refined to be managed in-house, the information posted will also improve. She concluded by saying that meeting minutes are posted to the website after Board approval which is in compliance with Utah law. Scott Siemon said he cannot find the link to the District through the Summit County website. Park said the link was on the site at one time and will look into it.

## EXECUTIVE SESSION

At 8:21 pm, Sharon Odell requested a motion to enter into executive session for the purpose of discussing personnel matters. [Perry/McClelland] Rena Jordan was invited to stay for the Board's discussion; Bonnie Park was excused.

At 8:50 pm, a motion to close the executive session and reconvene the public meeting was made [Perry/Douthett] All in favor: Tracey Douthett, Scott McClelland, Ron Perry, Scott Siemon, Marilyn Stinson. Opposed: None. Absent: Kevin Simon. Motion carries.

As chair of the ad-hoc organizational study, Scott McClelland reviewed desired changes to the organizational chart so that the District Director position is clear to staff. Perry emphasized that the ad-hoc committee plan is to have one more meeting to review new job descriptions for recreation staff now that the recreation manager position has been eliminated and those duties have been re-assigned. Following that, the ad-hoc committee will meet with Jordan so that her input may be taken into account. Discussion followed on compensation. Jordan will be compensated at the step three level with an increase to step four in six-months. Jordan explained her rationale as to why she believes the time frame for step increases should be eliminated from the scale; increases are not automatic and this has not been the practice. McClelland said a new level in the step and grade scale will be created to accommodate the position held by Bonnie Park, reflecting a 2% increase. Positions for Hanton, Strader, Islieb and Greenburg continue to be under review. The ad-hoc committee requested input from Jordan before any determination is made.

As an aside, Jordan mentioned 85 participants attended Wednesday night drop-in soccer recently. Most participants take the bus, consequently the parking lot is empty but the Fieldhouse is full. The Sheriff's department is providing a facility walk-through during that time, to have a presence. Jordan and Strader agreed to experiment with an additional drop-in soccer offerings on Sunday; forty-five athletes attended. A Saturday session may be added as well.

MOTION: To move Rena Jordan to step three of the District Director position for compensation of \$46.26 per hour, retroactive to January 1, 2009, with a move to step four in six months,. In addition, to create a new step and grade category for the project manager position for annual compensation of \$86,750.76. [McClelland/Douthett] All in favor: Tracey Douthett, Scott McClelland, Ron Perry, Scott Siemon, Marilyn Stinson. Opposed: None. Absent: Kevin Simon. Motion carries.

Scott Siemon requested that position descriptions, the organization chart and compensation packages be provided to HR consultant Chris Moffet for review. Jordan said she has kept Moffet apprised of on-going changes. Ron Perry said when the ad-hoc committee has completed its work the full package will be sent.

A motion to adjourn the meeting of January 21, 2009 was made at 9:10 pm. [McClelland/Perry] All in favor: Tracey Douthett, Scott McClelland, Ron Perry, Scott Siemon, Marilyn Stinson. Opposed: None. Absent: Kevin Simon. Motion carries.

## MOTIONS

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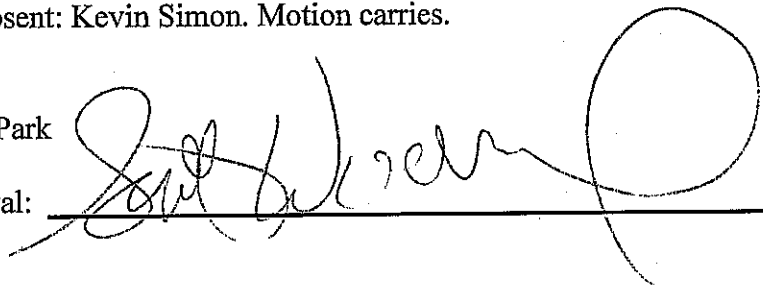
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[McClelland/Douthett] All in favor: Tracey Douthett, Scott McClelland, Ron Perry, Scott Siemon, Marilyn Stinson. Opposed: None. Absent: Kevin Simon. Motion carries.

Minutes prepared by Bonnie Park

Clerk/Board Member Approval:

A handwritten signature in black ink, appearing to read "Scott Siemon", is written over a horizontal line. The signature is cursive and somewhat stylized.