

Snyderville Basin Special Recreation District
Special Board Meeting Minutes
Wednesday, January 7, 2009
Schefter Conference Room - Trailside Park
5715 Trailside Drive
Park City, Utah

Board Members in Attendance: Tracey Douthett, Tim Douglas, Jim Moran, Sharon Odell, Ron Perry. Scott Siemon arrived at 6:09 pm.

Absent: Scott McClelland

Staff/Employees Present: Bonnie Park, Rena Jordan, Senta Beyer

Attending Guests: Eric Langvardt

The meeting of January 7, 2008 was called to order by Chair Odell at 6:07 pm.

ELECTION OF OFFICERS

Bonnie Park review the slate of officers proposed at the meeting of December 17, 2008. 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 2009: Sharon Odell - Chair; Ron Perry – Chair Elect; Scott McClelland – Clerk; Tracey Douthett – Treasurer. [Douglas/Moran] All in favor: Tim Douglas, Tracey Douthett, Jim Moran, Ron Perry. None opposed. Absent: Scott McClelland, Scott Siemon. Motion carries.

PUBLIC INPUT

There was no public input at this meeting.

Due to the meeting being ahead of schedule, Odell suggested starting the discussion of budget assumptions until Silver Creek Village representatives arrived.

BUDGET ASSUMPTIONS

Rena Jordan distributed a five year summary of O&M revenues and expenditures by department, including an analysis of salaries and benefits compared to all other operational costs. Part time and seasonal positions were reported in full time equivalents. Moran noted the increase in personnel costs between 2005 and 2009, which nearly doubled. Douthett pointed out on a percentage basis it represents an increase of 3%. Tim Douglas questioned the increases in other costs. Jordan said two items of note were for weed control and equipment rental to provide services related to the trails maintenance agreement with Summit County. For the most part, she said expenditures represented smaller line item increases across the board.

SILVER CREEK VILLAGE

Bonnie Park introduced Eric Langvardt, of Langvardt Design Group, who is in attendance to present the Silver Creek Village proposal currently under review by Summit County. It is a specially planned area (SPA) approval. Langvardt noted there is a 54-acre proposed dedication to the District, which includes significant trail corridors to connect Hwy 40 and I-80 trail undercrossings and several active recreation facilities. The project also includes a 7-acre neighborhood park with an active adventure-type playground. In the 3-acre village park an outdoor amphitheater and splash pad are proposed. A wetland boardwalk crossing to the east could connect Silver Creek Village to the rail trail. It is costly and under review by the developer. Cost would be approximately \$230,000 for 1,100 linear feet. Langvardt said 1,340 residential units are proposed, of which 240 are workforce housing. Tim Douglas inquired about possible improvements to the Hwy 40 trail undercrossing. Langvardt said he and Beyer have discussed that possibility and at the very least drainage improvements would be made. Discussion followed on trail connections along the Highland Estates side. A 9.5 acre school site has been located. The project is currently located in the South Summit school district, however discussions are underway regarding annexation into the Park City school district. The 7-acre neighborhood park is separate and apart from the school site, and is required to meet the land use planning principles of the development potential matrix. Langvardt and Park have discussed the possibility of having the District maintain the park area in exchange for the ability to program it. Ron Perry questioned the impact of this project on the District's level of service. Park said in addition to the land dedication as a density exchange, the project will also pay impact fees to the District. Discussion followed on topography and the possibility of reconfiguring the layout of facilities. Langvardt said they are very open to rearranging recreational uses. Park said the District can provide comment on what configuration will work best for programming. Park used the analogy of the Willow Creek approval where there were substantial changes to the location of the active park site and open space buffers during the subdivision plat approval process. Douglas said the open space requirement will have to be met and the County makes a distinction between active and passive open space. The current configuration was proposed due to accessibility to roads, trails and wetlands. Park suggested the Board consider whether a future site for a hard structure might want to be included, due to the fact that this is the final SPA project to be approved through the matrix-based code.

BUDGET ASSUMPTIONS (continued)

The discussion of budget assumptions resumed. Jordan said the five-year summary is an analysis she has undertaken for herself to provide a macro-picture with points of reference over time. Park requested feedback on Board expectations regarding overall budget assumptions. She explained that historically the assumptions were detailed by line items in a spreadsheet format paired with the budget. As the leadership team has discussed the need for detail, Jordan has pointed out the QuickBooks based budget has the benefit of providing actual line item expenditures at the click of the button. Park said this is an advantage during Board meetings. The question remains how much detail is needed in a list of budget assumptions. She stated it is helpful for the public to have an understanding of the line items. Jordan said many of the line items are averaged over a three year period, where others do have more detail. There are character limitations on printable line item descriptions in the QuickBooks program.

SERVICE PROVIDER APPROVALS/PLANNING UPDATE

Park said the Kimball Junction Subdivision plat has been signed, and the PRI/Boyer property acquisition was recorded on December 31, 2008.

Tim Douglas asked if discussions are being held with Park City regarding trail connections from the north side of Round Valley. Beyer said some meetings have been held and a transportation trail on the west side of Hwy 40 is being proposed to connect to the trail link point at the northern IHC parcel boundary. Trail alignments in

Round Valley proper will be dependent upon possible development of a reservoir, currently under study. Tim Douglas recommended the District consider trailhead development as part of the plan.

Park said an updated title report for the Willow Creek property has been completed, and there are no longer liens reflected due to the successful completion of a statutory reconveyance. Consequently, the amended site plan for Willow Creek Park will be recorded soon.

Regarding the Koleman property, there is an administrative lot line adjustment that is underway to reflect the transfer of the Koleman Park Parcel to the District from Summit County. With the completion of the lot line adjustment, a special warrantee deed will be recorded.

Ron Perry suggested a trail connection between the outlet stores and Walmart be brokered. Park said there is an expansion plan proposed for the factory stores that will help facilitate a plan. Beyer added there was substantial trail planning that went along with the Landmark Drive improvements. In addition, a trail connection behind the Crestview Condominiums and factory stores will connect into the new PRI property.

APPROVAL OF MINUTES 12/17/08

Bonnie Park requested Board feedback to convey the District's position on the Mountain Ranch trail proposed by Mountain Ranch representatives at the December 17th meeting. After discussion, Park proposed the District put on the record that at such time the Gillmor parcel is proposed for development that discussions will resume. Board members were led to believe the homeowners would pursue working out their trail issues amongst themselves. Board consensus is that this project is not of interest at this time, due to other priority projects. Moran said the most desirable public trail segment will be from Trailside Drive to the Gillmor parcel, and suggested the District consider building that portion at this time; the connection to Trailside Park could be left up to the homeowners to work out. Other Board members felt strongly that the District not get involved until a development proposal for the Gillmor parcel comes forward.

Sharon Odell called for a motion to approve minutes of December 17, 2008.

MOTION: To approve the minutes of December 17, 2008, as written. [Perry/Siemon] All in favor: Tim Douglas, Tracey Douthett, Jim Moran, Ron Perry, Scott Siemon. None opposed. Absent: Scott McClelland. Motion carries.

APPROVAL OF INVOICES

Board members were provided a summary of payables dated December 18, 2008 – January 7, 2009 for Board review (attached). Following brief discussion, Chair Odell called for a motion to approve.

MOTION: To approve the invoices of December 18, 2008 – January 7, 2009, in the amount of \$137,603.02. [Perry/Douglas] All in favor: Tim Douglas, Tracey Douthett, Jim Moran, Ron Perry, Scott Siemon. None opposed. Absent: Scott McClelland. Motion carries.

DIRECTOR COMMENTS

Rena Jordan said there is a possibility the Board retreat date of February 8th may want to be reconsidered due to the timing of new Board member appointments. Park reviewed the names of the six applicants, and speculated on the timing of their appointment. After review of the Board meeting calendar it was agreed that the best approach would be to give new Board members additional notice for the retreat. Sunday, March 1st was the agreed upon date for reschedule. Jordan said she proposes to meet with new Board members and provide an orientation. She would like to compile a Board member binder to include useful District documents. She will email her list of items to include to the current Board, and requested their feedback for any additions.

She said three Fieldhouse inspections were requested by the District and have been completed. They included a safety inspection by Utah Local Governments Trust, a fire suppression inspection by the Fire District and an OSHA inspection. She said Bruce Dicken's parks and facilities team has been given full responsibility and accountability for facility maintenance, and noted some of the completion items that have been achieved. Some of the team has been re-assigned to the Fieldhouse to oversee maintenance during the winter. Regarding programs, she noted that basketball registration has been successful, but soccer camp registration is off in numbers.

BOARD QUESTIONS/COMMENTS

Sharon Odell said that she had talked with Animal Control following a tragic incident at Willow Creek Park whereby a dog was kicked and subsequently died as a result. The encounter is under investigation.

Brief discussion was held regarding cost of living, step increases and the approved structure of the year-end merit bonus system. At the last meeting staff was directed to conduct further research on 2009 COLA increases. A straw poll of Board members was conducted, after which the following motion was made.

MOTION: To approve a COLA increase of 2% across the Board. [Douglas/Douthett] All in favor: Tim Douglas, Tracey Douthett, Jim Moran, Ron Perry, Scott Siemon. None opposed. Absent: Scott McClelland. Motion carries.

EXECUTIVE SESSION

Rena Jordan requested what additional information the Board needs in order to complete organizational changes. She requested the Board consider hearing her thoughts in executive session, due to personnel matters at hand that she believes need to be addressed by the Board. At 8:12 pm, Sharon Odell requested a motion to enter into executive session for the purpose of discussing personnel matters. Rena Jordan was invited to stay for the Board's discussion; Bonnie Park was excused.

At 8:55 pm, a motion to close the executive session was made [Douglas/Moran] followed by a motion to reconvene the public meeting. [Perry/Siemon]

Tracey Douthett reported that the ad hoc committee met and discussed the reorganization. Due to pressing issues they felt should be taken to the Board, they are recommending the elimination of the position of Recreation Manager. Ron Perry added the ad hoc committee will continue to meet to analyze the organizational structure.

MOTION: Based on the recommendation of the Ad-hoc committee the position of Recreation Manager is to be eliminated effective immediately, the timing of the elimination to be determined at the discretion of the District Director. [Douglas/Moran] All in favor: Tim Douglas, Tracey Douthett, Jim Moran, Ron Perry, Scott Siemon. None opposed. Absent: Scott McClelland. Motion carries.

Discussion followed on the severance package, after which Chair Odell called for a motion to approve.

MOTION: To provide Recreation Manager Shelley Phillips-Nielson four weeks severance pay, inclusive of one month's insurance premium. [Perry/Siemon] All in favor: Tim Douglas, Tracey Douthett, Jim Moran, Ron Perry, Scott Siemon. None opposed. Absent: Scott McClelland. Motion carries.

Rena Jordan said she will work with Jim Stewart of Ballard Spahr to develop the release form for the position elimination, which is to be signed in exchange for the severance pay.

A motion to adjourn the meeting of January 7, 2009 was made at 9:15 pm. [Perry/Douthett]

MOTIONS

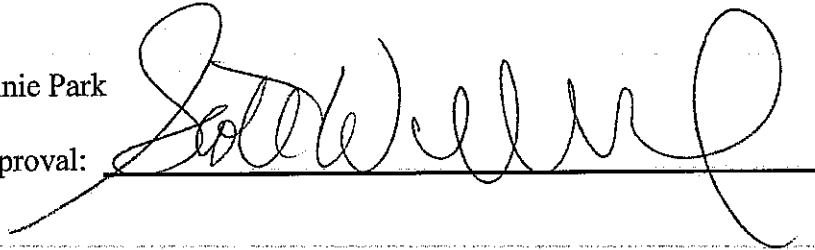
MOTION: To elect the slate of Snyderville Basin Special Recreation District Administrative Control Board officers, as proposed, for 2009: Sharon Odell - Chair; Ron Perry – Chair Elect; Scott McClelland – Clerk; Tracey Douthett – Treasurer. [Douglas/Moran] All in favor: Tim Douglas, Tracey Douthett, Jim Moran, Ron Perry. None opposed. Absent: Scott McClelland, Scott Siemon. Motion carries.

MOTION: To approve a COLA increase of 2% across the Board. [Douglas/Douthett] All in favor: Tim Douglas, Tracey Douthett, Jim Moran, Ron Perry, Scott Siemon. None opposed. Absent: Scott McClelland. Motion carries.

MOTION: Based on the recommendation of the Ad-hoc committee the position of Recreation Manager is to be eliminated effective immediately, the timing of the elimination to be determined at the discretion of the District Director. [Douglas/Moran] All in favor: Tim Douglas, Tracey Douthett, Jim Moran, Ron Perry, Scott Siemon. None opposed. Absent: Scott McClelland. Motion carries.

Minutes prepared by Bonnie Park

Clerk/Board Member Approval:

A handwritten signature in black ink, appearing to read "Scott McClelland", is written over a horizontal line. The signature is cursive and extends above and below the line.