



Snyderville Basin Special Recreation District  
Board Meeting Minutes  
**Wednesday, February 16, 2011**  
Schefter Conference Room - Trailside Park  
5715 Trailside Drive  
Park City, Utah

**Board Members in Attendance:** Tracey Douthett, Ron Perry, Kevin Simon, Marilyn Stinson. Jay Burke arrived at 6:25 pm.

**Absent:** None

**Staff/Employees Present:** Rena Jordan, Bonnie Park, Maikella Parker, Bruce Dickens, Senta Beyer.

**Attending Guests:** Munje Bell, resident of Highland Estates

The meeting of February 16, 2011 was called to order by Chair Douthett at 6:00 pm.

**PUBLIC INPUT**

There was no public input at this point in the meeting.

**FOURTH QUARTER 2010 FINANCIAL REPORT AND BOARD CONSIDERATION AND APPROVAL OF CONTRIBUTION TO CAPITAL PROJECTS FUND AND DEBT SERVICE FUND ADJUSTMENT**

Board members received a copy of the fourth quarter report in their meeting packet (attached). Maikella Parker reviewed highlights. Overall O&M revenues increased by \$564,737, or 16.9%, over 2009. Revenues are at 104.7% over the amended 2010 budget. Property tax revenues saw an increase of 18.4% over 2009, due in part to the one time tax rate adjustment granted by the Tax Commission as a result of House Bill 23. There was also an increase in redemptions of \$42,000 over the previous year. Property taxes account for 76% of total revenues. Trails revenues were down 16.8% due to funding for Safe Routes to Schools equipment contribution being assigned to the capital fund in 2010. Facility Use fees were down in 2010 due to the revenue spike associated with filming of Snowmen the Movie in 2009. Fieldhouse revenues were up 22.6% and Recreation Program revenues were up 10.8% in 2010. Parker reviewed operations and maintenance expenses by department. Overall expenses are up \$119,462 over 2009, but only 93% of the amended budget. Cost recovery rate of the Fieldhouse is 80.9%. Douthett asked why the fitness recovery rate is low (56.4%). Jordan said the recovery rate for the first year was expected to be 50%, so it is better than anticipated, and target goals are higher in next two years. Cost recovery rate of the Recreation Department is 60.1%. The annual contribution of \$50,000 was made to Park City Ice Arena in December.

In 2010, a \$400,000 transfer was made from O&M to the capital fund. An additional \$250,000 is available to transfer. In total, \$400,000 to the capital fund and \$250,000 to the replacement reserve is possible. Jordan recommends the Board approve an additional \$250,000 to capital projects.

Parker reviewed capital fund highlights. A total of \$837,897 was spent on capital projects in 2010.

In the debt service budget, an additional expense of \$21,000 was related to the refunding of the 2002 bonds. This was a discount premium expense covered by the District and an accounting entry that will need to be recorded. Jordan said in working with auditor, Greg Ogden, and financial advisor, Brian Baker, it is an interest expense and the financial statements approved by the Board tonight should reflect that adjustment. Following discussion Chair Douthett called for a motion to approve the fourth quarter financials.

MOTION: To approve the fourth quarter financial report and authorize an additional \$250,000 transfer to the capital account, and a contribution from the future debt service payment account to fund an interest payment expense related to the 2010 refunding in the amount of \$21,921.03 [Perry/Simon] All in favor: Tracey Douthett, Ron Perry, Kevin Simon, Marilyn Stinson. None Opposed. Absent: Jay Burke. Motion carries.

#### **2011 BOND ISSUE DEBRIEF**

Rena Jordan said the general obligation bond sale went well this morning and the County Council approved the transaction at their meeting this afternoon. There were eleven registered firms qualified to bid, seven of which submitted. Piper Jaffray bid the lowest rate at 4.39%. Jordan said the bond is structured to level the payments over the 20 years in combination with other debt. The premium of \$221,628 will cover the cost of issuance and premium expense. The remaining premium will be split proportionately between the trails and open space funds. The final distribution of funds will be wired March 3, 2011, after the closing on March 2<sup>nd</sup>.

#### **CONSIDERATION AND APPROVAL OF CONTINUING DISCLOSURE AGREEMENT WITH ZIONS BANK**

Rena Jordan said the District's Continuing Disclosure Agreement is due for renewal. Park said Zions bank has performed this annual filing in July for the District for many years to be in compliance with reporting responsibilities of the District on the status of all outstanding bonds. On behalf of the District, Zions files the annual audit along with a supplemental continuing disclosure memorandum to be sure it is reported properly. In recent years, these filings have occurred electronically.

MOTION: To approve the Continuing Disclosure Agreement with Zions Bank Public Finance and to authorize the District Director to execute the agreement. [Stinson/Simon] All in favor: Jay Burke, Tracey Douthett, Ron Perry, Kevin Simon, Marilyn Stinson. None Opposed. Absent: None. Motion carries.

#### **CONCEPT DESIGN REVIEW: KOLEMAN PARCEL, WILLOW CREEK PARK, TRAILSIDE PARK AND HIGHLAND DRIVE TRANSPORTATION TRAIL PLAN, AND BOARD PREPARATION FOR MARCH 1 & 2 DESIGN CHARRETTE**

Rena Jordan said staff would like to have the Board review the Willow Creek Park plan they have previously seen and take the Board through the conceptual design plans for Koleman parcel, Trailside, and the Highland Drive Trail. Staff proposes the District host public open houses for input on March 1 and 2<sup>nd</sup> at Trailside Park, and this is the opportunity for the Board to see the concept plans prior to the open houses and provide feedback to staff.

Bruce Dickens presented park concept design plans for the Koleman parcel. He highlighted the minor changes that have occurred since the Board viewed it last. He described the location of the community garden, in proximity to the park. He reviewed proposed architecture, which is similar to what has been built at Willow Creek. He described utility connections. Because artificial turf is proposed, water use will be much less than natural grass. Jordan said one unknown at this time is the water table and water flow through the area. The park plan will require a conditional use permit. Brief discussion followed on what this park should be named. Suggestions will be gathered at the open house.

Dickens went on to present ideas for an amendment to the conditional use permit for the Willow Creek Park. Other than the dog park, these improvements are not planned for this year. He explained the additional pavilions for shade, additional parking, par course fitness stations, playground expansion, field space expansion area and tennis courts. The congestion in the current park configuration could be alleviated by some of these proposed modifications to open up the park.

Dickens said there are additional minor changes proposed at Trailside Park, including a maintenance yard adjacent to the existing building. Jordan commented on the safety challenges of the existing parking lot with school drop off and pickup. Shade sails over the playground areas are proposed, as well as a future camp building at the upper parking lot circle. Dickens said since camps have grown over the last six years and the park room is now used for fitness a place for camps is needed. Jordan is hopeful that the circle in the upper parking lot will provide a child friendly drop off. Dickens said the upper restroom may need to be improved to be open year round. Stinson asked if there are park standards for restrooms. Dickens said NRPA has standards, but typically for events portable restrooms are required. Dickens noted the bike park expansion area. The existing tennis courts were built with footings for a shade shelter to be installed in the future.

Jordan reiterated that the public open houses are intended to collect input on the conceptual park designs. She encouraged the attendance of Board members. She said there will be opportunities for plan review by the public and written comment. Park said the community garden on the Koleman open space will have a table. Input will be taken on alignments for the Highland Drive Trail, as well.

Beyer described the five trail alternatives proposed along Highland Drive that have been designed by the County Engineer in collaboration with Beyer and consultant engineer Stan Plaisier. Input on the location of the trail on the north or south side of the road will be taken at the open house. If located on the north side of the road there are fewer driveway crossings to contend with. If located on the south side of the road it will be more user friendly to residents accessing public transit stops and safe routes to schools. Due to site constraints along this corridor, the trail will be located in the right of way. Once the trail is built, Summit County will maintain it, or maintenance could be provided under the terms of the existing trails maintenance agreement between the District and the County. The District will also work with Mountain

Regional in the development of a trailhead on a parcel they own to provide access to the Silver Quinn trail and Round Valley. Jordan suggested the agenda be rearranged to consider the cooperative agreement with Summit County for trail construction projects this summer.

**DISCUSSION, CONSIDERATION AND APPROVAL OF COOPERATIVE AGREEMENT WITH SUMMIT COUNTY ON 2011 TRAIL CONSTRUCTION PROJECTS**

Board members received a draft of the cooperative agreement with Summit County in their meeting packet. This document spells out the terms and conditions for construction of both the Highland Drive Trail/Trailhead and Olympic Parkway Pedestrian Underpass. The agreement specifies amounts and timing of developer contributions held by the County to help fund the SR 224 underpass. It acknowledges the District allocation of up to \$3million of bond proceeds toward those projects. It also describes Summit County resources to be allocated, including design, bidding, and project management by the County Engineer.

MOTION: To approve the Cooperative Agreement with Summit County to provide for construction of the Olympic Parkway pedestrian underpass and Highland Drive transportation trail and trailhead and authorize the District Director to execute the agreement. [Stinson/Perry] All in favor: Jay Burke, Tracey Douthett, Ron Perry, Kevin Simon, Marilyn Stinson. None Opposed. Absent: None. Motion carries.

Rena Jordan requested that the agenda be rearranged to consider modifications to the Canyons Trails Agreement.

**DISCUSSION, POSSIBLE CONSIDERATION AND APPROVAL OF RESOLUTION 2011-01 REGARDING CANYONS TRAILS AGREEMENT MODIFICATIONS**

Board members received a memo on this resolution in their Board packet. Bonnie Park said staff has been working diligently toward completing Resolution 2011-01 which provides for an understanding between the District and the Canyons RVMA related to trail improvements in the Canyons Lower Village development area. As of 4:30 this afternoon the terms of agreement were agreed to by the attorneys representing the District, Summit County and the RVMA. This is a cautionary agreement that Summit County is now a party to that allows for reimbursement of Lowe Village Road and Millennium Trail construction if the County constructs this project. It also reserves a trail alignment from Lower Village Road to SR 224. Park reviewed the location of trails on the Lower Village plat.

MOTION: To approve Resolution 2011-01 adopting the Canyon Trail Agreement Modifications and to authorize the District Director to negotiate and act to amend the Trails Agreement as written. [Burke/Simon] All in favor: Jay Burke, Tracey Douthett, Ron Perry, Kevin Simon, Marilyn Stinson. None Opposed. Absent: None. Motion carries.

**BOARD UPDATE ON RECREATION ROUNDTABLE DISCUSSIONS**

Bonnie Park said meetings are ongoing at the staff level working through trail use policies to identify common areas and looking at differences and creating map exhibits that show the different trail systems for events. Other meetings with parks and recreation staff have been held to continue to refine field fees, stakeholder fees and other fees associated with special events. After discussion at the last round table meeting, the School District may be asked to provide school administrators the opportunity to comment on site specific policies. Other discussions with respect to event prioritization criteria of the City, Chamber and District will be held,

knowing that the District would likely prioritize events differently. The next staff level meeting is next week, with the Regional Recreation Committee scheduled to meet again on March 3<sup>rd</sup>.

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

Bonnie Park said no plats have been signed since the last Board meeting.

### **APPROVAL OF MINUTES 1/12/11**

Chair Douthett called for comments or questions and a motion to approve the minutes of January 12, 2011.

**MOTION:** To approve the minutes of January 12, 2011, as written. [Perry/Stinson] All in favor: Jay Burke, Tracey Douthett, Ron Perry, Kevin Simon, Marilyn Stinson. None Opposed. Absent: None. Motion carries.

### **APPROVAL OF INVOICES**

Board members received payables to review in their Board packets. Following review, Chair Douthett requested a motion to approve.

**MOTION:** To approve the payables dated January 5 – February 8, 2011 in the amount of \$291,634.59. [Stinson/Burke] All in favor: Jay Burke, Tracey Douthett, Ron Perry, Kevin Simon, Marilyn Stinson. None Opposed. Absent: None. Motion carries.

### **PUBLIC INPUT**

Munje Bell reminded the Board that she attended the last meeting to request the plowing of additional trails at Trailside Park. She strongly asked that the District Board consider the purchase of a piece of equipment to clear the trails around the park next winter.

### **DIRECTOR COMMENTS AND REVIEW OF ACTION ITEMS**

Rena Jordan requested that the March 9<sup>th</sup> meeting convene at 5:30 due to the number of items scheduled to be on the agenda at that meeting. After discussing their availability for the early start time, Board members agreed.

Jordan provided an update on weekly insurance meetings between staff of Summit County, Mountain Regional, the Recreation District and Park City Fire District. A self-funded plan is under consideration. A consultant has been selected to guide the process. PCFD is on a fiscal year. They are self insured already, and will not participate in the plan until 2013 if it makes financial sense at that time. Jordan said it would be of benefit to the Recreation District and the Basin Recreation staff to participate due to the expense of the current District plan based on the size of the organization. By law, the plan must be presented to employees 60 days before the plan year expires. By combining the pool across agencies in a larger group plan, taxpayer dollars can be saved.

Following approval of the bond execution today, a work session between BOSAC and Summit County is being planned. The Council has requested that Bob Jasper arrange a time to review BOSAC's open space acquisition evaluation criteria. The work session may be scheduled in April.

Jordan reported on the status of new website development. Jay Burke is assisting Justine Isleib in this project. The site will have more interactivity and information update capabilities.

Jordan said a more formal update on the Sundance Closing Party will be provided at the next Board meeting. A debrief meeting will be conducted before then. Their damage deposit was fully refunded. Overall the event was very well received by the Sundance community. In the development of strategic goals it is recommended that no more than four Fieldhouse events of this type are planned annually.

Jordan said she is working on a proposal to Skullcandy to inquire as to their interest in participating financially in the skatepark and bike park.

### **BOARD MEMBER QUESTIONS/COMMENTS**

There were no Board member questions or comments at this point in the meeting.

At 7:34 pm, Chair Douthett signed a closed meeting affidavit and requested a motion to enter into executive session for the purpose of discussing personnel matters. Park requested that Kevin Simon, in his capacity as District Clerk, record any motions and the time of meeting adjournment for the minutes.

### **EXECUTIVE SESSION: PERSONNEL**

MOTION: To enter into executive session for the purpose of discussing personnel matters. [Stinson/Burke] All in favor: Jay Burke, Tracey Douthett, Ron Perry, Kevin Simon, Marilyn Stinson. None Opposed. Absent: None. Motion carries.

At 8:53pm, Chair Douthett called for a motion to close the executive session and re-open the public meeting.

MOTION: To close the executive session and re-open the public meeting. [Stinson/Burke ] All in favor: Jay Burke, Tracey Douthett, Ron Perry, Kevin Simon, Marilyn Stinson. None Opposed. Absent: None. Motion carries.

Chair Douthett called for a motion to adjourn at 8:54pm.

MOTION: To adjourn the meeting of February 16, 2011 [Simon/Stinson.] All in favor: Jay Burke, Tracey Douthett, Ron Perry, Kevin Simon, Marilyn Stinson. None Opposed. Absent: None. Motion carries.

### **MOTIONS**

MOTION: To approve the fourth quarter financial report and authorize an additional \$250,000 transfer to the capital account, and a contribution from the future debt service payment account to fund an interest payment expense related to the 2010 refunding in the amount of \$21,921.03 [Perry/Simon] All in favor: Tracey Douthett, Ron Perry, Kevin Simon, Marilyn Stinson. None Opposed. Absent: Jay Burke. Motion carries.

MOTION: To approve the Continuing Disclosure Agreement with Zions Bank Public Finance and to authorize the District Director to execute the agreement. [Stinson/Simon] All in favor:

Jay Burke, Tracey Douthett, Ron Perry, Kevin Simon, Marilyn Stinson. None Opposed. Absent: None. Motion carries.

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MOTION: To approve Resolution 2011-01 adopting the Canyon Trail Agreement Modifications and to authorize the District Director to negotiate and act to amend the Trails Agreement as written. [Burke/Simon] All in favor: Jay Burke, Tracey Douthett, Ron Perry, Kevin Simon, Marilyn Stinson. None Opposed. Absent: None. Motion carries.

Minutes prepared by Bonnie Park

Clerk/Board Member Approval:

A handwritten signature in black ink is written over a horizontal line. The signature is cursive and appears to be "Ron Perry".