



Snyderville Basin Special Recreation District
Special Board Meeting Minutes
Wednesday, January 30, 2008
Schefter Conference Room - Trailside Park
5715 Trailside Drive
Park City, Utah

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

Board Members Absent: Tim Douglas, Jim Moran

Staff/Employees Present: Ken Mickelsen, Rena Jordan, Bonnie Park, Steve Parker

Attending Guests: Jim Stewart - Ballard Spahr (by telephone conference)

Board Chair Sharon Odell convened the meeting of January 30, 2008 at 6:12 pm and requested a motion to enter into executive session.

MOTION: To enter into executive session for the purpose of discussing personnel matters. [Siemon/Douthett] All in favor: Tracey Douthett, Scott McClelland, Ron Perry, Scott Siemon. None opposed. Absent: Tim Douglas, Jim Moran. Motion carries.

At 7:06 pm, Chair Odell requested a motion to adjourn the executive session and reconvene the public meeting.

MOTION: To close the executive session and reconvene the public meeting. [Perry/McClelland] All in favor: Tracey Douthett, Scott McClelland, Ron Perry, Scott Siemon. None opposed. Absent: Tim Douglas, Jim Moran. Motion carries.

PUBLIC INPUT

There was no public input at this meeting.

TRAVEL REQUEST FOR RECREATION DEPARTMENT

Board members received a memo from Steve Parker who would like several staff members to attend the URPA conference in St. George this March. It is proposed that the following individuals participate: Ken Mickelsen, Steve Parker, Justine Islieb, Matt Strader and the new recreation manager, who will have been hired in advance of the trip.

Ron Perry inquired about transportation. Parker said two cars at most will be used to travel. One District vehicle, and possibly one other, for which mileage will be reimbursed. Chair Odell requested a motion to approve the request.

MOTION: To approve the travel request for staff members of the Recreation Department to attend the 2008 URPA Conference in St. George, UT, March 17-19, 2008 in the approximate amount of \$4,075, plus expense reimbursements. [Siemon/Perry] All in favor: Tracey Douthett, Scott McClelland, Ron Perry, Scott Siemon. Jim Moran submitted his vote in favor by email in advance of the meeting. None opposed. Absent: Tim Douglas, Jim Moran. Motion carries.

RESOLUTION ESTABLISHING EMPLOYEE FLEXIBLE SPENDING PLAN

Ken Mickelsen said the new flexible spending program came about as part of the District's switch to Aetna insurance as of January 1, 2008. Park summarized the flexible spending plan, which includes a health flexible spending account that utilizes pre-tax dollars set aside by employees through a payroll deduction. Participation is voluntary. It also provides a dependent care spending account option for those employees with children in day care, and a health reimbursement program for eligible medical expenses. The resolution is intended to establish the plan in compliance with IRS rules and delegates authority to the District Director to execute the forms as the Plan Administrator. Further, it authorizes Infinisource, Inc. to manage the third party administration.

Chair Odell called for a motion to approve the resolution.

MOTION: To approve Resolution No. 2008-01 establishing an employee Flexible Benefit Plan and delegating authority for plan administration to District Director and Intelesource, Inc. [McClelland/Perry] All in favor: Tracey Douthett, Scott McClelland, Ron Perry, Scott Siemon. None opposed. Absent: Tim Douglas, Jim Moran. Motion carries.

SBSRD POLICIES AND PROCEDURES AND AMENDMENTS

Ken Mickelsen asked Bonnie Park to review significant changes proposed in the policies and procedures manual. Park provided a handout that sets forth the former board compensation policy, along with the new information on Board compensation and per diems allowed by law according to 2007 legislative changes made in House Bill 65. She said the District's first set of Policies and Procedures was adopted in 1998. A few revisions have been made over the years. In April, 2005, an asset capitalization policy was established. In May of 2007, amendments to rules and regulations of the Board, purchasing policies and financial procedures were revised. The District's Personnel Policies are incorporated by reference, and they were thoroughly reviewed and re-adopted in June, 2007. In the 2008 legislative session, Senate Bill 47 addresses Special Service Districts, which will require some code reference changes in the manual. Park said a thorough review of Government Records Access Management is needed, and some changes to Open Meeting Law policies will be addressed. Specifically, the Board adopted a resolution providing for electronic meetings in 2002, but this is not reflected in the current policy manual because this section has not been revised since that time. The way in which the Board now holds public hearings in the establishment of fees also needs to be written in. A number of pages were devoted to development review in the original policy document. They are now obsolete due to changes in the General Plan and Development Code in the Snyderville Basin. Mickelsen said the big ones, purchasing and personnel, were modified last year. In response to a question by Ron Perry, Park said that the Utah Association of Special Districts is actively involved at the Capitol during the current legislative session and many opportunities for input via email are given to members of the Association.

BOARD RETREAT TOPICS

Ken Mickelsen provided a memo to the Board with a list of items for discussion at the February 9th Board retreat. Topics include the possibility of a 2008 Bond issue, needs assessment questions, purpose/mission/core values, organizational goals from Board and staff, timeline for 2008 capital projects approved by the Board, presentations by department managers on future labor/equipment/facility needs and land acquisition.

Some items that will not be addressed at the retreat, but will be discussed at future Board meetings will include a review of the District capital facilities plan and use of Basin Facilities by for-profit businesses. Recreation staff is working on developing a policy for private businesses using Basin facilities. Mickelsen suggested the Board establish a committee to address changes to the Board per diem and compensation levels and come to the Board retreat with a recommendation. Siemon, Douthett and Perry volunteered. Park explained the maximum allowable per diem and compensation levels. Siemon requested that the per diem be discussed first on the retreat agenda. McClelland asked if there are grants outside of RAP and Restaurant Tax that should be considered by the District. Mickelsen suggested the leadership staff discuss other available grants and report back.

SERVICE PROVIDER APPROVALS/PLANNING UPDATE

Park said that no plats have been signed in the last two weeks, and due to the blizzard on Monday the service provider meeting was cancelled.

APPROVAL OF MINUTES

Chair Odell requested a motion to approve the minutes of January 16, 2008.

MOTION: To approve the meeting minutes of January 16, 2008, as written. [Douthett/McClelland] All in favor: Tracey Douthett, Scott McClelland, Ron Perry. Scott Siemon abstained due to the fact he had not read the minutes. None opposed. Absent: Tim Douglas, Jim Moran. Motion carries.

APPROVAL OF INVOICES

Board members were provided a summary of payables dated January 17 – 30, 2008 for Board review (attached). Chair Odell called for a motion to approve.

MOTION: To approve the invoices of January 17 – 30, 2008 in the amount of \$29,315.99. [McClelland/Douthett] All in favor: Tracey Douthett, Scott McClelland, Ron Perry, Scott Siemon. None opposed. Absent: Tim Douglas, Jim Moran. Motion carries.

DIRECTOR COMMENTS

Recreation Manager Recruitment

Mickelsen said interviews are underway for the Recreation Manager and the list of thirty-two has been narrowed to nine. Second interviews for qualified candidates will be held Friday, February 8th. The selection committee includes the leadership team and EHIMS principal, Greg Proffitt. Mickelsen assured the Board that the selection committee is committed to hiring the best person to meet the District's needs.

Newpark Update

Mickelsen said that he met with representatives of MJM to discuss the District's obligation to pave a parking lot in the undeveloped Field House phase II/outdoor field area. He has asked Bonnie Park to prepare an agreement stating the parties understanding related to the time extension.

RAP Grant Applications

Mickelsen reported that after research it has been determined that snow removal equipment will not qualify for RAP Grants. The three items that remain on the list are PC Ice Arena maintenance, Trailside splash pad and picnic shelter and Field House improvements. Discussion followed on the Trailside splash pad and the possibility of including one at the Field House. There was general agreement that a Trailside splash pad would not preclude including a second splash pad at the Field House at a later date.

Silver Ski

Mickelsen reminded the Board that the Rossignol Silver Ski event is scheduled for Sunday February 10, 10a.m. The event is free and open to the public. Participants will ski from either White Pine Touring or Willow Creek Park. Rossignol ski hats will be given to participants. Free demos and fun kids activities will be conducted at the Field House outdoor field area. Soup, hot beverages and cookies will be served.

Open Space Bond Issuance

Park said the Quarry Mountain open space acquisition was finalized at the end of December. In order to move forward with the reimbursement resolution to repay the County open space fund with bond proceeds, the BCC will be adopting a parameters resolution, including a reimbursement clause, before February 27th, 2008.

General Liability Insurance Limits

Park thanked Chair Odell for obtaining the notary for her signature on the trails maintenance agreement with Park City. She said that the City attorney's office is requesting insurance liability limits of \$2 million per occurrence and \$4 million aggregate. The District's current limits are \$2 million per occurrence, \$2 million aggregate. Park is researching what it would cost to increase the limits.

BOARD QUESTIONS/COMMENTS

Scott Siemon inquired about the status of the inspection of door locks. Mickelsen will follow up with Bruce Dickens and report back to the Board.

A motion to adjourn the meeting of January 16, 2008 was made at 8:05 pm [Perry/McClelland] All in favor: Tracey Douthett, Scott McClelland, Ron Perry, Scott Siemon. None opposed. Absent: Tim Douglas, Jim Moran. Motion carries.

MOTIONS

MOTION: I move that the Board approve the Travel request for the staff members of the Recreation Department to the 2008 annual URPA Conference in St. George, UT, March 17-19, 2008 in the approximate amount of \$4,075, plus expense reimbursements. [Siemon/Perry] All in favor: Tracey Douthett, Scott McClelland, Ron Perry, Scott Siemon. Jim Moran submitted his vote in favor by email in advance of None opposed. Absent: Tim Douglas, Jim Moran. Motion carries.

Minutes prepared by Bonnie Park

Clerk/Board Member Approval: 