



Snyderville Basin Special Recreation District
Special Board Meeting Minutes
Wednesday, July 2, 2008
Schefter Conference Room - Trailside Park
5715 Trailside Drive
Park City, Utah

Board Members in Attendance: Tracey Douthett, Scott McClelland, Sharon Odell, Ron Perry, Scott Siemon. Jim Moran participated by teleconference.

Absent: Tim Douglas

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

Attending Guests: None

Board Chair Sharon Odell convened the meeting of July 2, 2008 at 6:11 pm.

PUBLIC INPUT

There was no public input at this meeting.

BID AWARD TRAILSIDE TENNIS

Board members received a memo prepared by Ken Mickelsen pertaining to the Trailside Tennis Court bid award (attached). Mickelsen reported that only one bid was received due to contractor certifications specified in the bid documents. The bid was \$159,508. The budget for this project was \$140,000. The additional expense reflects extra costs of grading to a 1% slope, an increase in post tension slab depth from 4" to 5", a retaining wall in the northwest corner and a 4' fence between the two courts to prevent balls from rolling court to court. In order to fund the shortfall, Mickelsen outlined options for the Board consideration - borrowing from other capital funds. He said \$16,500 will be made up by funds remaining from the concrete project at the Ecker Hill Field Complex. Other funds could be re-allocated from the land acquisition fund or Field House improvements. Staff recommendation is to award the bid to The Tennis Company, and to authorize reallocation of funds for a not to exceed project budget of \$175,000. Board members were not in favor of utilizing Field House improvement funds, but supported a re-allocation of funds from land acquisition. Chair Odell called for Board members to take action in two separate motions.

MOTION: To approve and award the bid for the Trailside Tennis Court Project to Edman Construction Company/The Tennis Company per the bid price of \$159,508.00 and authorize the District to enter into a contract for said work. [Siemon/McClelland] All in favor: Tracey Douthett, Scott McClelland, Jim Moran, Ron Perry, Scott Siemon. None opposed. Absent: Tim Douglas. Motion carries.

MOTION: To re-allocate \$16,500 remaining from the Ecker Hill concrete project and \$18,500 from the District's future land acquisition fund, for a total Trailside Tennis project budget not to exceed \$175,000. [Siemon/McClelland] All in favor: Tracey Douthett, Scott McClelland, Jim Moran, Ron Perry, Scott Siemon. None opposed. Absent: Tim Douglas. Motion carries.

Mickelsen said the project will begin in three weeks, and is expected to be complete within 45 days of the construction start.

DRAFT SERVICE PROVIDER LETTER SILVER CREEK VILLAGE

As a follow-up to recent discussions with representatives of the Silver Creek Village development project at the June 4 and June 18 Board meetings, a draft service provider letter is provided for Board review this evening (attached). Mickelsen said the developers have requested letters from service providers in order to proceed through the planning process. Park briefed the Board on the mechanics of the 1998 Development Code and the nature of community benefit criteria. She summarized the key points of the letter related to the proposed contribution of a community park and trails in this development application. Park emphasized that due to the fact that this park site is a density negotiation with Summit County, the developer will not qualify for recreation impact fee credits. It is proposed that the District enter into a letter agreement or memorandum of understanding with the developer describing specifics of the dedication, and that the agreement be a condition of approval. An outline of terms to be addressed is specified in the letter.

Board discussion followed. Ron Perry questioned if lighted ball fields are appropriate due to their impact on night skies. Scott Siemon said in the past the District has emphasized the distinct difference between community parks and neighborhood parks and who they serve. He questioned if taking on the neighborhood park in this project may set a precedent. Park acknowledged that one impact fee appeal was based on a developer contesting the facilities fee because of neighborhood park improvements he provided. In that case, the arbitrator ruled in favor of the District because of the clear distinction between the definition of neighborhood and community parks. Mickelsen said it is a matter of semantics, and in this case the whole dedication may want to be conveyed as a community park. In this case the parties are reserving the right to consider the land identified for the neighborhood park as an option for future dedication. McClelland said it could be a slippery slope, but recognized the value of this opportunity to access more field space. Siemon recommended the tone of the letter convey with great emphasis that the District is *extremely pleased* with the proposed dedication.

Chair Odell called for a Board motion.

MOTION: To convey the District's strong interest in the 55 acre community park and trails dedication proposed in the Silver Creek Village Specially Planned Area as described in the service provider letter reviewed and approved with amendments on July 2, 2008. [McClelland/Douthett] All in favor: Tracey Douthett, Scott McClelland, Jim Moran, Ron Perry, Scott Siemon. None opposed. Absent: Tim Douglas. Motion carries.

Ron Perry requested that he go on record in opposition of lighted ball fields.

BUDGET UPDATE: 2008 CERTIFIED TAX RATE

Mickelsen provided Board members with a memo regarding the 2008 certified tax rate. The rate authorized by the state tax commission for operations and maintenance is .000355. This rate will generate \$81,502 less than originally budgeted for in property tax collections. The 2008 budget will be amended to reflect this, and staff will monitor other revenue streams to determine if they will offset this line item. If not, Mickelsen said the budget expenditures may need to be reduced.

Park said the rate for debt service on bonds includes principal and interest payments on both the 2002 and 2004 issuances, as well as a June 2009 interest payment that will be due on the \$10 million open space bond which is expected to be issued in 2008.

SERVICE PROVIDER/PLANNING UPDATE

Park said that a plat amendment combining Quarry Mountain Ranch Lots 11 & 12 into one lot was signed. The WalMart expansion is on the Snyderville Basin Planning Commission agenda next week.

APPROVAL OF MINUTES JUNE 4 AND JUNE 18, 2008

Chair Odell requested a motion to approve the minutes of June 4, 2008.

MOTION: To approve the minutes of June 4, 2008, as written. [McClelland/Perry] All in favor: Tracey Douthett, Scott McClelland, Jim Moran, Ron Perry, Scott Siemon. None opposed. Absent: Tim Douglas. None absent. Motion carries.

Scott Siemon requested that the June 18th meeting minutes reflect that Phillips-Nielson included an explanation of the current Field House rate structure for stakeholder, resident, non-resident and note the graduated scale of charges. Mickelsen said there was general consensus from the Board that the proposed approach to personal trainers and private sector use of facilities was good at that meeting, but staff was directed to propose a new rate schedule to the Board at a future meeting. Utility costs will be considered in the proposal. Mickelsen said this report will be presented at a future meeting. Park said the power point of Phillips-Nielson's presentation is attached as an exhibit to the official minutes kept by the District.

Jim Moran clarified his intent related to his comment at the June 18th meeting regarding competitive bidding practices. He suggested that the District go beyond the requirement for public notice of bids by contacting known local contractors to inform them of bid opportunities for upcoming District projects.

Chair Odell called for a motion to approve the minutes of June 18, 2008.

MOTION: To approve the minutes of June 18, 2008, as amended. [Douthett/Perry] All in favor: Tracey Douthett, Scott McClelland, Jim Moran, Ron Perry, Scott Siemon. None opposed. Absent: Tim Douglas. None absent. Motion carries.

APPROVAL OF INVOICES

Board members were provided a summary of payables dated June 19 – July 2, 2008 for Board review (attached). Perry questioned the Costco membership. Jordan said for a corporate tax exempt membership, only one member card is included. Additional card holders are extra, but it is less than purchasing separate memberships. Current card holders include Dickens, Jordan, Phillips-Nielson, Isleib and Beyer. Jordan noted the payment to Park City Municipal Corporation in the amount of \$140,374 is a pass through for the RAP grant funds awarded for Ice Rink O&M. Procedures for reporting of staff mileage for reimbursement were also summarized.

MOTION: To approve the invoices of June 19 – July 2, 2008 in the amount of \$334,145.54. [Perry/McClelland] All in favor: Tracey Douthett, Scott McClelland, Jim Moran, Ron Perry, Scott Siemon. None opposed. Absent: Tim Douglas. Motion carries.

DIRECTOR COMMENTS

Mickelsen provided an itinerary and invited Board members to participate in a field trip on July 11 to visit splash pads along the Wasatch Front. He requested that those who are interested in going notify him in advance. Mickelsen said the goal is to better familiarize Board and staff with the range of splash pad facilities, after which the Board can decide the scope of a splash pad to consider at Trailside or the Field House.

Mickelsen reported that, at the suggestion of Ron Perry, the District will place an entry in the Miner's Day (Labor Day) Parade, on September 1. He said it is consistent with the District's 2008 public relations goal. After discussion it was verified that several Board members will participate. Jordan said that an in-lieu holiday should be granted for participating staff.

Mickelsen said proposals for architectural services are due on July 3rd. Proposals will be distributed for committee review. Douthett and Siemon are Board representatives on the selection committee.

Mickelsen provided an overview of current capital projects and contracts as summarized in the table below.

Project	Planning Process	Budget \$	Grant \$	Bid/ Contract	Bid Ad	Bid Open	Bid Award	Project Supervisor	Comments
Ecker Concrete	Grading permit	\$79,000	n/a	Bid	Yes	6/18/08	6/18/08	Bruce (Ken)	Bid award \$62,600
Trailside Tennis	Low Impact Permit pending	\$140,000	n/a	Bid	Yes	7/1/08	7/2/08	Bruce (Ken)	Bid award \$159,508.00 Not to exceed \$175K Start within 3 wks.
Field House Custodial	n/a	-----	n/a	Bid	Yes	7/16/08	7/16/08	Shelley Matt (Ken)	Replacement for expired 2yr contract
Architect Services Field House/splash pad Design	n/a		n/a	Contract	Yes	Proposal due 7/3/08			Selection committee recommend 8/6/08
Ecker Field Expansion	School Bd & SBSRD Bd approved. Grading permit.	Impact fees - Bd. Approved \$50K	n/a	Bid	Yes	8/6/08	8/6/08	Bruce (Ken)	Hiring consultant for site grading plan.
Millennium Trail	Permitted use / County Engineer	\$240K - \$300 K	n/a	Bid	Yes	7/22/08	8/6/08	Senta	
Willow Creek Expansion	Remove property Lien	Impact fees	n/a	-----	-----	-----	-----	Bonnie	Surveyor hired

Mickelsen asked Park to explain the lien on the Willow Creek property. Park said the issue came up at the time the original site plan approval was recorded. She recollected that Fieldstone representatives resolved it. When the District had a new title report prepared in anticipation of recording the amendment to the Willow Creek Park conditional use permit approved to allow for the playground and tennis fencing, the lien issue resurfaced and Fieldstone is no longer around to help resolve it. Rob McMahon has been hired to create an exhibit of property under the lien, based on legal descriptions. The County attorney's office will not authorize the recordation of the site plan until the liens are resolved, and in order to proceed with the field expansion they will need to be cleared. Mickelsen is optimistic that it will be resolved and work at Willow Creek will be underway this fall or next spring.

BOARD QUESTIONS/COMMENTS

Jim Moran asked about further Board review of the splash pad design. Mickelsen explained that as part of the RFP for conceptual work at the Field House, a portion of that was to come up with conceptual ideas for a splash pad at both Trailside and the Field House. Moran asked if a splash pad at Trailside could be done in phases. He would like to determine if a smaller pad could be done first and, if successful, expanded later, or if it is most cost effective to complete it all at once. Mickelsen said when the committee selects the architect this question can be addressed before moving forward with conceptual ideas and the advantages and disadvantages of the two sites. He believes there will be ample opportunity to explore phasing with input to the architect. Moran questions if the District should focus on more than just the splash pad at Trailside with the master planning of other improvements. He believes a smaller splash pad in the \$250,000 range, plus other facilities such as a skateboard park should be considered. Mickelsen said a master plan concept was presented to the Board, which included a splash pad, tennis courts, relocating the dog park, and reserving the roller arena site for potential of a skateboard park or some other facility. He said if the Board would like to have the architect do a little more master planning that can be requested. The committee will review the proposals from architectural firms, make a recommendation to the Board, then the Board will meet with the architect to give further direction.

Scott McClelland requested that the Board conduct more long range planning and hold some directional discussions. He said he is still not convinced the District is not in the pool business because of input he receives from constituents. He said there are at least three Board members that believe a pool should be considered. He pointed out that the original Field House expansion included a pool. It may be that's not what the Board wants to do, but he is not convinced that it is not what the District should do. He does not believe whether to include or not include a pool was ever put to a vote, although each Board member was asked to rank prioritize their phase II preferences. Since then, there is some question as to whether a pool will be built at the National Ability Center. If this is the case, the landscape has changed and the Board may need to revisit the current direction.

Mickelsen recommended selecting the architect for conceptual design and have a pool be included in the options to consider, but recognize that it will limit the potential for other areas of expansion. He stated that design options are still up in the air at Trailside and subject to a future decision of the Board.

Scott Siemon said there are Trailside master plan questions that need to be formalized and agreed upon with some consensus. Regarding Field House phase II the pool moved down on the list of priorities probably due to the way the survey question was asked, in the context of other possible pool development in the community.

Mickelsen said the difficult question is that before the District proceeds with the next bond issue, the Board will need to define what it wants to include in a bond. The list of priorities set by the Board, based on results of the last survey, has been given to the architect. That's not to say that priorities cannot change. One thing to resolve within the Board will have to answer whether a pool will be a part of Field House Phase II. The architect will be working off of direction given by the Board, utilizing the space available at that site.

Mickelsen said in the RFP, it was recommended that the architectural firms use Tom Andersen as the consultant on the splash pad. Andersen writes the rules and regulations for pools in the state, and is the expert on filtration systems. Staff has worked with Vortex and priced out the Montego Bay, with detail on what features would be included in that pad. Mickelsen re-emphasized that these are all decisions that the Board will work with the architect on to finalize what is to be included.

Moran suggested a different approach of contacting two or three companies specializing in splash pads, ask them to look at the site, and then propose what they could do based on a budget of \$250,000, what it would cost to expand it, and if it would hurt not to complete the whole project up front. Second, Moran questioned if the selection of an architect at this time might be premature if the Board has not decided when to go out for a bond.

Mickelsen said the conceptual drawings will help the District plan far enough in advance in order to be properly prepared for a bond. Design detail is not contemplated at this time, but agreement on the conceptual design is needed in advance of proposing a bond. Moran questioned the value of the conceptual design at this time. Douthett said the conceptual design will be of value to help the Board make some decisions and develop a menu to help the Board prioritize. Odell agreed that this is a good starting point, and it will be an ongoing process. Mickelsen said the expense associated with the conceptual design will be based on previously identified priorities including an expanded fitness area, second field, climbing wall and gymnasium. Perry suggested that this topic be scheduled as an agenda item at a future meeting. Park recommended that in the service provider letter for the land dedication at Silver Creek Village a community swimming pool be added as a potential recreation use. If the Board opts to go with the Field House expansion with the recent prioritization, the District will not want to preclude itself from having another location to put a pool in the future. Board members fully concurred with that suggestion.

Mickelsen said that the discussion on pool location will be placed on the July 16 agenda. He believes it is very important to take a look at design now, because if the economy turns around the Board will want to be ready to bond as early as 2009. He clarified the purpose of the selection committee as the group that will select the architect that involves the conceptual design. This architect will also be utilized when design development proceeds. He emphasized it will be up to the Board to dictate how the design proceeds.

Mickelsen said staff was under the impression that the Board was willing to allocate up to \$400,000 on a Trailside splash pad, based on the RAP application of \$200,000 to be matched by the District. Dickens had previously presented to the Board the proposed splash pad design that set that allocation. Jordan clarified with Moran that his interest is to understand if there could be a modular approach to construction. Moran said he would like to see proposals from splash pad suppliers and what could be provided for \$200,000. Mickelsen said staff could provide consultant prepared designs in a range of amounts.

Mickelsen requested that selection committee members choose their top three architectural firms and email him with that information. If there is consensus for the top three, interviews will be scheduled. If there is not consensus on the top three, the committee will convene to discuss the proposals.

A motion to adjourn the meeting of July 2, 2008 was made at 8:10 pm [McClelland/Siemon] All in favor: Tracey Douthett, Scott McClelland, Jim Moran, Ron Perry, Scott Siemon. None opposed. Absent: Tim Douglas. Motion carries.

MOTIONS

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Minutes prepared by Bonnie Park

Clerk/Board Member Approval: 
