



Snyderville Basin Special Recreation District  
Board Meeting Minutes  
**Wednesday, November 4, 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 participated by teleconference. Kevin Simon arrived 6:10pm. Scott Siemon arrived at 6:14pm.

**Absent:** None

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

**Attending Guests:** Bob Martin

The meeting of November 4, 2009 was called to order by Chair Odell at 6:05 pm.

**PUBLIC INPUT**

Bob Martin appealed to the Board on the District's field fees charged for his Utah College Soccer Showcase Camp. The purpose of the camp is to give high school boys the opportunity to work with college coaches. The field was reserved for 3 ½ hours per day, but only used 5-8 pm for three days due to very little set up time needed. Fees assessed were \$90 per hour. College coaches utilized half a field. Martin stated he will pay the invoice, but is appealing the fee of \$945 for 10.5 hours of use, and thanked the Board for their consideration.

Padraic McGarry explained the fee structure and provided the schedule of fees distributed at the annual Stakeholders meeting, which Martin attended. Jordan said the fee was already adjusted from the "complex" rate of \$1,350 to the "hourly rate" of \$945, in addition to which a room rental reservation was waived. These fees are within the range published by the District at the last official fee hearing, in addition to which the current charges reflect those that were adopted as part of the 3-way joint use agreement with Park City in 2007. Following discussion, Scott McClelland proposed some consideration be given for the 1.5 hours reserved for set-up. Jordan expressed concern over setting a precedent. She has emphasized to staff that there are no special deals to be offered and reminded the Board to recognize that fees don't come close to recouping costs. Maikella Parker explained that Martin had the original invoice in May, after which it was adjusted in August. She recommended in the future a cutoff date be communicated so that reservations can be adjusted before the event if not all facilities are to be used. Typically facility rentals require fifty percent in advance; the balance to be paid the day before.

### **SPLASH PAD BID AWARD**

Bonnie Park distributed a staff memo documenting the staff recommendation to award the Splashpad project to J.L. Hardy Construction (attached). She summarized the bid results. C.K. construction was the low base bid; JL Hardy was the second low bid. The selection committee requested the low five bidders submit their sub-list and references. C.K. failed to acknowledge receipt of the third addendum to the bid documents. Further, in checking references, South Ogden City experienced turnover in project managers and project delays with C.K. The selection team was not satisfied that this contractor, with the sub list provided, was a qualified team. Park recapped the project team and references for J.L. Hardy. Staff is confident in making this recommendation to award the project to the second low bid. The memo includes a budget analysis performed by Jordan and Park. Further budget discussion will follow this evening. Discussion on the importance of including the UV sanitizing system took place. An additional budget allowance has been included to fund permitting fees and other project expense.

**MOTION:** To approve and award the bid for the Basin Recreation Fieldhouse Splashpad to J.L. Hardy Construction per the base bid price of \$272,343, and to accept Alternate #1 for UV sanitization system in the amount of \$26,627. Further to authorize the Director to negotiate shade structure selection and pricing to be included in the contract at the discretion of the Director. The Board authorizes the Director to enter into the contract on behalf of the District for said work as approved in this motion dated November 4, 2009. [McClelland/Perry] All in favor: Scott McClelland, Sharon Odell, Ron Perry, Kevin Simon, Scott Siemon, Marilyn Stinson.

Park detailed the next steps, to include the notice of award, contract preparation, and performance and payment bonds in order to process the first pay request for splash pad equipment to be ordered prior to a price increase.

### **THIRD QUARTER FINANCIAL REPORT**

Board members received a copy of the third quarter financial report in their board packet (attached). Maikella Parker reported on highlights of revenues and expenses for operations and maintenance at the end of third quarter. Fieldhouse revenues have increased; recreation program revenue has decreased. Expenses are well within both the lean and adopted budget moving in to the fourth quarter. Parker reviewed several capital budget highlights, including equipment purchases, parks and trail projects and Fieldhouse turf replacement. Jordan noted that boiler repairs may be re-coded to an operations expense.

### **CONSIDERATION AND APPROVAL OF TENTATIVE 2009 AMENDED AND 2010 PROPOSED BUDGETS FOR OPERATIONS AND MAINTENANCE, CAPITAL AND IMPACT FEES**

Prior to the meeting, Board members received copies of the proposed amended 2009 budget and proposed 2010 budget for operations, in addition to capital fund sources and uses. Jordan invited questions. McClelland asked for clarification on new positions. Jordan reviewed them as follows: (1) the current front desk Fieldhouse evening/weekend position will become full time, from 25 hours a week to 40 hours; (2) a trails permanent full time benefited position will be added in April; (3) a custodial position will become a permanent benefited position, for which the hours are currently funded with part-time positions; (4) a fitness position will be part time benefited. Perry inquired if it would possible to reconsider any of the new hires in order to be judicious in current economic times. Jordan said the District managed under a lean operating budget this year, and the proposed 2010 budget is still less than the adopted 2009 budget. The District has re-organized to eliminate top level positions and has not replaced the business manager. The

proposed budget includes low cost positions, and has eliminated \$190,000 in salaries. In response to a question by Kevin Simon, Jordan reviewed revenues. Fieldhouse revenues are on the increase due to the addition of fitness classes. The proposed cost of COLA at 2% is \$21,161. Summit County has not yet determined their COLA adjustment. Jordan said District COLA last year was less than the County. Simon inquired as to the accuracy of budgeted property tax revenues. Jordan said actual revenues can only be projected because the bulk of property tax distributions are not made until December. Park noted that the certified tax rate approved by the state tax commission produced lower income generation than originally budgeted, and this reduction has been made. Ron Perry said Park City is on a two year budget plan. Salary changes take place in July. Mid-year reviews are eligible for lump sum merit increases which should be available for this review period, but not to expect merit or any salary increases for the next review period. Jordan clarified that Park City granted increases July 1, and they are expecting mid-year increases in January. Going into fiscal year 2011, increases are up for discussion. At interagency task force it was learned that Summit County will focus on benefit plans; currently County employees do not pay into their health plan. The School District plan has changed such that employees will now pay co-pays, which they previously did not. By comparison, Jordan pointed out that Recreation District employees have a \$750 deductible, and pay \$25 - \$60 co-pays in addition to which those who participate in a family plan pay 20% of the premium. In shopping the health plan for 2010, bids are due on Friday.

Discussion continued on the new positions proposed. McClelland believes that the summer season for trails is bigger than winter. Beyer said with additional winter grooming and snow removal, the winter demands continue to increase. There is little planning time to prepare for the next season. Significant dollars have been saved by constructing trails in-house, but that takes away from time to maintain trails. Matt Strader said the Fieldhouse has taken on additional responsibilities related to adding fitness classes. The department is down one position that was transferred to Administration. Jordan clarified the fitness person is to coordinate classes and instructors as a part-time benefited employee that will be motivated to stay with the District. If classes are successful, this position would grow to full time as the program grows. Dickens said demand for District facilities is up in every department, and standards are high. In planning for the future, part-time positions that grow to full-time is a good management practice. Further discussion followed on the extra hours worked by exempt staff, for which there is no additional compensation, yet across the Board department managers agreed they would take less compensation in favor of the Board approving the new-hires proposed. McClelland and Perry said several new hires send the wrong message to constituents and the District should be more judicious in hiring. Simon inquired into the effect of new hires at the top of the scale. Jordan provided further explanation on the step scale, which averages 4-5% increase between steps; there are six steps total. Jordan suggested in speaking with constituents that the Board be grounded in the fact that the proposed 2010 budget is less than the adopted budget for 2009.

Jordan recommended that the Board move on to discussion of the 2010 capital budget. A \$761,000 capital budget is proposed in 2010. The worksheet provided for Board review documents sources and uses. She requested the Board focus on the first priority expenditure items proposed by staff. It includes a \$70,000 contribution to the replacement reserve. At the end of 2010, there will be \$255,751 remaining without a tax rate increase. The future years reflect capital projects that are bigger ticket improvements that could be funded with an increase in the District's tax levy.

Jordan acknowledged the debt service budget as one that simply captures anticipated revenues and debt service payments for principle and interest on outstanding G.O. Bonds.

MOTION: To adopt tentative budgets for amended 2009 and proposed 2010 budgets for operations and maintenance, capital projects and debt service as proposed, in preparation for the December 2<sup>nd</sup> public hearing. [Perry/Simon] All in favor: Tracey Douthett, Scott McClelland, Ron Perry, Scott Siemon, Kevin Simon, Marilyn Stinson. None opposed. None absent.

#### **AUTHORIZATION OF EQUIPMENT PURCHASE FOR TRAILS DEPARTMENT**

Senta Beyer provided a staff memo requesting the Board authorize the purchase of a PT-60 snow removal machine which includes all attachments (snowblower, sweeper) through Builder's Rent at a cost of \$53,038.00. The manufacturer has reduced the cost of the 2009 model. In negotiating the Trails Agreement with Summit County, Jordan proposed that the District purchase the equipment outright, rather than co-own the machine with Summit County. The District will recoup the investment in the equipment over a period of five years through the contract with Summit County. The machine itself should last for ten years. Beyer added that the equipment will be used by the trails team for sweeping in summer, and could also be utilized by the parks department. Jordan reviewed the accounting entries that would take place between 2009 and 2010.

MOTION: To approve the purchase of the PT-60 out of the 2009 capital budget account #6000, knowing the #6000 account will be reimbursed the full amount in 2010, acknowledging the timing of this purchase creates a cost savings of roughly \$35,000. [McClelland/Douthett] All in favor: Tracey Douthett, Scott McClelland, Ron Perry, Scott Siemon, Kevin Simon, Marilyn Stinson. None opposed. None Absent.

#### **CONSIDERATION AND APPROVAL OF DISTRICT FISCAL AND PURCHASING POLICIES**

Bonnie Park said this set of proposed policies are a substantial re-write of the original District policies, and incorporate Utah Code references. Park noted a few policy points she would like to expand, including worker's compensation, unemployment insurance, and fund management redlines suggested by Rena Jordan. She reminded the Board that the Policy manual is being approved chapter by chapter, but will be adopted in its entirety when all chapters are complete. Sharon Odell requested an explanation of impact fees and the definition of "public facilities." Park explained, with respect to the District, parks are one public facility; trails are a separate public facility. If Open Space is included in the next District CFP it would be a third public facility. Fees for each type of facility are accounted for separately.

MOTION: To approve District Fiscal and Purchasing Policies, Chapters 11-12, with changes as proposed. [McClelland/Perry] All in favor: Tracey Douthett, Scott McClelland, Ron Perry, Scott Siemon, Kevin Simon, Marilyn Stinson. None opposed. None Absent.

#### **DISCUSSION CONSIDERATION AND APPROVAL OF AMENDED PERSONNEL POLICIES**

Rena Jordan said the Personnel Policies have not been reviewed and amended since 2007; the Board is accountable for conducting an annual review. Jordan said this amended version is more practical for ease in interpretation, and also incorporates required legal changes. She is awaiting information to address drug testing. Scott McClelland raised a question related to the 2.5 overtime multiplier on specified holidays. Park recalled this was adopted as a change proposed

by Ken Mickelsen in 2007 in order to incentivize hourly employees to work on days that they otherwise might not. This policy applies to limited holidays and hourly staff. Rena Jordan said the employee must be scheduled to work by their manager. The employee has the choice to take extra pay or compensatory time. Scott McClelland asked if the County provides a merit bonus. Jordan said they do, as does Park City. Odell said the merit bonus is dependent upon reviews. Jordan said 2% is decided by the Board, Director and leadership team; the remainder is based on other categories. Scott Siemon questioned the need for a continued employee wellness program. Discussion followed on how other wellness programs are structured, and whether the Board should continue this program.

Jordan suggested the Board focus on the red-line changes. In most cases, the language is stricter than the 2007 document. Kevin Simon recommended the Board rely heavily on legal counsel that is qualified to review personnel policies, adding that the law office of Ballard Spahr is highly qualified. Jordan said the fiscal impact of the wellness program is less than \$3,800. Ron Perry said policies such as the wellness program were introduced when District salaries were less. Jordan made the point that many of the employees that are impacted by removing the wellness benefit are not well paid. Jordan requested the Board wait until 2010 when she can conduct a full compensation package study to update the 2007 study. She pointed out that employee out of pocket costs are going to be greater when the medical plan changes in 2010 because the District is too small to qualify for a really good plan. If the Board decides to remove the wellness benefit, not grant a COLA, and increase the employee's contribution to the medical plan she cautioned these actions will send a message to the staff. She requested some Board members be involved in gathering and reviewing compensation package data next year to ensure the Board is satisfied that it is valid rather than question it after the fact. Jordan cautioned the Board not to personalize their own situation versus doing what is motivating and right for the good of the District's human resources. The bonus system was substantially changed last year and no one qualified for the maximum. Jordan said the District provides a summary sheet of all benefits and perks provided to each employee so they appreciate the tangible connection with their full compensation package. After lengthy debate, Chair Odell asked the Board if they were ready to vote on the policies; Simon and Douthett responded affirmatively. McClelland said he would be willing to make a motion to change the 2.5 overtime multiplier. Jordan said the District service level will be impacted when hourly full time staff is needed over summer holidays on top of their 40-hour week. Managers are required to approve any overtime and it is not abused. Maikella Parker gave the example that a full time non-exempt employee receives holiday pay; if that employee is needed to work, they receive time and a half for hours worked, on top of their holiday pay. This equates to double time and a half. Jordan noted the cost impact is imbedded in the proposed budget. McClelland said double time and a half is not standard in any industry, though he does not disagree with the non-exempt employee receiving time and a half on top of holiday pay for hours worked. Stacey Douthett said she believes the federal government compensates at that level for forest and park service. Jordan re-stated her request to allow her to research this in the context of a full 2010 compensation review. She does not have the answer to the question as to what the standard practice is, nor does the Board without researching the matter. She agrees it is the Board's role to question what has been proposed, but it should not be picked apart without having more information on which to base a decision. Jordan said she would prefer the Board delay the vote and be sure that they fully understand what they are adopting. That way in the future the Board will not have to argue against something they previously adopted. Adoption of the policy was tabled.

### **ESTABLISHMENT OF NOMINATING COMMITTEE:**

Following brief discussion it was agreed Scott Siemon, Tracey Douthett and Kevin Simon will serve as the nominating committee to prepare the slate of 2010 District officers.

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

Bonnie Park reported on the Planning Commission work sessions held to discuss the Stone Ridge project and Weilenmann project, both of which have a work force housing component. Each project has community trails proposed; both are working through density and integration of work force housing. Neither project is at the public hearing stage. Park reported on a letter submitted earlier today to County Planning, on behalf of the Canyons Resort Village Association, requesting a six month extension to the Canyons Amended and Restated Trails Agreement that was approved in November, 2008.

### **APPROVAL OF MINUTES 9/16/09 and 10/7/09**

Park noted work session minutes of October 21, 2009 are not yet complete and will be tabled.

Chair Odell called for comments or questions on minutes of September 16, 2009 included in the Board packet.

MOTION: To approve the minutes of September 2, 2009, as written. [McClelland/Douthett] All in favor: Tracey Douthett, Scott McClelland, Ron Perry, Kevin Simon, Marilyn Stinson, Scott Siemon. None opposed. None absent. Motion carries.

Chair Odell called for a motion to approve the minutes of October 7<sup>th</sup>.

MOTION: To approve the minutes of October 7, 2009, as written. [Douthett/Perry] All in favor: Tracey Douthett, Scott McClelland, Ron Perry, Kevin Simon, Marilyn Stinson, Scott Siemon. None opposed. None absent. Motion carries.

### **APPROVAL OF INVOICES**

Board members received a summary of payables in their Board packet dated October 1 - 30, 2009 for Board review (attached). Marilyn Stinson questioned how the District procured the vehicle purchase from Lexus of Reno. Jordan said District staff researched the purchase of a used all-wheel drive hybrid vehicle to add to the fleet. This combination is hard to find. The benchmark was set with one vehicle through state contracts, which was \$28,000. After failing to find another locally, three were located in Nevada and two in Colorado. The best price was found in Nevada. Following brief discussion, Chair Odell called for a motion to approve.

MOTION: To approve the payable of October 1 – October 30, 2009 in the amount of \$374,130.74 [Perry/Siemon] All in favor: Tracey Douthett, Scott McClelland, Ron Perry, Scott Siemon, Kevin Simon, Marilyn Stinson. None opposed. None absent. Motion carries.

### **DIRECTOR COMMENTS/ACTION ITEMS**

Jordan provided the Board with notes on proposed .0006 tax levy impacts.

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

Scott McClelland asked what the official District position will be on a project such as Stone Ridge. Park explained that District comments in this case are limited to whether the proposed trails are compliant with the Community Trails Masterplan, adding that the District does not ever

comment on density or zoning. The District's job is only to review for compatibility with Community parks and trails.

**PUBLIC INPUT**

No public input was provided at this point in the meeting.

At 9:41 Chair Odell called for a motion to adjourn.

MOTION: To adjourn the meeting of November 4, 2009. [Perry/Douthett] All in favor: Tracey Douthett, Scott McClelland, Ron Perry, Scott Siemon, Kevin Simon, Marilyn Stinson. None opposed. None Absent. Motion carries.

**MOTIONS**

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Minutes prepared by Bonnie Park

Clerk/Board Member Approval:

