



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

**Board Members in Attendance:** Scott McClelland, Sharon Odell, Kevin Simon, Marilyn Stinson. Scott Siemon arrived at 6:27. Ron Perry arrived at 6:46. Tracey Douthett participated by teleconference.

**Absent:** None

**Staff/Employees Present:** Rena Jordan, Bonnie Park, Maikella Parker, Bruce Dickens, Matt Strader, Brian Hanton, Senta Beyer, Lisa Phinney

**Attending Guests:** None

The meeting of October 7, 2009 was called to order by Chair Odell at 6:08 pm.

**PUBLIC INPUT**

There was no public in attendance at this point in the meeting. Rena Jordan said that the sequence of the agenda has been re-ordered so that Chair-elect Ron Perry could participate in discussions held later.

**DISCUSSION, CONSIDERATION AND POSSIBLE APPROVAL OF DISTRICT POLICIES ON GOVERNANCE**

Scott McClelland said he has read the policies on governance and endorses them, as this is the direction he believes the District is moving in empowering the Director in managing day to day operations. Simon and Stinson concurred. Park requested that the Board discuss the timing of some annual monitoring tasks in Chapter 9. Jordan and the Board worked through each monitoring task, all of which are internal reports to be completed at or before the annual Board retreat/not later than February 28<sup>th</sup> of each year, or in conjunction with the annual independent audit. Discussion followed on the general fund balance the Board wants to maintain, after which it was agreed a minimum of 50% of the current year's property tax collections would be suitable. The policy will be modified as discussed.

**MOTION:** To approve District Policies on Governance, Chapters 6-9, with changes as proposed. [McClelland/Simon] All in favor: Tracey Douthett, Scott McClelland, Kevin Simon, Marilyn Stinson. None opposed. Absent: Ron Perry, Scott Siemon.

**SPLASH PAD PROJECT PLAN UPDATE**

Rena Jordan said bid packages for the splash pad will be available on Monday. Service providers are reviewing plans, and the design team and water consultant are working through questions and issues. Plans will be

provided in disk and paper form, and posted on the website. Park said one critical element of the award will be demonstrated experience in splash pad installation. The bid opening is scheduled October 28<sup>th</sup>. The bid award will be made at the November 4<sup>th</sup> Board meeting.

### **APPROVAL OF MINUTES 9/2/09**

Chair Odell called for comments or questions on minutes of September 2, 2009 included in the Board packet. Park noted minutes of September 16<sup>th</sup> were not yet complete and would be tabled.

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

### **APPROVAL OF INVOICES**

Board members received a summary of payables in their Board packet dated August 27 – September 30, 2009 for Board review (attached). Following brief discussion, Chair Odell called for a motion to approve.

MOTION: To approve the payable of August 27 – September 30, 2009 in the amount of \$261,517.23 [Stinson/Simon] All in favor: Tracey Douthett, Scott McClelland, Scott Siemon, Kevin Simon, Marilyn Stinson. None opposed. Absent: Ron Perry. Motion carries.

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

Bonnie Park reported that the East Canyon Creek crossing and trailhead project is ahead of schedule and bridge installation is anticipated on October 19<sup>th</sup>.

### **DISCUSSION, POSSIBLE CONSIDERATION AND APPROVAL OF PROPOSAL FOR NEEDS ASSESSMENT SURVEY UPDATE**

Rena Jordan shared her reactions to the Needs Assessment proposal provided by Strategy Research Institute. As part of the proposal she requested that Manross layout some tickler questions. To ensure satisfaction with the end product, the Board and staff will need to take the responsibility to refine the survey content. She also expressed this type of scientific research is preferable in order to gather information from a random cross section of the community rather than special interest groups. Jordan explained this is a tool to use in preparation of an update to the capital facilities plan. There is money budgeted for the project. Scott McClelland questioned the need to undertake another survey this year, suggesting that the money could be better used elsewhere. Jordan said the go/no go survey of 2008 was more specific to the pool and whether to bond. This survey update would be more encompassing. Park explained the relationship of the needs assessment to the master plan, capital facilities plan, and impact fee analysis documents. These documents were last updated in 2006. Jordan emphasized the periodic update to the needs assessment provides validation to the Board in deciding what to include in the capital facilities plan. Scott Siemon said he believes it may be more appropriate to conduct the survey closer to the time a bond election is planned so the information is more accurate. Jordan said she believes the District should do both. Park explained Manross offers several services and they should be viewed as different tasks. The needs survey helps prioritize community desires in planning. Related to an election, his firm offers consensus building, tests threshold of willingness to pay and go/no analysis. The Board's role is to set direction for the survey to determine what they want to know, not to write the questions. Jordan emphasized the District is paying him for his expertise. Marilyn Stinson asked if this firm is always used. Park said the services were originally bid, and explained the worth of longitudinal data in the community over time by continuing to use their services. She suggested that staff review what information could be pulled out of the last survey, and with that it might be possible to do a shorter version. Siemon and Douthett agreed that there is helpful information that could be used. Jordan said she knows the intention of that survey was pool related. If the Board chooses not to spend the money this year, the funding for the project could be moved to the

2010 budget. Simon asked if there is a standard for when survey information becomes outdated. Park responded that it depends on where you live, how fast the community is growing, and how the demographics have changed. Sharon Odell said an example of that is the senior survey that the City and County are currently conducting. Matt Strader said the Fieldhouse is increasing senior programs and is getting close to \$30,000 in revenue from senior passes. Ron Perry expressed his hesitation to do both a needs survey now and before a bond. He believes that the population has not changed significantly since the last survey. Park reiterated the distinction between the needs assessment that helps the Board decide what facilities to plan for, and the go/no go survey that tests the expenditure plan preceding an election. Discussion followed on the possibility of combining a trails bond with open space. Park said a 2010 open space bond is not confirmed. The County Council has tasked the County Manager with re-convening BOSAC. McClelland questioned the need to survey for open space and trails since they are a known priority. Perry expressed his disagreement with an open space bond taking precedence over recreation. Following further discussion, Jordan will move funding for the survey from the 2009 to 2010.

### **INTRODUCTION OF NEW HIRE**

Matt Strader introduced Lisa Phinney, the new weekend/evening supervisor. Jordan said Phinney's background in customer service and managing people will make a positive contribution to the District. She has been on staff since September 26<sup>th</sup>.

### **FINAL BUDGET DISCUSSION: TENTATIVE 2009 AMENDED BUDGETS AND 2010 PROPOSED BUDGETS FOR OPERATIONS AND MAINTENANCE, CAPITAL AND DEBT SERVICE**

Rena Jordan said the Board will need to address whether they would like to proceed with truth in taxation as a part of this budget discussion. This decision will not change the 2010 O&M expense budget other than the year end transfer to the capital fund. Approved capital items would not be budgeted for expenditure until 2011 because tax distributions would not be available until year end 2010. McClelland inquired if Summit County has determined their COLA increase for 2010. It is not yet available. Jordan said the Water Reclamation District is awaiting a COLA figure from a state-wide source, and that they will proceed with grade changes. Park City School District will implement grade and lane changes for teachers, and COLA will be added. Kevin Simon inquired what the economic impact of the increased .0006 O&M tax levy would be. Park roughly estimated \$16 per \$100,000 of primary resident value in addition to what is being paid at the current rate of .00035. She recommends in the decision to proceed with truth in taxation the Board should be unanimous and have the rationale clear. For example providing for an open space bond opportunity, yet continuing to fund recreation improvements in the community at a time when many are taking "staycations." Ron Perry agreed that the Board will need to be prepared for the hearing. Discussion followed on Recreation Department revenues. Jordan said the hardest hit this year was in summer camp programs. Staff responded by initiating camps with less overhead. Scholarships were also increased. Ron Perry inquired about the timing of District step increases and COLA. Jordan clarified step increases occur at the first of the year, and COLA is applied to that. She reminded the Board that not all employees get a step increase because they are earned based on performance. In addition, a good portion of the team is at the top of the scale. The cost of step increases in 2010 is \$47,000. In 2011, assuming the staff stays the same, the cost of step increases is less at \$33,000. Park said the tentative budget will be adopted on November 4<sup>th</sup>, followed by the public hearing on December 2<sup>nd</sup>. Kevin Simon inquired how the capital wish list would be impacted if the District did not proceed with the tax increase. Jordan estimates the total of un-earmarked funds and 2009 capital rollover to be about \$1million. Discussion followed on whether to proceed with the truth in taxation process. Jordan reiterated that the Board will need to be unanimous in the decision and tonight is the last logical discussion point. Marilyn Stinson said she supports the use of funds and believes it to be reasonable, but is very sensitive to those in the community who may be struggling financially. She is also sensitive to the media backlash. Park said that is a very valid concern. One way for the Board to evaluate the decision is to invite comment and be sensitive to what is said at the hearing. Simon observed that capital improvements, once constructed, have an operational cost. Park said the Board needs to weigh how

operationally intensive each project improvement is. Jordan gave the example that a new pavilion, or dog park would have little impact. With respect to the tax increase, Tracey Douthett agreed the place to start is with the public hearing. If there is backlash the District can take it to the voters in the future. Ron Perry emphasized the need for Board consensus. Jordan said by the next Board meeting she will create a summary sheet with input of the department managers to be sure the priorities will not change once the process begins. There being no further questions on the budget, department managers were dismissed.

#### **DISCUSSION: YEAR 2010 ADMINISTRATIVE CONTROL BOARD MEETING SCHEDULE**

Rena Jordan proposed that business meetings in 2010 be held on Wednesdays in the middle of the month, plus one work session per quarter, totaling four meetings per quarter. Ron Perry said prior experience was that the Board felt disconnected with fewer meetings. Jordan committed to manage the business aspects the Board needs to be involved with, and have the full staff attend the work sessions. General agreement was to try the new schedule, with the caveat that if the Board felt disconnected additional meetings would resume. Jordan requested that Board members attend District sponsored special events, in lieu of the meetings they will give up in the new year.

Following discussion of date conflicts, the following tentative schedule was proposed. Park will email to the Board for further review.

January 13  
Saturday, February 6 (Retreat- work session Admin.)  
February 10  
March 17  
April 21  
May 12  
June 16  
July 14  
July 28 (work session parks)  
August 11  
September 8  
September 22 (work session trails)  
October 13 (adopt tentative budget)  
November 10 – (public hearing budget)  
December 15 (3<sup>rd</sup> Wednesday - adopt budget)

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

Jordan asked the Board save the date for the Board/staff holiday social, Friday December 11<sup>th</sup>.

Jordan reported HR consultant Chris Moffett will visit the District before year end to work on specific tasks with staff. She asked the Board to consider whether they would like time scheduled with Moffett.

Jordan said she has reviewed staff and scheduling at the Fieldhouse for the last two months. Schedules have been rearranged and built on consistency, availability and quality of staff. Jordan has met with one individual to explain the employee grievance process. Ron Perry said he received a call that appears to be related. Jordan said she has followed the nepotism rule and law, which has been questioned by the disgruntled employee. She emphasized the current effort being made by the District to employ dependable individuals with customer service front of mind. She will continue to diligently enforce protocol for the grievance, but wanted to make the Board aware of the situation.

Jordan reported she met with the District's medical insurance broker. District insurance is currently out to bid with four potential insurers.

**PUBLIC INPUT**

No public input was provided at this meeting.

At 9:10 Chair Odell called for a motion to adjourn.

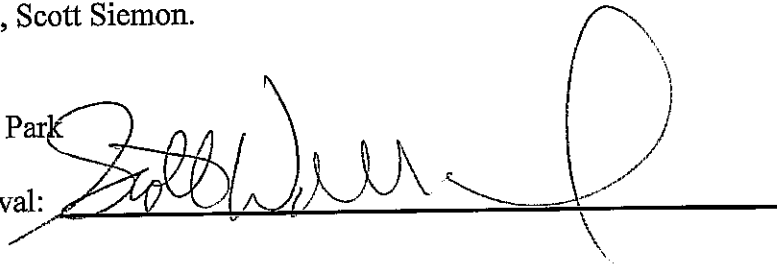
MOTION: To adjourn the meeting of October 7, 2009. [McClelland/Simon] All in favor: Tracey Douthett, Scott McClelland, Ron Perry, Scott Siemon, Kevin Simon, Marilyn Stinson. None opposed. None Absent. Motion carries.

**MOTIONS**

MOTION: To approve District Policies on Governance, Chapters 6-9, with changes as proposed. [McClelland/Simon] All in favor: Tracey Douthett, Scott McClelland, Kevin Simon, Marilyn Stinson. None opposed. Absent: Ron Perry, Scott Siemon.

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 includes a large loop at the end.