



Snyderville Basin Special Recreation District  
Board Meeting Minutes  
**Wednesday, September 2, 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. Scott Siemon arrived at 6:23. Kevin Simon arrived at 6:24 pm.

**Absent:** None

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

**Attending Guests:** Brian Baker, Zions Bank Public Finance

The meeting of September 2, 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. Bruce Dickens described details of the District's float in the upcoming Miner's Day Parade. This year's theme is "wild about Basin Recreation." He invited all Board members to participate on Monday, September 7<sup>th</sup>, 11am.

**DISCUSSION: REFUNDING OF SERIES 2002 G.O. BONDS**

Chair Odell introduced Brian Baker, Zion's Bank Public Finance. Baker said the topic for Board discussion this evening is to consider the refunding of the District's 2002 Bonds to save money on interest rates. The benchmark in the industry is if savings of 3% on debt service currently being paid can be achieved, net of costs associated with the re-issuance, then it is worth looking at. If the Board would like to proceed with the refunding, a parameters resolution would be proposed at the County Council meeting on September 16<sup>th</sup>. This would start the process so that if interest rates remain low the District can act on the refunding in the next six weeks. If rates increase, the District is not obligated to proceed at this time, or the calendar may be adjusted up to six or eight months to achieve the most favorable rates. At current rates the savings would be \$160,000 - \$170,000 in net present value savings which equates to \$12,000 - \$16,000 annually through 2022. Baker distributed a 20 year bond buyer index and reviewed rate trends. The refinancing process would necessitate selecting an underwriter. A brief RFP will be distributed to underwriting firms in the Utah market, and the District could select the firm that provides the most aggressive rates. Baker said the 2009 and 2010 bonds are not callable. The refunding would pay off debt payments from 2011 - 2022.

**MOTION:** To direct staff to pursue refunding of the 2002 General Obligation Bond and endorse this direction to the County Council [Perry/Stinson] All in favor: Tracey Douthett, Ron Perry, Scott Siemon, Marilyn Stinson. Abstain: McClelland and Simon. None opposed. Absent: None. Motion carries.

Scott McClelland recused himself and abstained on the vote due to his employment status with Zion's Bank. Due to his late arrival, Kevin Simon felt he missed much of the discussion that led to the Board action so chose to abstain on the vote.

Rena Jordan said two items for the Board to keep in mind is that BOSAC is out of money for open space acquisition and will present an update to the Council on September 16<sup>th</sup>. They may propose another open space bond as soon as 2010. The District Board may want to tag on a trails bond. The Board will need to strategize on whether to employ a strategy of raising the District's tax levy for operations to .0006 in order to fund capital improvements until such time a recreation bond is possible. Two conditions of another open space bond will require that the District retain fee title of the asset, in addition to the possibility of allocating a portion of a 2010 bond to trail system improvements. Jordan asked the Board to keep these items in mind during the District's budget work session on September 16<sup>th</sup>.

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

Rena Jordan said this discussion is intended to finalize District policies under the policy governance methodology. Board members received a copy of Chapters 6 – 10 of the District's Policies and Procedures manual for review prior to the meeting. Bonnie Park noted that a new financial advisor services agreement is proposed to be finalized with Zions Bank Public Finance, and as such they have been added as the Financial Advisor in Chapter 6. Park said the remaining chapters are intended to capture concepts presented and discussed at the Board retreat utilizing the Carver model. The policies set limits for the District Director, but also delegate significant authority to the Director position. Douthett noted it incorporates a sample of a District Director evaluation form. Other policy concepts address Board/staff relations. Jordan said the Carver model is long-standing and utilized by many organizations. Scott McClelland said he want assurances that the Board's fiduciary responsibilities are honored. Jordan said the Board authorizes District spending when adopting the budget. It is the responsibility of the staff to be sure expenditures are within the adopted budget, and that purchasing policies are adhered to. According to the purchasing policies, any capital expenditure in excess of \$20,000 must be awarded by the Board. Bonnie Park pointed out executive limitations on page 44 and 45 which define financial planning and budgeting and financial management. Scott Siemon shared some of his research on the pros and cons of the policy governance model. Discussion followed on the Director's responsibilities to develop and implement salary policies and pay plan, and the need to be sensitive to what the District can afford in the long term. Jordan reiterated that these decisions are ratified at the time of budget adoption. She requested that the energy and investment of the Board be focused on future strategy rather than day to day operations. Board members agreed they would like to table approval of the chapters on governance to the next business meeting. Jordan reminded the Board that other policies, including changes to the personnel policy manual, will be forthcoming. Staff has attempted to present information for Board policy discussions in manageable amounts. In response to concerns expressed by Scott McClelland, Kevin Simon proposed a legal review of the District policies proposed for adoption be undertaken by the District's attorney. A written statement that Board members are not exposing themselves to anything out of the ordinary would provide reassurance that the policies are within the law. Ballard Spahr will conduct the review of personnel policies. Jerry Kinghorn will conduct the review of changes to the District Policy manual, especially as they pertain to governance and the re-codification of Special Service Districts.

### **SPLASH PAD PROJECT PLAN UPDATE**

Rena Jordan said it has been determined that the splash pad will be processed under a low impact permit process. The project does not need to go before the planning commission. Jordan said quotes and estimates are well within the \$300,000 budget, and that is the parameter she is working within to include the pad purchase and installation, permits, architects, shade and "barriers" to the parking lot. Perry inquired if the bacteria killing

filtration system will be in place, as that was a Board consensus item. Jordan acknowledged affirmatively. Discussion followed on risks associated with the proximity of the pad to the parking lot. Jordan reported that a representative from the District's insurance carrier has conducted a site visit. Many iterations of the site plan have been analyzed to achieve the optimal plan to address safety.

### **ESTABLISHMENT OF AD HOC TRAILS COMMITTEE**

Senta Beyer said the appointment of two interested Board members to an Ad-Hoc Trails Committee is being requested to interface with Park City and Mountain Trails Foundation on trails and trail related issues as discussed at the August 19<sup>th</sup> work session. It is proposed the group meet quarterly. Scott McClelland expressed his interest. Marilyn Stinson said she is interested but wants to be sure there is not a conflict due to the fact that her husband sits on the Mountain Trails Foundation Board. Board members did not view this as a conflict. Beyer said this will be helpful to engage the Boards of the organizations, and she expects that the City Council representative will be Candy Erickson. Jordan said this committee's task will be to bring alignment and better understanding between area trail agencies which will result in more accurate messaging of what each entity provides.

MOTION: To appoint Scott McClelland and Marilyn Stinson as Recreation District representatives to the Ad-Hoc Trails Committee [Perry/Simon]. All in favor: Tracey Douthett, Scott McClelland, Ron Perry, Scott Siemon, Kevin Simon, Marilyn Stinson. None opposed. None absent. Motion carries.

Jordan said the District appointment will be used as a catalyst to initiate committee appointments by others in order to move ahead with setting the first meeting date for the committee.

### **DIRECTOR RECOMMENDATION ON BANKING SERVICES AND FINANCIAL ADVISORY SERVICES AGREEMENT**

Scott McClelland disclosed that he works for Zions Bank and would recuse himself from this discussion and abstain from voting on any related Board action.

Jordan made the recommendation to the Board that the District's Banking relationship be moved to Zions Bank from Wells Fargo. She has met and received proposals from Zions, Wells Fargo, and Chase/WaMu. Jordan noted the advantages to the District. Hard dollar savings of \$160 per month for day to day banking services will be realized. Zions offers a technology that allows the District to scan checks and deposit them electronically, which would save staff time in the deposit of impact fees. In addition, only Zions offers the technology that can link their merchant banking system to the Sportsman software at the Fieldhouse. They have the experience and setup throughout the state for this system. Same day deposits may be made at a branch close to the Fieldhouse which is open to 6pm and provides for same day credit. Currently Wells Fargo is next day deposit after 3pm. Zions has the equivalent of a PTIF account that has met or exceeded PTIF interest rates in the last seven months that would provide immediate fund transfers from the interest bearing account into the District's checking account. By holding some funds in this account, it would avoid the loss of two days interest in the transfer of funds from PTIF. Jordan has verified that they are on the institutional listing in compliance with the Money Management Act. For all of the above reasons, Jordan recommends the change in banking services to Zion's Bank. She would like to have the change effective by October 15<sup>th</sup>.

MOTION: To authorize the District Director to administer the change in banking services from Wells Fargo to Zions Bank and to authorize the appropriate signatures for new account. [Perry/Simon] All in favor: All in favor: Tracey Douthett, Ron Perry, Scott Siemon, Kevin Simon, Marilyn Stinson. Abstain: Scott McClelland. None opposed. Absent: None. Motion carries.

In addition, Jordan requested the renewal of the Financial Services Agreement with Zions Bank. Bonnie Park explained the difference between this agreement and the one signed in 2001 is that the cost of services in the issuance of G.O. Bonds increased \$1 per \$1,000 of issuance. Jordan added that the new agreement goes until 2013 but may be automatically extended by mutual agreement for two additional two-year periods. The 2001 agreement had lapsed.

MOTION: To enter into a new agreement for Financial Advisory Services with Zions Bank Public Finance for a four year term until 2013, with an extension provision for two additional two-year periods. [Simon/Douthett] All in favor: Tracey Douthett, Ron Perry, Scott Siemon, Kevin Simon, Marilyn Stinson. Abstain: Scott McClelland. None opposed. Absent: None. Motion carries.

#### **APPROVAL OF MINUTES 8/5/09 and 8/19/09**

Chair Odell called for comments or questions on minutes included in the Board packet.

MOTION: To approve the minutes of August 5, 2009, as written. [McClelland/Siemon] All in favor: Scott McClelland, Ron Perry, Kevin Simon, Marilyn Stinson, Scott Siemon. Tracey Douthett abstained due to her absence at that meeting. None opposed. Absent: None. Motion carries.

MOTION: To approve the minutes of the August 19, 2009 work session, as written. [Stinson/Douthett] All in favor: Scott McClelland, Ron Perry, Kevin Simon, Marilyn Stinson. Scott Siemon abstained due to his absence at that meeting. None opposed. Absent: None. Motion carries.

#### **APPROVAL OF INVOICES**

Board members received a summary of payables in their Board packet dated July 30 – August 26, 2009 for Board review (attached). Following brief discussion, Chair Odell called for a motion to approve.

MOTION: To approve the invoices of July 30 – August 26, 2009 in the amount of \$344,093.23. [McClelland/Simon] All in favor: Tracey Douthett, Scott McClelland, Ron Perry, Scott Siemon, Kevin Simon, Marilyn Stinson. None opposed. Absent: None. Motion carries.

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

Jordan invited Board members to participate in the NRPA conference citizen sessions on Friday October 16<sup>th</sup> in Salt Lake City. The theme of the citizen sessions will cover topics of interest to the Board. District staff will be actively participating in several days of the conference.

Jordan informed the Board of school parking related issues in the Trailside Park lot and how they are being addressed. The Districts have an agreement for parking during special events, but not for daily school drop off. The principal of Trailside Elementary will follow-up with parents on the drop off protocol at the school.

Jordan said complaints have been received regarding the reservation system on tennis courts at Willow Creek and Trailside and that lessons are being conducted for commercial interests. She suggests the Board review the current policies before the courts open for spring play.

Jordan reported there is a petition in favor of a Willow Creek dog park by residents. She said there are many dog issues that have come up this summer and staff will be meeting with animal control. The leash free area could include possible fencing around the pond and land adjacent to Old Ranch Road. Sharon Odell said she has received many requests for benches to be placed along trails in the Willow Creek area. Jordan also relayed recent parking incidents and issues at Willow Creek Park.

Jordan reminded the Board that the September 16<sup>th</sup> work session will focus on District budgets. Board members should anticipate a large budget packet to review in advance of that meeting.

Jordan invited interested Board members to participate in the end of season staff celebration scheduled for the afternoon of September 17<sup>th</sup>. Participants will choose between a 9-hole golf scramble at Park City Golf Course, or a mountain bike ride.

**PUBLIC INPUT**

No public input was provided at this meeting.

**BOARD MEMBER QUESTIONS/COMMENTS**

Scott McClelland made special note that Brian Hanton has been doing an exceptional job planning and managing the fall soccer program.

**EXECUTIVE SESSION: PERSONNEL MATTERS**

At 8:26 pm Chair Odell called for a motion to enter into executive session for the purpose of discussing personnel matters.

MOTION: To enter into executive session for the purpose of discussing personnel matters.

[McClelland/Siemon] All in favor: Tracey Douthett, Scott McClelland, Ron Perry, Scott Siemon, Kevin Simon, Marilyn Stinson. None opposed. None absent. Motion carries.

At 8:44 pm Chair Odell called for a motion to close the executive session and reconvene the public meeting.

[McClelland/Stinson] All in favor: Tracey Douthett, Scott McClelland, Ron Perry, Scott Siemon, Kevin Simon, Marilyn Stinson. None opposed. None absent. Motion carries.

At 8:45 Chair Odell called for a motion to adjourn.

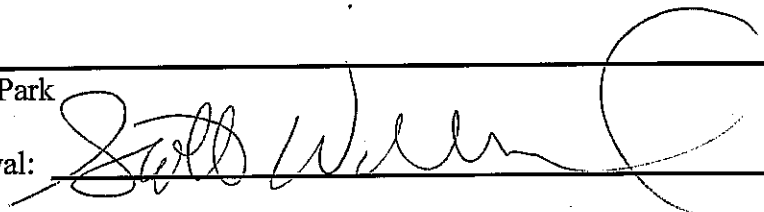
MOTION: To adjourn the meeting of September 2, 2009. [McClelland/Perry] All in favor: Tracey Douthett, Scott McClelland, Ron Perry, Scott Siemon, Kevin Simon, Marilyn Stinson. None opposed. None Absent.

Motion carries.

**MOTIONS**

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 fluid and cursive.