



Snyderville Basin Special Recreation District  
Board Meeting Minutes  
**Wednesday, March 9, 2011**  
Schefter Conference Room - Trailside Park  
5715 Trailside Drive  
Park City, Utah

The meeting of March 9, 2011 was called to order by Chair Douthett at 5:37 pm.

**Board Members in Attendance:** Tracey Douthett, Ron Perry, Kevin Simon, Marilyn Stinson, Jay Burke, Jim Magruder. Dawn Vibert Bowes (Ms Bowes joined the Board at 5:55pm)

**Absent:** None

**Staff/Employees Present:** Rena Jordan, Bonnie Park, Matt Strader, Senta Beyer, Megan Suhadolc, Laura Mair, Mark Patterson. Brian Hanton arrived 6:19pm.

**Attending Guests (sign-in sheet attached):** Denise Chesne, VJ Petit, Julia Cain, Careasia Parker, David Jones, Sue Lepke, Larry Petit, Rebecca Eaton, Tina Smith, Charmain Wright, Len Bowes – residents of Silver Creek. Debbie Buchanan, Karl Neumann, Amy & Chris Nett, Greg & Laurel Spencer, Dave Hood, Greg Spencer, Robert Brinton, Brandon & Tori Julian, Brenda Moss, Chris Crowley, Michael Doleac, Alyson & John Dingman, Rick Nemeroff – residents of Willow Creek. Jeff Jonas, Randy Favero – residents of Goshawk Ranch. Richard Thomas, Max Greenhaulgh – residents of Old Ranch Road. Penny Evans, Rebecca & Joe Benoit, Roger MacPhail – residents of Highland Estates. Mark Nenman – resident of Jeremy Ranch. Carol Allen – resident of Old Town. Tisha Green – resident of Glenwild. Mark Kimble – resident of Park West Village. Eric Langvardt – original land planner of Willow Creek Park.

The Board Chair opened the meeting by inviting any public input. The following input was received:

**PUBLIC INPUT**

Roger MacPhail – regarding recent fees instilled for the use of the meeting room facilities. He felt the rates were far too high since they are already paying for this in their tax base. He reviewed minutes from the last meeting in December and noticed it being on the agenda but was curious to know when action was taken on this issue. Jordan responded that the fee structure has always been in place but they gave the HOA's that had used the meeting rooms in the past a one year notice that the District would start abiding by the fee use policy that was already established. MacPhail asked when this was voted on and Jordan responded that a vote was not required as the charges should have been assessed in the past because it was part of the approved fee structure adopted in 2007 and amended in 2009. MacPhail would like to see the Board reconsider as he felt these buildings were not

heavily used. Jordan further mentioned that any governmental entity (school district, the County, the City etc) there are no fees – only private entities or individuals wishing to utilize the facilities are required to pay.

Jeff Jonas – President of the Goshawk Ranch HOA – lives in the equestrian community and feels that there is some misinformation regarding the paving of trails. He is not in favor and hopes there will be continued discussion regarding this matter.

Len Bowes – resident of Silver Creek – expressed his opinion about the paved trails in regards to the natural trails – he wants to preserve a safe way to travel in Silver Creek and other locations with a natural path as horseback riding can be dangerous (slippery) on pavement – he would like to see discussion on having options for both paved and natural surfaces on the trails.

VJ Petit – resident of Silver Creek – would like to go on record saying they would like to get trails in their area and that they were excited and voted for the bond but cannot support any paved trails.

Denise Chesne – resident of Silver Creek – representative of PC Equine Partnership – not in favor of any paved trails in the Silver Creek area as well as in other areas proposed in the plans.

Julie Cain – resident of Silver Creek – raised a question regarding seven proposed projects (from the Bond project listing). She wanted to know how many of those would be adequate trails for horses (therefore dirt or road based surface, not paved). Jordan responded that there is a portion of the bond that could be used for equestrian related trails in the Bitner Road/Silver Creek area but as of now there are no designs created for that area rather just a dollar allocation (\$500,000). Beyer commented that there at times can be a 4-foot soft shoulder but the ability to provide those will depend on the widths in the easements that can be obtained as some of the trails are positioned on private property or in areas where the County right of way is not sufficient in size to make that accommodation. At the moment the trails are not specifically designed for the purpose of equestrian use and will primarily be dependent on the location of the trail and whether it is feasible and rationally safe for equestrian use (i.e. if it is a transportation corridor along a busy road section). Basin plans to continue to actively work with the neighborhood and engage the equestrian community. She mentioned that we are focusing on the fact that our current system is deficient in transportation trail to links to our backcountry trails and to neighborhood spines. There are allocated funds going to the Silver Creek area from this bond (specifically the \$500,000 earmarked in the Trails Project Listing). Ms Beyer wanted to note that we have never precluded equestrian use on any Basin trails and that there is a connection linking Mid Mountain Trail up to the Wasatch Crest Trail that will be done this summer for backcountry use. (Important to note that currently there is absolutely no denied access to any user on any Basin Recreation Trails)

Rebecca Eaton – resident of Silver Creek and a member of the PC Equine Partnership – she supports the idea of connecting Silver Creek and the rest of the Basin as she does feel they are isolated and the idea of the two sides of the highway being connected is very exciting and she supports that integration.

David Jones – resident of Silver Creek – feels that based on recent board meetings the decisions have been made before anyone has been able to give their input. He feels that the county is struggling and it doesn't seem to make sense to pay \$5 a square foot for asphalt in order to pave the trail. He says there is no place for horses without mountain bikers and he suggested paving a strip on each side of the trail for bikers and then leaving a larger natural surface area in the middle for horses and people not interested in the hard surface. He feels paving the trails is a waste of taxpayer's money and Basin should use some fiscal common sense.

Randy Favero – resident of Goshawk Ranch – point of interest outside of the Silver Creek as far as equestrian use goes. He would prefer non paved trails and supports the notion that paved trails are excess and feels that equestrian interests have been neglected and asks the Board to incorporate those interests when making decisions.

At 5:53pm Chair Douthett requested that public input be concluded, and accommodated one more comment.

Tina Smith – resident of Silver Creek – Mentioned that there are a lot of great amenities that Basin offers and feels that attention to the equine community will continue to enhance our community.

At 5:54pm Chair Douthett officially closed public input.

### **WELCOME NEW BOARD MEMBERS – OATH OF OFFICE**

Douthett read the oath of office to Magruder and Bowes, they repeated it back and as such were officially sworn into office.

### **NOMINATIONS FOR AND ELECTION OF BOARD CHAIR-ELECT**

Due to the fact that former Board member Scott McClelland was not reappointed, the position of Chair Elect will need to be filled. Ron Perry accepted the request to serve and the following motion was made:

**MOTION:** To elect Ron Perry to the position of Chair-Elect of the Snyderville Basin Special Recreation District Administrative Control Board for 2012. [Burke/Simon] All in favor: Dawn Vibert Bowes, Jay Burke, Tracey Douthett, Jim Magruder, Ron Perry, Kevin Simon, Marilyn Stinson. None Opposed. Motion carries.

### **APPOINTMENT OF DISTRICT REPRESENTATIVE TO BOSAC AND TRAILS AD HOC COMMITTEE**

Due to the fact that former Board member Scott McClelland was not reappointed, one of two appointed positions to BOSAC will need to be filled, as will a position on the Trails AdHoc Committee. Douthett said that as a former member of BOSAC she would like the Board to consider her appointment to BOSAC. Stinson offered to serve on the Trails AdHoc Committee. The following motions were made.

**MOTION:** To appoint Tracey Douthett to serve as one of two District appointees on BOSAC for the remainder of 2011 [Simon/Perry] All in favor: Dawn Vibert Bowes, Jay Burke, Tracey Douthett, Jim Magruder, Ron Perry, Kevin Simon, Marilyn Stinson. None Opposed. Motion carries.

**MOTION:** To appoint Marilyn Stinson to represent the District on the Trails Ad Hoc Committee for the remainder of 2011. [Perry/Simon] All in favor: Dawn Vibert Bowes, Jay Burke, Tracey Douthett, Jim Magruder, Ron Perry, Kevin Simon, Marilyn Stinson. None Opposed. Motion carries.

### **ANNUAL BOARD MEMBER TRAINING: OPEN AND PUBLIC MEETINGS**

Park went through the required Open and Public Meetings training by using a brief PowerPoint presentation of the Snyderville Basin Special Recreation District Open and Public Meetings Policy, which establishes guidelines for the conduct and protocols of meetings of the District Board, including how meetings are to be convened, how they are to be conducted and how minutes are to be prepared and approved. All board members participated in this training and received the written presentation as part of their March 9, 2011 board packets. Board members will acknowledge and sign that they have gone through this annual training.

### **PARK DESIGN CHARRETTE DEBRIEF**

Jordan provided a debrief of the Tuesday, March 1, 2011 and Wednesday, March 2, 2011 Park Design Charrette's. Approximately 81 people attended between Tuesday and Wednesday nights which was a great opportunity to get input from the community and she noted that staff is pleased with the turnout. The highest percentage of participants were from Highland Estates at Snyderville Basin Special Recreation District  
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16%, second highest came from Silver Springs and Willow Creek at 11% and then third highest was Park West Village at 8.6%.

Jordan next took the time to detail the process for Basin in applying for conditional use permits to either build something new or to amend existing conditionally use permits.

1. Host a design charrette and record any and all feedback that we received. (Board members have received the comments and feedback). The purpose of the charrette is to get input from constituents and to proactively integrate that feedback in the process.
2. Host Public Hearings – anyone can share input, suggestions, recommendations and concerns to the proposed designs.
3. Based on that input the Board has the option to either require staff to make changes and come back to the next meeting or make a motion to approve the application be submitted to the County planning department for a conditional use permit or an amendment to the conditional use permit to go forward. The District is required to make that application to the planning department who will determine if the conditional use permit is the appropriate next step.
4. Once the application is on file, the planning department assigns a planner to the project.
5. The planning commission would then host work sessions to determine that all the required needs are addressed in the application.
6. The planning commission would schedule additional public hearings if necessary, based on the application. The public would have the opportunity to come and make comments on any application we have made.
7. Based on the outcome of the planning commission's public hearing, they would either send staff back to task to incorporate any additional changes that need to be made to amend or approve the application.
8. The planning commission then forwards a positive recommendation of the application to the county council.
9. County Council would also host a public hearing if required.

Jordan wants to make sure everyone is aware of the process and to note that there are at least three opportunities for the public to give input on the proposed projects prior to a permit being issued. Jordan also mentioned that a resident of Willow Creek had submitted a suggested design alternative to the proposed park expansion plan.

### **PUBLIC HEARING: CONCEPTUAL PARK DESIGN KOLEMAN PROPERTY AND PROPOSED WILLOW CREEK AND TRAILSIDE PARK CONDITIONAL USE PERMIT AMENDMENTS**

Public hearing opened at 6:20pm.

**Greg Spencer – resident of Willow Creek** – speaking on behalf of a constituency of the homeowners of Willow Creek, not the HOA, they are not in favor of the proposed plans. He occupies the property most directly affected. Owner and is the author of the plan in the back of the room (not a recommendation of the HOA) – if all of the improvements that are sought in the expansion are authorized and funding was available, all of those improvements, plus an additional 41 parking spaces can be incorporated within the existing boundaries of the park with the exception of the dog park unless you want to reduce some of the parking. It is not a recommendation of ours or the HOA but rather just a demonstration by a professional architect who took the dimensions of the site plan that was circulated to show that all of those improvements can be located within the existing boundaries if that was necessary including some additional pavilions and restrooms. As a user of the park and trails on a regular basis Spencer does not believe there is a need for the additional improvements. He is unsure of the feasibility studies that have been done, but feels that the real purpose of the expansion is for the purpose of holding additional non-regional, larger soccer and other kinds of tournaments. As a resident he feels there is already a parking problem and therefore a safety issue and if additional parking is approved it should be placed off of Old Ranch Road (instead of on Split Rail Lane as depicted on the initial designs prepared by Basin Recreation). He was also confused that the funding of the

improvements might be coming from the recent Trail and Open Space Bond. Jordan replied that is not an accurate statement and that the improvements are in the approved 2011 Capital budget which include the dog park, shade for the playground, re-paving of the parking lot and additional pavilion and those are not touching any of the funds from the current bond. They were approved as capital expenditures for 2011 from our capital fund. The additional projects that we shared in the design Charette forum would likely need to be funded in the future from voter approved bonds or savings for capital expenditures that the District obtains. These would likely happen over 3-4 years. The District's goal is to show a long term plan for that parcel that is designated as a Community Park. Final comment from Spencer is that when he bought his lot in 2004 the plat attached to the CC&R's clearly showed the boundary of the existing park as passive open space, and understands that there were additional documents recorded but he was under the impression that it was passive open space. Perry asked the question if Spencer was proposing that nothing be done. Spencer replied that our preference would be that some improvements could be made, however a lot of people in the neighborhood feel strongly that no improvements be made. Spencer's recommendation is that if anything is done it be done within the existing footprint of the park.

**Robert Brinton – resident of Willow Creek** – By increasing the traffic and size of the park he is worried that it will probably lower the property value of his home with the extra congestion.

**Debbie Buchanan – resident of Willow Creek** – Was involved in the very first meeting of the park back in 2000/2001. In those preliminary park meetings they were able to get the size of the park decreased, including the fields and parking as well as dealt with the lighting restrictions. She was very concerned that the park stay as a neighborhood park and not become a destination park. She feels that there are too many regional activities (tournaments, military, out-of-state) and that the Willow Creek residents should be entitled to some sort of quiet and peace during the summers/weekends. She stressed that the park was approved at the size that it is and wishes it to stay that way.

**Mark Kimble – resident of Park West Village** - Excited about the Kolemman Parcel and would love to see more diversity than just the fields and pavilions. His biggest concern is that they don't want to be the parking overflow to Willow Creek Park.

**Chris Neff – resident of Willow Creek Park** – His home is directly impacted by the potential expansion of the park. He loves the park and does not dispute the enhancement opportunities but is deeply concerned with changing the footprint of the park. He posed the question to the Board about whether they would feel comfortable having their children right next to a park and both Perry and Stinson replied that they currently live in Pinebrook and overlook playing fields and that it is not an issue for them. He has a problem with the parking and mentioned that the chief of police had not seen the proposal and felt that would be a significant concern. He asked the Board to go back to the drawing board to come up with different solutions that do not consist of changing the footprint of the park.

**Dave Hood – resident of Willow Creek** – Does not feel the proposal of the lights on the ice pond is necessary. He has restrictions on the amount of lights as a homeowner and feels it contradictory to light the pond. Mostly used by little kids and don't feel they will be out that late.

**Eric Langvardt – original architect of Willow Creek Park** – Simon posed a question to Rena and Eric regarding the limitations of where they can put certain permanent structures. Jordan responded that was correct that there are some areas that are designated passive use only within the recorded boundaries of the Park (i.e. playing fields without permanent structures) and that we are not permitted to have permanent structures such as a bathrooms or shade structures or tennis courts in these defined areas. Jordan also wanted to clarify that there is not a category called a Neighborhood Park or a "community neighborhood park" in its care – Basin Recreation only develops Community parks. Langvardt commented on the parking on Old Ranch Road and said he could look at some different locations and design options. He also wanted to speak to the plan that was brought by Willow Creek resident and some of the proposed changes and feels like some of the changes are not necessarily fiscally responsible because removing existing facilities just to relocate those and not utilize areas that were designated for passive recreational use instead would be very expensive.

**Laurel Spencer – resident of Willow Creek** – Question regarding when the park plan changed from passive open space to restricted recreational. Langvardt commented that the conservation easement agreement was signed September in 2003. He didn't think it was changed necessarily but rather that the planning commission required a third party to maintain or hold the open space. Therefore it went from Utah Open Lands holding it to the current agreement.

**Roger Goldman – resident of Willow Creek** - People have bought their homes as passive open space and are interested in knowing where the demand is coming from to warrant the proposed changes to Willow Creek. He feels that these changes would impose an unnecessary burden on the neighborhood. Simon asked if this was a presumption in terms of the additional fields being used for non-residents. Jordan addressed the question by mentioning that there are levels of service committed to by the District as defined in the Capital Facilities Plan last updated in 2006. There was also a needs assessment done in 2006. She shared that the District is currently going through the process of updating all of these plans and documents in order to bring them current and further identify

where we are deficient in our level of service standards. This process is underway and is planned to be completed within a 14 month cycle (it began in January). The current defined level of service for Obviously defined field space is 1 field for 2000 people which we are deficient in. She also noted that there is a deficiency in playgrounds and tennis courts.

**Karl Neuman – resident of Willow Creek** – Concern about parking and if the field is moved north we will continue to have even more of an issue as people will be trying to park even closer (to the fields vs using the parking lots) and this will cause even more of a hazard.

**Rick Nemeroff – resident of Willow Creek** – Concerned about legitimacy of going forward as well as the projects proposed are the ones that should be made. Also going to have to look at traffic and safety issues as it is a family area with children – are the roads wide enough, do we need traffic lights, is the Koleman Parcel corner going to be a disaster? He feels like we are talking about re-platting an entire section of the community. Jordan responded that Basin Recreation will follow all necessary planning processes which include traffic mitigation, parking consideration etc.

**Brenda Moss – resident of Willow Creek** – Not opposed to making improvements to the park but is specifically concerned about the scope of the project. She is already concerned about kids riding their bikes to the park – concerned for the safety issues that more entrances to the park will create.

**Rana Tahtinen – resident of Willow Creek** – She feels that the community supported the bond due to walking and riding to destinations rather than driving. If you ruin the ability to walk and bike she doesn't understand how that is compatible to our overall mission. Douthett commented that of the bond money approved by the voters, 8 million go to trails and the remainder goes to open space.

The Board Chair asked if there was any further input. When there was none she closed the public hearing at 7:00pm

### **DISCUSSION, POSSIBLE CONSIDERATION AND APPROVAL OF POSITIVE RECOMMENDATION TO SNYDERVILLE BASIN PLANNING COMMISSION FOR PARK DEVELOPMENT PLANS**

Regarding the three park development plans (Willow Creek Park, Koleman Parcel and Trailside Park), Jordan gave feedback on all three and described what action is recommended by the staff.

The recommendation for Willow Creek Park is that there be no action taken at this time which will allow further review of design options and that staff will continue to research and get public input before proceeding further.

Regarding the Koleman Parcel staff's recommendation is to move forward with the plan as proposed and complete an application for submission to the planning department. The only public concerns and issues that were brought forward were the amount of parking. Jordan further commented that the community garden is selling their plots and that we will share the parking lot with the users of the community garden in the future. She also wanted to ensure that it be known that the physical trail that goes around that parcel and creates a great bike and cross country experience – will be designed so that users do not have to cross the parking lot – the entire perimeter will be natural surface trails. We are still in the process of choosing a different name for the park.

Regarding the proposed changes at Trailside Park, we are not required to apply for a conditional use permit but instead will need to submit a low impact permit application. (Park mentioned we will need clarity from county planning on the approach to Trailside as there were no restrictive conditions that we were subject to however we still need to get clarity about how we address the addition of a Yurt that will be used for Camps and classes. The skate park there was no permit required. A motion for Trailside Park improvements is not necessary at this time. Once we submit our low impact permits and have further discussions with the County staff may need to come back to the Board at a later time.

**MOTION:** To move forward with submitting the Koleman Park Parcel development recommendation plans to the Snyderville Basin Planning Commission. [Simon/Burke] All in favor: Dawn Vibert Bowes, Jay Burke, Tracey Douthett, Jim Magruder, Ron Perry, Kevin Simon, Marilyn Stinson. None Opposed. Motion carries.

**DISCUSSION, POSSIBLE CONSIDERATION AND APPROVAL OF 2011 PERSONNEL POLICY AMENDMENTS**

Board members received a red-lined draft of the Personnel Policy Manual to review and to see what changes we have made. We are required to update annually to stay in legal compliance. Megan Suhadolc is in charge of this laborious chore. Once adopted we continue to flag this document all year long as things change and need updating.

**MOTION:** To approve the 2011 Personnel Policy Manual amendments dated March 9, 2011, as amended. [Burke/Simon] All in favor: Dawn Vibert Bowes, Jay Burke, Tracey Douthett, Jim Magruder, Ron Perry, Kevin Simon, Marilyn Stinson. None Opposed. Motion carries.

**DISCUSSION, POSSIBLE CONSIDERATION AND APPROVAL OF TRAIL POLICY AMENDMENTS**

Board members received a memorandum highlighting proposed changes to the Trail Use Policies and Special Events that were last amended in August of 2009. Mark Patterson has made changes such as calculation of fees, a rolling calendar, allowable limits, addition of the Koleman Loop and application overhaul. Magruder asked how complicated the application is in which Jordan replied that Mark Patterson was working on it to make it the easiest possible while making sure we get all the necessary information. It was important to consolidate both the trails and recreation application to make it the most effective. Bowes questioned how the trail permit fees were formulated – cost differential of the different events, especially the equestrian events and that they were significantly higher than running and biking events. Jordan replied that one reason for this was the physical impact and necessary repair of the trail system that could be anticipated if an Equestrian Event were held on the trail system. Perry mentioned that we have not had any equestrian event but Beyer replied that fees were researched in other communities before they were set. Beyer also mentioned that we do not close down any of our trails during an event. Jordan commented that we went out of our way to define an equestrian category whereas Park City did not yet have one. Bowes felt that the cost as proposed could potentially be detrimental to an equestrian event looking into hosting an event here. Beyer responded that until now we haven't had a major equestrian voice nor any requests current requests for Equestrian Events. Simon made a statement to Bowes detailing how the Board has in no way purposely left out or ignored the equestrian community but rather that they have not had any voice that the Board was aware of until this time. He asked if Bowes did not inherently feel there would be issues with a horse and biker/runner sharing the same trail if an event were hosted (because trails cannot be closed for events). Bowes replied that with the appropriate signage and knowledge that the two could co-exist on certain trails. Jordan mentioned in trail designs and improvements that blind corners could be opened up a bit more and likely other accommodations could be made as we explore this need further.

Burke made the statement that he felt we were getting a bit off track and that we need to keep moving but know that this discussion is something we need to continue at a later time.

Stinson asked a question about how we came up with the 500 number of participants. This number came up due to the Running with Ed event. Jordan's recommendation was that we keep the community events on the trail corridors limited to no more than 500 and that it would be best to make an amendment per event if needed rather than increase the amount of people allowed within the policy. Exceptions can be made to fees and other items after we approve this amendment.

**MOTION:** To adopt the amended Trail Use Policies for Special Events dated March 9, 2011, as written. [Bowes/Stinson] All in favor: Dawn Vibert Bowes, Jay Burke, Tracey Douthett, Jim Magruder, Ron Perry, Kevin Simon, Marilyn Stinson. None Opposed. Motion carries.

### **DISCUSSION, POSSIBLE CONSIDERATION AND APPROVAL OF TRAIL POLICY EXCEPTION FOR RUNNING WITH ED EVENT**

Board members received a staff report from Mark Patterson in regards to making an exemption to the Trails Special Events Policy for Running with ED Race so that it may exceed the maximum number of 500 participants. It is staff's recommendation to allow this exception due to the fact that it is a community event. They have rented The Fieldhouse for this event. Perry asked if we are going to cap it because he was worried that if we don't set an example for this event then it could set a bad precedent for future events. Burke commented that they would be staggering the runners so that the impact would not seem as intense and felt that it was capped at 400 runners. Magruder asked about the question of liability in which Jordan replied that they have to name us on their insurance. Burke was worried about setting a precedent for future events in which case Jordan replied that we can handle future events due to the fact that it is a community event that benefits the children of our community. Bowes asked about Basin Recreation sponsoring events and Jordan replied that we do not promote or sponsor for-profit events.

**MOTION:** To approve the request for a trails event policy exception (Running with ED Race) to allow an increase in the number of maximum event participants to exceed 500. [Douthett/Bowes] All in favor: Dawn Vibert Bowes, Jay Burke, Tracey Douthett, Jim Magruder, Ron Perry, Kevin Simon, Marilyn Stinson. None Opposed. Motion carries.

### **CONSIDERATION AND APPROVAL OF CHANGE ORDER #2 TRAILSIDE SKATE PARK**

Board members received a staff memorandum from Brian Hanton for approval through change order #2 to purchase additional skate park equipment and complete the Skate Park. The first phase of skate park that was opened last summer has been popular with the users and the community and staff would like to see its development completed by utilizing the section that we kept for open skate. This is the area that the additional features would be placed upon. The Board approved \$50,000 in the capital budget for 2011 and with that a final phase might be funded through a RAP grant if the success and popularity continues. Perry asked if we have had any instances where we needed to call the sheriff and Hanton replied no, not to his knowledge and it seems to have been fairly low-key. We have had a good draw of different users due to the street style concept which is different from the style of skate park that Park City. Burke mentioned that he would like to see better signage for no smoking/no swearing/good behavior etc. He also wanted to mention that in one of our features (half-pipe) the transition needs to be looked into and if we have the company up here it may be something they can address. We have worked with Skull Candy to understand what they would like to see in the park. Magruder asked if we only went out for one bid – Hanton replied that when we originally went out we received

three bids and would like to stay consistent for phase 2 as we had the bids all contemplate more than one phase. Magruder felt that if other companies design these same exact features it might not be a bad idea to go out for a second bid just to keep them honest. Hanton said he would do some research regarding that. Magruder also mentioned whether the Board is interested in receiving the additional discount of ½% for half down and 1% for full pre-pay. Magruder felt this was not a large enough discount to entice us to pay the full amount and mentioned that he could help negotiate and get a better discount. Burke felt that it would be better to not pay the full amount but rather make sure that the product is what we need it to be.

**MOTION:** To approve change order #2 to purchase additional modular skate park equipment from American Ramp Company in the amount of \$49,169.37, to complete phase 2 of the Trailside Park skate park. [Burke/Stinson] All in favor: Dawn Vibert Bowes, Jay Burke, Tracey Douthett, Jim Magruder, Kevin Simon, Marilyn Stinson. Opposed: Ron Perry. Motion carries.

### **2011 BOND CLOSING DEBRIEF**

Jordan explained that the bond closing occurred and the funds from the sale are all in the District's bank accounts. The money was wired to the two separate accounts - \$12 million is in the open space account and the \$8 million is in a Trails Capital Project's account. Both bank accounts are assets of the District but the \$12 million are BOSAC designated funds. Magruder asked what kind of account and Jordan replied that it is a PTIF account, which is a state managed account that is very low risk and is part of the public treasurer's investment fund.

Max Greenhagh, who is the BOSAC Chair was present and wanted to thank Basin for a great partnership and to thank those members who serve on BOSAC specifically Scott McClelland who he felt did a great job and service on behalf of the District.

### **SUNDANCE CLOSING PARTY DEBRIEF**

Board members received a memo in their board packets that detailed a summary of the Sundance event, including event charges and breakdown of additional fees charged. Matt Strader presented that the event was very successful at The Fieldhouse. The biggest concern was whether there was going to be damage done to the facility but there was none to report of, in fact they made an effort to make it even cleaner than how they found it. Another concern was in regards to the impact on patrons but Matt was only aware of one complaint of a patron not seeing the signage in advance and being inconvenienced. They have implied that they intend to apply for the venue next year. Total Fees charged to Sundance for the rental and services we provided was \$12,000. Perry felt that it was very creative the way the event was handled. Strader mentioned working to utilize volunteers in the future for flooring labor rather than employees and that he will do a cost analysis to make sure we are charging enough. Discussion followed at which time Rena asked whether there was Board support of Sundance returning in 2012 in which case the Board concurred that there was that support and that Jordan and Strader could proceed with creating a 2012 Agreement

### **ACKNOWLEDGEMENT OF SERVICE OF RETIRING BOARD MEMBERS**

Board members and staff gave a formal thank you to Scott McClelland for serving his one term. Scott Siemon was not present. As a thank you McClelland will receive an annual Fieldhouse family membership for 2011.

**DISCUSSION, POSSIBLE CONSIDERATION AND APPROVAL OF TRAVEL REQUEST FOR GFOA CONFERENCE IN ST. GEORGE**

Board members received a memo from Rena Jordan to request approval for Megan Suhadolc to attend Utah Government Finance Officers Association spring conference in St. George, UT. This conference is a way for Megan and the staff to stay current on financial policies and practices through education, training and leadership.

**MOTION:** To authorize the travel request for District staff member Megan Suhadolc to attend the UGFOA 2011 Spring conference, April 20-22, 2011, in St. George, Utah. [Simon/Perry] All in favor: Dawn Vibert Bowes, Jay Burke, Tracey Douthett, Jim Magruder, Ron Perry, Kevin Simon, Marilyn Stinson. None Opposed. Motion carries.

**SERVICE PROVIDER APPROVALS/PLANNING UPDATE**

Bonnie Park submitted a letter to Chris Robinson regarding the proposed vacation of a roadway on Old Ranch Road. Minimum request is that they try and preserve some public access. Quarry Springs development was approved in 2007 in a 4 phase project (68 condominiums units) and their application is about to expire on May 1<sup>st</sup> and they are in a hurry to get their plat signed and begin their construction. The good thing for us is that that development had a payment requirement toward Millennium Trail because we put that piece of trail in all at once. And then the developers were required to contribute to it but the developer at that time passed that on to the future developer which is now this Quarry Springs. We will receive a check in the amount of \$35,433. At service provider this week we discussed the Canyons forum parking (350 parking stalls) which doesn't really affect us. County is going to a new software program for submitting and reviewing development plans that is web-based. This will be live by September. No plats signed since the previous Board meeting.

**APPROVAL OF MINUTES 2/16/11**

Chair Douthett called for comments or questions and a motion to approve the minutes of February 16, 2011.

**MOTION:** To approve the minutes of February 16, 2011, as written. [Perry/Burke] All in favor: Jay Burke, Tracey Douthett, Ron Perry, Kevin Simon, Marilyn Stinson. None Opposed. Dawn Vibert Bowes and Jim Magruder abstained due to their absence at that meeting. Motion carries.

**APPROVAL OF INVOICES**

Board members received payables to review in their Board packets. Following review, Chair Douthett requested a motion to approve.

**MOTION:** To approve the payables dated February 9 through March 1, 2011 in the amount of \$245,613.84. [Simon/Stinson] All in favor: Dawn Vibert Bowes, Jay Burke, Tracey Douthett, Jim Magruder, Ron Perry, Kevin Simon, Marilyn Stinson. None Opposed. Motion carries.

**DIRECTOR COMMENTS AND REVIEW OF ACTION ITEMS**

Jordan was invited to attend and participate in the monthly Summit County Managers meeting hosted by Bob Jasper. The Managers meetings are a good way for Jordan to be in touch with various projects and undertakings Countywide (similar to the service provider update meetings staff also participates in). Jordan was also invited to participate in the strategic update process

being undertaken by Summit County as the representative of Basin Recreation. She further updated that we continue to meet with Summit County, the Park City Fire District and Mountain Regional group to discuss and analyze our various health insurance plans with the intention of consolidating the plans. A consultant has been hired to help determine whether or not we can save money by being part of their plan and they are looking at a self insured plan. This would take effect in 2012 as but under the new regulations we are required to give 60 days notice to our employees of any change in our plan. Unless it saves the taxpayers money as a total group we wouldn't do it. Aetna has already told us they will not renew us because they have pulled out of that market.

Everyone got Jordan's email about Basin Recreation participating in support of KPCW's Spring Drive – she will sort out the schedule for the community fundraiser.

Lastly Jordan wanted to remind everyone that our next meeting is on March 23<sup>rd</sup> and it is a work session for trails. We will not go on a field trip but will cover the current projects that we are undertaking this year and that are from the bond. Burke asked if we would be making any motions and Jordan replied that no it is just a work session. Jordan posed it to the Board if there is a preference in start time of the meetings being 5:30pm instead of 6:00pm. Board decided that with work schedules it would be easier to keep it at 6:00pm.

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

Burke asked how we will circle back to the question in regards to fees for rental of our facilities at Trailside. Jordan responded that the fee schedule had been approved previously and that we had not charged these in the past as we should have and that only one HOA has complained. If we choose to change that we need to change it for everyone. Jordan also commented that it is not our experience that the rooms are not being used and in fact that now that we have changed the Park Room into one of our fitness hubs we often have to turn users away. We gave the previous regular users of the meeting spaces approximately a years notice that we would begin to charge our fees in the new year.

Stinson asked if there is a trails ad hoc meeting set. Jordan responded that they had not set a date on the last meeting.

Burke wanted to know how we handle the information on Willow Creek. Jordan responded that our feeling as staff is that we have a lot of work to undertake this summer with the Kolemman Park Parcel, Trailside, as well as all the trail projects we have committed to complete that it might not be something that we can effectively deal with this calendar year. We need to go back to the drawing board but that doesn't mean we are not going to do anything because once we get our needs assessment completed and into a formal document that will give us a better platform and set of information to re-address any expansion to meet our level of service standards. We will continue to get input, work with some of the design ideas that have been provided. The needs assessment will be done in the fall and then it will take some time to go through and come up with an action plan. Bowes asked about the process and if the master plan is revised and then the needs assessment? Jordan responded that the needs assessment will be done first and that along with Summit County is updating their general plan our updated master plan will be a component of that general plan update. Magruder mentioned that there are some significant changes to the assumptions from 2006 and questioned whether there is any update on population that would help us through this work session? Park commented that we are about in the same place for how

far a dollar goes but that we will have the census data which will be helpful in validating that if it is the case.

## **ADJOURN**

Chair Douthett called for a motion to adjourn the meeting at 9:09 pm.

**MOTION:** To adjourn the meeting of March 9, 2011 [Bowes/Burke] All in favor: Dawn Vibert Bowes, Jay Burke, Tracey Douthett, Jim Magruder, Ron Perry, Kevin Simon, Marilyn Stinson. None Opposed. Motion carries.

## **MOTIONS**

**MOTION:** To elect Ron Perry to the position of Chair-Elect of the Snyderville Basin Special Recreation District Administrative Control Board for the remainder of 2011. [Burke/Simon] All in favor: Dawn Vibert Bowes, Jay Burke, Tracey Douthett, Jim Magruder, Ron Perry, Kevin Simon, Marilyn Stinson. None Opposed. Motion carries.

**MOTION:** To appoint Tracey Douthett to serve as one of two District appointees on BOSAC for the remainder of 2011 [Simon/Perry] All in favor: Dawn Vibert Bowes, Jay Burke, Tracey Douthett, Jim Magruder, Ron Perry, Kevin Simon, Marilyn Stinson. None Opposed. Motion carries.

**MOTION:** To appoint Marilyn Stinson to represent the District on the Trails Ad Hoc Committee for the remainder of 2011. [Perry/Simon] All in favor: Dawn Vibert Bowes, Jay Burke, Tracey Douthett, Jim Magruder, Ron Perry, Kevin Simon, Marilyn Stinson. None Opposed. Motion carries.

**MOTION:** To move forward with submitting the Koleman Park Parcel development recommendation plans to the Snyderville Basin Planning Commission. [Simon/Burke] All in favor: Dawn Vibert Bowes, Jay Burke, Tracey Douthett, Jim Magruder, Ron Perry, Kevin Simon, Marilyn Stinson. None Opposed. Motion carries.

**MOTION:** To approve the 2011 Personnel Policy Manual amendments dated March 9, 2011, as amended. [Burke/Simon] All in favor: Dawn Vibert Bowes, Jay Burke, Tracey Douthett, Jim Magruder, Ron Perry, Kevin Simon, Marilyn Stinson. None Opposed. Motion carries.

**MOTION:** To adopt the amended Trail Use Policies for Special Events dated March 9, 2011, as written. [Bowes/Stinson] All in favor: Dawn Vibert Bowes, Jay Burke, Tracey Douthett, Jim Magruder, Ron Perry, Kevin Simon, Marilyn Stinson. None Opposed. Motion carries.

**MOTION:** To approve the request for a trails event policy exception (Running with ED Race) to allow an increase in the number of maximum event participants to exceed 500. [Douthett/Bowes] All in favor: Dawn Vibert Bowes, Jay Burke, Tracey Douthett, Jim Magruder, Ron Perry, Kevin Simon, Marilyn Stinson. None Opposed. Motion carries.

**MOTION:** To approve change order #2 to purchase additional modular skate park equipment from American Ramp Company in the amount of \$49,169.37, to complete phase 2 of the Trailside Park skate park. [Burke/Stinson] All in favor: Dawn Vibert Bowes, Jay Burke, Tracey Douthett, Jim Magruder, Kevin Simon, Marilyn Stinson. Opposed: Ron Perry. Motion carries.

**MOTION:** To authorize the travel request for District staff member Megan Suhadolc to attend the UGFOA 2011 Spring conference, April 20-22, 2011, in St. George, Utah. [Simon/Perry] All in favor: Dawn Vibert Bowes, Jay Burke, Tracey Douthett, Jim Magruder, Ron Perry, Kevin Simon, Marilyn Stinson. None Opposed. Motion carries.


**MOTION:** To approve the minutes of February 16, 2011, as written. [Perry/Burke] All in favor: Jay Burke, Tracey Douthett, Ron Perry, Kevin Simon, Marilyn Stinson. None Opposed. Dawn Vibert Bowes and Jim Magruder abstained due to their absence at that meeting. Motion carries.

**MOTION:** To approve the payables dated February 9 through March 1, 2011 in the amount of \$245,613.84. [Simon/Stinson] All in favor: Dawn Vibert Bowes, Jay Burke, Tracey Douthett, Jim Magruder, Ron Perry, Kevin Simon, Marilyn Stinson. None Opposed. Motion carries.

**MOTION:** To adjourn the meeting of March 9, 2011 [Bowes/Burke] All in favor: Dawn Vibert Bowes, Jay Burke, Tracey Douthett, Jim Magruder, Ron Perry, Kevin Simon, Marilyn Stinson. None Opposed. Motion carries.

Minutes prepared by Justine Isleib

Clerk/Board Member Approval:



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