

Snyderville Basin Special Recreation District  
Board Meeting Minutes  
**Wednesday, October 13, 2010**  
Schefter Conference Room - Trailside Park  
5715 Trailside Drive  
Park City, Utah

**Board Members in Attendance:** Jay Burke, Tracey Douthett, Ron Perry, Scott McClelland, Kevin Simon, Marilyn Stinson. Scott Siemon arrived at 6:18 pm.

**Absent:** None

**Staff/Employees Present:** Rena Jordan, Bonnie Park, Maikella Parker, Bruce Dickens, Senta Beyer, Bob Radke

**Attending Guests:** Dan Williamson, President Park City Soccer Club

The meeting of October 13, 2010 was called to order by Chair Perry at 6:08 pm.

**PUBLIC INPUT**

Dan Williamson, President of Park City Soccer Club youth organization, introduced himself and said he would like to speak about field use and fees. He expressed soccer club concerns about City and Basin field costs. Williamson said that the club pays \$150 per team, per season (spring and fall) for the 18 teams in the Club. Field rental fees charged for the tournament have gone up at an excessive rate. The same is true for the Club camp program. Williamson said he is aware of a request from the Salt Lake based Sparta youth soccer club for use of fields which raises concerns. The two clubs have a good relationship, however as a local non-profit youth soccer program all the money that is raised by the Park City Club funds the player scholarship program for kids in financial need. As a Club representative he would like to be part of the fee discussion.

Rena Jordan provided a handout for the Board discussion item regarding the 2011 parks and trails events policies. She explained that this evening the Board is starting the conversation about the events policies and some of the issues and items that need to be addressed by the District. Staff will report back on November 10 with staff recommendations for the policy based on input tonight and prior budgetary challenges the District has faced with respect to the cost escalation of special events at District facilities.

Ron Perry asked for input as to why the fees are out of line. Williamson said the concern came in reviewing the rate sheets from the last two years. He would like to clarify the status as a club with respect to "resident" and "stakeholder" rates. Two years ago the stakeholder rate was charged for the camps and tournaments. This year, the rate sheet did not show stakeholder rates. Two years ago, the daily rate for stakeholders for the soccer camp at Willowcreek Park was

\$600. The following year, the \$750 resident rate was charged per day. The Club runs two four-day camps each summer. This represented a 25% increase in fees.

Perry requested that Jordan provide the definitions of resident and stakeholders. Park said that stakeholders are defined in the Joint Use Agreement between the Recreation District, Park City School District and Park City Municipal. Jordan read from a policy document stating the definition of local user group, as groups of Park City area mailing address 84060, 84068 and 84098. Local club sports established as stakeholders must demonstrate to the Field Agencies that 75% of the participants reside within the Park City School District boundaries. Discussion followed on how participants are or could be tracked as residents. Jordan said this is part of the housekeeping process in revising the policy and being precise as to how the rates apply and if, in fact, stakeholder rates should be offered in the future. Jordan said a cost recovery that provides for direct costs is a model to be studied, because in the current fee structure this is not the case. Current cost recovery on special events and tournaments is less than 50% and they are consuming and costly to the District in staff resources. This summer was the first time the District tracked cost data as compared to the fees assessed. Jordan said she does not want to propose fee changes until the data from 2010 is analyzed and fee changes will not be discussed until 2011.

Ron Perry said historically the Board has prioritized taking care of Basin residents, and the superior quality of fields has attracted events. Scott McClelland said if there is space available for events they should be considered. Williamson said the point he wants to make is that as residents and taxpayers with 300 families in the Park City Club he wants to be sure their needs are being met prior to non-residents. Perry concurred. Jordan explained events are approved on a year to year basis, and the Sparta event of concern to the Park City soccer club does not have a calendar conflict. A Salt Lake club would pay a non-resident fee, which would help the District recover costs. Williamson said a large club like Sparta would dilute the success of the local club tournament which brought 262 teams in August. While it does not affect the bottom line of the District, it does affect the amount of money coming back to the community through the Club. Jordan said based on the tournament growth, it does not qualify under the definition of the stakeholder. Williamson concurred but stated in the 12-month soccer program 99% of the club is local, including camps. Jordan said there have been several meetings this year surrounding controversy of the fee structure, so the time investment to review the policy is worth it to be sure it makes sense going forward. Perry said the Board will need to determine the level of cost recovery. The Fieldhouse is targeted at 75% cost recovery. Jordan said the recovery rate on parks and trails is negligible, and there is no recovery rate established. Youth recreation programs recover 50%. Adult programs recover 100%.

Jordan said Williamson has raised more of the same questions that have been heard previously by the Board. The handout related to special events and fees is meant to elicit board thoughts and input for staff to develop a proposed policy approach.

Ron Perry suggested that the agenda be re-arranged to continue discussion on special events policies and fees.

### **BOARD INPUT AND DISCUSSION ON 2011 PARKS AND TRAILS SPECIAL EVENTS POLICIES AND FEES**

Jordan said the District priorities are to our residents and our programs. She questioned if the 75% resident definition of "stakeholder" was still accurate. Park said the stakeholder definition

also ties back to the Joint Use Agreement with Park City Municipal and Park City School District, so this would trigger discussion with these entities. Park explained how the 2007 agreement brought the three parties together to resolve outstanding issues at that time, including fees and field use policies. She said after three years it is time to revisit it. Jordan added the District should be better at deciphering who qualifies as a stakeholder with respect to tournaments, such as Triple Crown and Extreme Cup Soccer. Williamson re-emphasized the soccer tournament is sponsored by a locally based non-profit youth soccer club with all money raised going back to the community. He believes this is different than Triple Crown. Jordan said whatever the event, when the cost of three full-time staff dedicated to each event is not covered by the event fees charged to the event, she questions if this is what the District should be doing. It is a complex question with no clear cut answers. Perry said the Board is required by law to have a fee hearing prior to making the change. Jordan said she does not anticipate a public hearing before March 2011. For events being planned for 2011, the current fee structure will apply. In closing, Williamson said the Recreation District runs a great recreation program that feeds into the youth competitive program, and then into the High School soccer program. He requested that Club representatives be invited for any discussion involving rates, special events, and stakeholder status.

Jordan said she is open to the Board emailing thoughts on the handout. It was created based on all the questions and issues that were raised this summer. Trails special events will be addressed as a part of this discussion, as well. She invited Board input as to any other concerns that they would like staff to address. She will email the list and policies related to stakeholders for the Board to review and provide. Jay Burke said the criteria for the variety of applicants needs to be reviewed, including non-profit, for-profit, residents and others. Jordan said the question for the Board is whether they want to subsidize these events, raise taxes or charge fees to the event promoter.

Discussion followed on events sponsored by Park City Soccer Club, a request from Sparta Club for tournament dates, Triple Crown and Ute Football, and how the literal definition of “stakeholder” applies to special events.

### **CONSIDERATION AND APPROVAL OF PROPOSED AMENDED 2010 BUDGET AND 2011 BUDGETS FOR DEBT SERVICE, CAPITAL PROJECTS, IMPACT FEES AND OPERATIONS AND MAINTENANCE**

Board members received draft budgets in their Board packets. Scott McClelland inquired as to the transfers into the capital fund. Jordan said this is a combination of roll over from O&M and a transfer from impact fees for proposed capital projects.

Jordan said the biggest change to the budget is the amended 2010 bottom line. She said \$400,000 has been allocated to the capital fund; \$200k to replacement and \$200k to capital projects. The balance of \$196,000 will remain in the general fund balance to supplement the rainy day fund.

The 2011 budget projects a 0% increase over the 2010 adopted budget for O&M. She said one unknown factor is the collection rate. McClelland said County Treasurer, Michael Howard, was projecting the District’s collection rate would be lower than 2009.

Jordan said the District is beginning to shop insurance to run a parallel track with Summit County’s discussion as to whether the District can enroll under the County medical benefits umbrella. The budget anticipates a 15% increase in benefits. Between 2009 and 2010 there was

not a large rate increase, but the benefits were decreased. The County's plan is less expensive and offers more benefits.

McClelland said Michael Howard has indicated the County will do step increases, but will not be granting a COLA increase. Jordan said this is conflicting information from what she has heard from Brian Bellamy who is preparing the County payroll budgets. Ultimately it will be a County Council decision. In the 2011 County health plan, the employee contribution may be increased, but even so it will be far less than what District employees pay.

Ron Perry said in the twelve years he has been on the Board the COLA increase has never been denied. He believes this may be the year to not grant the COLA. Scott Siemon concurred.

Jordan reminded the Board that the compensation package was discussed in a previous work session and detailed comparables were provided for salaries, retirement plans and benefits of other entities. The District is not at the top of the tier. She suggested the Board may want to relook at that information. Staff has worked hard at managing expenses.

Douthett said it is important that the Board recognize what is going on in the rest of world, and constituents should know that the Board is responsible to taxpayers. She said a merit or step increase recognizes staff is working hard. McClelland concurred. He reported that according to the Bureau of Labor Statistics state and local government worker compensation cost increased at 1.6% for the twelve month period ending June 2010. Scott Siemon inquired as to the \$30,000 increase in administration for a part time business manager. Jordan said this will be adding a half time employee to job share. This will amount to a full time equivalent Business Manager position.

Siemon inquired as to the change in projected camp revenue. Parker and Jordan provided an explanation as to how camps were managed this summer. Jordan emphasized camp counselors were used in those camps that were successful, such as bike camps. The scholarship program was also managed more effectively.

Ron Perry called for a motion to consider a freeze on COLA.

MOTION: To authorize a one year freeze on COLA [McClelland/Siemon].

Discussion on the motion followed. Stinson raised the question to clarify that it is uncertain as to whether the County will grant COLA. Jordan said other local entities, including the Water Reclamation District, Park City School District and Park City Municipal Corporation are planning COLA or CPI increases. Jordan said several staff members are at the top of their step. In her analysis of the 5 year rolling average, the District is behind in keeping up with the CPI through the COLA increases that have been granted previously.

Jordan suggested the Board consider the proposed 2011 Board meeting schedule as it relates to compensation and per diem policies, due to the fact that this decision may require a budget adjustment as well. There are sixteen meeting proposed in 2011, plus two special events. Jordan asked the Board to consider if they should be compensated for participation in events, noting the lack of participation this year. Perry concurred the Board should make a better effort to participate.

Jordan said the District's auditor has raised question of why a Board member would be compensated for up to one meeting a quarter that they missed. Park said this change in policy was adopted in January, 2008.

Following discussion, the majority of Board members concurred they should be paid for meetings and retreats only, and not for unattended meetings or events. Jordan will adjust the budget for Board per diem and compensation, so as not to overstate this expense.

Following discussion McClelland retracted his earlier motion. Douthett seconded.

Chair Perry called for a motion to adopt the tentative budgets. Jordan reminded the Board that the budget will be posted to the website for public review.

**MOTION:** To adopt tentative budgets for amended 2010 and proposed 2011 budgets for operations and maintenance, capital projects, impact fees and debt service as proposed, in preparation for the November 10<sup>th</sup> public hearing. [Douthett/Stinson] All in favor: Jay Burke, Tracey Douthett, Kevin Simon, Marilyn Stinson. Opposed: Scott McClelland, Scott Siemon, and Ron Perry. Absent: None.

Discussion on the motion followed. Those in opposition stated they were opposed to the COLA increase at this time. Jordan said she believed the Board intended to put forth a tentative budget without the COLA. That intent being unclear, Douthett retracted her motion, Stinson concurred and Ron Perry called for re-stated motion.

**MOTION:** To adopt tentative budgets for amended 2010 and proposed 2011 budgets for operations and maintenance, capital projects, impact fees and debt service with the exclusion of a COLA increase in 2011, together with an adjustment for board per diem and compensation to recognize 16 meetings and excluding special event participation in 2011. [Douthett/Stinson] All in favor: Jay Burke, Tracey Douthett, Scott McClelland, Ron Perry, Scott Siemon, Kevin Simon, Marilyn Stinson. None opposed. Absent: None. Motion carries.

### **COMMUNITY WIDE BACK-COUNTRY TRAIL SYSTEM STANDARDS**

Board members received a staff memo and draft standards for back county and technical trail and bicycle skills park construction in their meeting packet. Beyer said the District has a basic natural surface back-country trail standard. Bob Radke has incorporated improvements to this standard, and has added pump track and flow trail standards designed to provide guidance in their design and construction. Standards are needed to hold contractors accountable to a standard adopted by the District that reflects latest industry trends. Beyer noted the difficulty level diagram for technical trails; updated standards will address signing. Beyer said an inspection schedule has been incorporated that triggers District review during construction, and expectations are clearly stated for a contractor. Other standards forthcoming for Board review will address bridges and boardwalks. Radke said industry leaders, such as IMBA, are better defining standards.

**MOTION:** Based on the information presented by staff to amend the Trails Community-wide Development and Design Guidelines, to include revised and more detailed guidelines for the design and construction of natural surface/backcountry trails, as well as to amend the existing guidelines to include a set of design and construction guidelines for the development of technical trails and bicycle skills parks, I move to approve the request to amend the Snyderville Basin Recreation District's Trails Community-wide Development and Design Guidelines.

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

**2011 SBSRD MEETING SCHEDULE**

Board members received a copy of the proposed 2011 meeting schedule in their Board packets. Ron Perry reminded Board members of their ability to teleconference in, if needed. Following discussion, the meeting schedule was revised as follows:

January 12	General Board Meeting (Simon absent)
February 16 <sup>th</sup>	General Board Meeting
March 9 <sup>th</sup>	General Board Meeting
March 23 <sup>rd</sup>	Trails Work Session
April 6 <sup>th</sup>	General Board Meeting (Stinson absent)
May 11 <sup>th</sup>	General Board Meeting
June 8 <sup>th</sup>	General Board Meeting
June 25 <sup>th</sup>	Board Retreat (Saturday)
July 13 <sup>th</sup>	General Board Meeting
August 10 <sup>th</sup>	General Board Meeting
August 31 <sup>st</sup>	General Board Meeting
September 21 <sup>st</sup>	Budget Work Session
October 12 <sup>th</sup>	General Board Meeting
October 26 <sup>th</sup>	Parks Work Session
November 9 <sup>th</sup>	General Board Meeting (Budget Hearing)
December 14 <sup>th</sup>	General Board Meeting

Jay Burke requested an update on the Trailside Bike Park construction. Beyer said the construction team is on site. The beginner flow line is complete and dirt is being moved for the pump track. Detention areas have been installed. Construction will be underway for another 3-4 weeks. Burke said for those who are not bikers, it is difficult to fathom what a great project this is. He mentioned the Specialized (bike brand) grant program, and suggested they be contacted to fund the expert line. In addition, he suggested the Trailside area is well suited to cyclocross, and a training area for this user group would be well received as an add-on to the centralized bicycle hub now emerging. Beyer concluded by saying the bike park will be officially open in the spring.

Jordan informed the Board that roller hockey dasher boards have been removed and donated to Park City Ice Arena; City and District labor was shared to move them before winter.

**SERVICE PROVIDER APPROVALS/PLANNING UPDATE**

Bonnie Park reported that the plat for the Base Camp Commercial Project, previously discussed as the Murnin-Kilgore site plan on the west side of S.R. 224, has been signed. The project provides for trail easements bordering the east and west sides of the project, in addition to some trailhead parking. Also, the master plat for the Boyer project at Kimball Junction was signed last week. It includes the general trail alignment along S.R. 224, and a plat note dedicating a perpetual non-exclusive easement 20' in width for a public trail. The specific location of this trail will be agreed to in the future by the Owner and SBSRD, and are to be completed in accordance with the Summit Research Park Development Agreement and Recreation District rules at the time of Final Site Plan approvals.

Rena Jordan added that Newpark apartments were approved at Planning Commission last night.

### **APPROVAL OF MINUTES 9/22/10**

Chair Perry called for comments or questions and a motion to approve the minutes of September 22, 2010.

MOTION: To approve the minutes of September 22, 2010, as written. [McClelland/Douthett] All in favor: Jay Burke, Tracey Douthett, Scott McClelland, Ron Perry, Scott Siemon, Kevin Simon. None opposed. Absent: None. Marilyn Stinson abstained due to her absence at that meeting. Motion carries.

### **APPROVAL OF INVOICES**

Board members received payables to review in their Board packets.

MOTION: To approve the invoices dated September 18 – October 6, 2010 in the amount of \$169,337.37. [Douthett/Simon] All in favor: Jay Burke, Tracey Douthett, Scott McClelland, Ron Perry, Scott Siemon, Kevin Simon, Marilyn Stinson. None opposed. Absent: None. Motion carries.

### **DIRECTOR QUESTIONS/COMMENTS**

Rena Jordan asked if any Board members would be available to participate in the Utah Assoc. of Special Districts conference on November 4<sup>th</sup>. Jordan, Park and Parker will attend.

MOTION: To appoint Rena Jordan to be District voting representative at UASD conference [Simon/Burke] All in favor: Jay Burke, Tracey Douthett, Scott McClelland, Ron Perry, Scott Siemon, Kevin Simon, Marilyn Stinson. None opposed. Absent: None. Motion carries.

Jordan said the 2010 trails and open space bond voter information pamphlet will be mailed next week. The newsletter will be mailed the following week.

Jordan met with County Manager Bob Jasper at the McPolin Farm to have him experience the trail concept proposed through the Kimball Junction Open Space. At that same meeting they discussed health benefits.

Jay Burke asked about efforts to get the word out about the Open Space and Trails Bond. Park described the efforts of the yes4openspace committee, which is a citizen's group working in favor of Proposition 2. Other than producing and mailing a voter information pamphlet, District resources cannot be used to promote the bond. Board members can speak out in support of the Bond as individuals.

Jordan debriefed the Board on the NAC Starry Night event. Sundance was there to observe how an event of this magnitude can be staged. Councilwoman Sally Elliott was impressed with the use of the event flooring paid for by Restaurant Tax.

Jordan said advertisements to fill the two expiring Board terms of McClelland and Siemon will be placed once the County determines how they would like to proceed with advertising and interviews.

**BOARD MEMBER QUESTIONS/COMMENTS**

Scott McClelland reminded the Board of the request by residents for pond lights at Willow Creek. Perry said it cannot be done with some consideration for liability. Jordan said there is also interest in expanding the ice skating surface area, and some concern about the degrading the pond bank perimeter which has just been repaired. If permanent posts are installed, it will trigger a proper County approval process.

Jay Burke inquired as to the status of no smoking signage at the skate park. Jordan said they were posted until the dasher boards came down. Signs have been ordered to affix to the jumps. With respect to security cameras, they have been budgeted for 2011.

Scott Siemon inquired as to the budgeted line item for board and staff development. Jordan explained that HR consultant Chris Moffett was hired to prepare the compensation analysis which was presented at the August 25<sup>th</sup> budget work session.

**PUBLIC INPUT**

There was no public input at this point in the meeting.

Chair Perry called for a motion to adjourn at 9:07pm.

MOTION: To adjourn the meeting of October 13, 2010. [Douthett/Stinson] All in favor: Jay Burke, Tracey Douthett, Scott McClelland, Ron Perry, Scott Siemon, Kevin Simon, Marilyn Stinson. None opposed. Absent: None. Motion carries.

**MOTIONS**

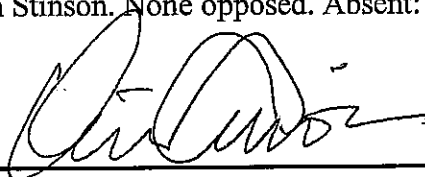
MOTION: To adopt tentative budgets for amended 2010 and proposed 2011 budgets for operations and maintenance, capital projects, impact fees and debt service with the exclusion of a COLA increase in 2011, together with an adjustment for board per diem and compensation to recognize 16 meetings and excluding special event participation in 2011. [Douthett/Stinson] All in favor: Jay Burke, Tracey Douthett, Scott McClelland, Ron Perry, Scott Siemon, Kevin Simon, Marilyn Stinson. None opposed. Absent: None. Motion carries.

MOTION: Based on the information presented by staff to amend the Trails Community-wide Development and Design Guidelines, to include revised and more detailed guidelines for the design and construction of natural surface/backcountry trails, as well as to amend the existing guidelines to include a set of design and construction guidelines for the development of technical trails and bicycle skills parks, I move to approve the request to amend the Snyderville Basin Recreation District's Trails Community-wide Development and Design Guidelines.

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

Minutes prepared by Bonnie Park

Clerk/Board Member Approval:

  
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