



Snyderville Basin Special Recreation District
Special Board Meeting Minutes
Wednesday, August 20, 2008
Schefter Conference Room - Trailside Park
5715 Trailside Drive
Park City, Utah

Board Members in Attendance: Scott McClelland, Jim Moran, Ron Perry. Sharon Odell arrived at 5:47 pm. Tim Douglas arrived at 5:55 pm. Scott Siemon arrived at 6:30 pm. Tracey Douthett arrived at 8:24 pm.

Absent: None

Staff/Employees Present: Ken Mickelsen, Rena Jordan, Bonnie Park, Brian Hanton

Attending Guests: VCBO Architects: Brent Tippets, Pablo Gotay, Whitney Ward; EDA Architects: Burke Cartwright, Holli Adams

Due to lack of a quorum at 5:40 pm, Ken Mickelsen suggested those Board members present move into executive session for the purpose of discussing land acquisition.

At 6:18 pm Sharon Odell requested a motion to close the executive session and called the public meeting to order. [Perry/McClelland] All in favor: Tim Douglas, Scott McClelland, Jim Moran, Ron Perry. None opposed. Absent: Tracey Douthett, Scott Siemon. Motion carries.

Based on discussion in executive session, the following motion was made.

MOTION: To proceed with the sale of \$10 million in open space bonds in support of BOSAC's future purchases and the purchase reimbursement for acquisition of Quarry Mountain, which was closed in December 2007. [Douglas/McClelland] All in favor: Tim Douglas, Scott McClelland, Jim Moran, Ron Perry. None opposed. Absent: Tracey Douthett, Scott Siemon. Motion carries.

PUBLIC INPUT

There was no public input at this meeting.

APPROVAL OF INVOICES

Board members were provided a summary of payables dated August 7 – August 20, 2008 (attached).

MOTION: To approve the invoices of August 7 – August 20, 2008 in the amount of \$107,227.08. [Perry/Douglas] All in favor: Tim Douglas, Scott McClelland, Jim Moran, Ron Perry, None opposed. Absent: Tracey Douthett, Scott Siemon. Motion carries.

Approval of minutes was tabled at this point in the meeting due to lack of a quorum of those in attendance at the August 6 meeting.

SERVICE PROVIDER APPROVAL/PLANNING UPDATE

Bonnie Park said that no plats have been signed in the last two weeks, and the upcoming planning commission meeting agenda is very light. She asked that the Board consider a proposal from trails staff for development of a "pump park." She provided a copy of the approved plat for the Spring Creek commercial area and oriented Board members to the location near the Spring Creek Trailhead. She said the two acre open space parcel is intended for open space that is "restricted to a recreational park and playing field" as noted on the plat. Trails staff would like to explore the possibility of improving the parcel for a bicycle "pump park," which is a new concept presented at the IMBA conference. She said the property is owned by the Spring Creek Commercial Center Owners Association, but ties nicely into the trail system. The association would like to see this property improved over its current native state, and would entertain a proposal from the Recreation District. Tim Douglas asked if the District would take title. Park said this concept is only being presented to see if the Board and others could support the improvement. Ownership has not been discussed. Mickelsen said if the Board supports this proposal in concept, Beyer and Radke will come back before the Board with a presentation. All were in agreement with hearing additional information at a future meeting.

ARCHITECT PRESENTATION

Ken Mickelsen requested time to discuss the architect selection in advance of their arrival. He said at the last meeting the Board did not make a determination on the selection. It was decided the whole Board should be involved. Short listed architects have been asked to give a brief presentation this evening. Board members will have an opportunity to ask questions of both firms. EDA proposed the lower cost, \$14,200, plus an additional \$2,500 for digital renderings; a total of \$16,700. The VCBO proposal is \$28,500.

APPROVAL OF MINUTES

Chair Odell requested a motion to approve the minutes of August 6, 2008.

MOTION: To approve the minutes of August 6, 2008, as written. [Douglas/Perry] All in favor: Scott McClelland, Jim Moran, Ron Perry, Scott Siemon. None opposed. Absent: Tracey Douthett. Motion carries.

ARCHITECT PRESENTATION: VCBO ARCHITECTURE

Brent Tippetts introduced members of his team, Pablo Gotay and Whitney Ward. Tippetts explained the firms experience in the greater Park City area. Projects include Park City School District, including PC High, and several projects within the Newpark/Redstone area, the South Summit Recreation Center and Bear Hollow ski jump facilities. Tippetts works primarily on recreation facilities and has been involved with over 50 aquatic facilities. They have an established relationship with Water Design. They employ ninety-five in the firm, with resources for graphics and modeling. Odell asked how they would make an existing building "greener." Whitney Ward described the analysis of lighting and mechanical systems to increase their efficiencies. As new phases are added, new systems can be added and spaces can be enhanced. Gotay said project cost estimates will be ongoing to avoid having to value engineer in the end. Ken Ament of CCC will develop construction costs, as the design is created and before it goes to bid. Scott Siemon said one challenge of the Board is in planning for several options with the ability to respond as constituent priorities shift over a short period of time. Tippetts said the firm is familiar with the challenges of the Park City community and recommends that each of the four agencies (SBSRD, PCSD, PC Racquet Club and NAC) agree on what they are best at. Ward said the firm is experienced in helping develop grass roots support through the public process. Moran asked if an architect generally has a dollar amount established by their clients at the start. Tippetts said the approach is either developed by program or by budget. Most often it is by budget when working with a public entity. He recommends if a program need is being well served by another entity, eliminate that from the plan. Consider amenities that will keep the operations at a lower level of subsidy. For the Park City Racquet Club remodel, VCBO presented three schematic program options reflecting three different budgets, with the ability to phase.

At the request of Mickelsen, Tippetts reviewed the nuances of splash pads (zero water depth), splash pools (low level water), and leisure pools. At the request of Scott Siemon, Tippetts reviewed the types of climbing experiences. Pinnacles/tall walls require supervision; bouldering caves are more accessible to a broader population and do not require rope and harness with full time supervision. Tippetts said there are several walls throughout the country that incorporate a climbing wall on an existing gymnasium wall.

SECOND QUARTER FINANCIAL REPORT

At 7:14 pm Ken Mickelsen requested the agenda be rearranged to accommodate the second quarter financial report. Board members received a report in advance of the meeting (attached). Jordan review highlights of revenues and expenditures. Impact fee income and interest income are down compared to last year. New software implemented by Summit County allows for more frequent tax distributions throughout the year, but the main distribution will still come at year end. Jordan reminded the Board that property tax collections are anticipated to be \$83,000 less than what was planned in the 2008 budget. Park said this is due to the certified tax rate established by the state tax commission for 2008, which will result in a decrease from what was anticipated in the adopted budget. Jordan asked for clarification on the cost recovery expectation. Mickelsen said the expected recovery rate for the Fieldhouse is 75 – 80%. Adult programs are to be 100% of direct costs. Youth programs are subsidized. Overall the entire recreation department is currently at 80% recovery, which is better than anticipated. Jordan said that as of August 15, staff is anticipating that the District will under-spend the operations budget in almost every category. In the capital budget, expenses at the end of second quarter do not reflect expenses for concrete work and field expansion at Ecker Hill and the Trailside Tennis courts. Those invoices will be forthcoming in the third and fourth quarters. Moran requested an explanation of the net ordinary income line item. Jordan said this snapshot includes all funds, including capital, reflecting income and expenses. In 2007, an interfund transfer from O&M to Capital was made in the amount of \$581,940. Jordan emphasized that the operations budget is balanced. However, the use of funds for all the capital improvements is not. If the scenario laid out for capital expenditures as a 2008 snapshot does not consider the interfund transfer into capital from last year, it can be interpreted to be using the fund balance. Mickelsen said capital is funded is through a transfer from unspent O&M. Park clarified a portion also came from reducing the fund balance to comply with legal limits. Mickelsen said financial forecasting will be discussed. Moran's concern is that as costs continue to increase and the tax levy is not increased, the Board may need to proceed with truth in taxation. Siemon noted that the Board has the ability to flex the fund balance to suit the needs of the District, and it has fluctuated over the years. Park said the fund balance is intended to accommodate bad economic times when property taxes are lower than expected or unanticipated expenditures such as the Fieldhouse construction overruns. Jordan said as of 12/31/07, the fund balance was reduced to 80% of the allowable limit and that made up part of the transfer to capital. Mickelsen said compared to most entities the District is in tremendous shape with a fund balance of 80%.

MOTION: To accept the 2008 second quarter financial report, as presented. [Douglas/Perry] All in favor: Tim Douglas, Scott McClelland, Jim Moran, Ron Perry, Scott Siemon. None opposed. Absent: Tracey Douthett. Motion carries.

ARCHITECT PRESENTATION: EDA ARCHITECTURE

Burke Cartwright and Holli Adams of EDA Architects introduced themselves as the former architectural team that worked with District representatives in the development of the first phase of the Fieldhouse. When the Fieldhouse was initially conceived, a three phased approach was explored. EDA has assisted with conceptual designs on various combinations of program options in previous bonding attempts for the next phase. Holli Adams reviewed the recent recreation center experience of the firm, including an addition to the Holladay Lions Recreation Center that is currently under expansion.

Cartwright said splash pad options were reviewed in the initial interview and they would be happy to respond to questions related to those facilities. He highlighted some of the recent projects EDA has been involved with. The Uinta Center in Vernal is 96,000 s.f. and is first in the state to be rated gold certified Leed. It has been well received by the community. Cartwright emphasized that over the years programs change and the context of the communities they serve change, and there are no prototypes for this type of public facility. He encouraged District representatives to contact past clients of EDA. In response to a question by Scott McClelland, Cartwright said cost of architectural fees is typically 6.5% of construction. Cartwright said that as they understand the scope of the work, more competitive options can be detailed. They can provide a fixed fee at such time they understand the scope. Adams explained that when a concept is conceived and in-house cost estimate is prepared, those prices change per square footage based on volume and other factors. Because they have done so many facilities recently they understand what those actual costs will be, considering the types of finishes that have been instituted. For an indoor field space, cost could be well under \$200 per square foot. For aquatics it is \$300 psf. Basketball falls somewhere between the two. Cartwright said it is possible to hire an outside firm to develop cost estimates. On one ZAP project, because of the volatile construction market, there were numerous additive alternatives and, after bidding, every option was included. On the other extreme Cartwright acknowledged the challenge of the initial phase of the Field House and the associated costs. Adams said they have in-house estimate capabilities for planning purposes, and once the concept is approved costs are checked with an estimating firm at schematic development and construction documents to be sure they are still in the market. They explained the value of using a "design assist" approach with a contractor. Perry expressed his displeasure with the 19% cost overrun on Phase I of the Fieldhouse. Cartwright acknowledged the frustration and emphasized that will *never* happen again. Adams admitted re-designs were completed by EDA to address the changes without additional expense. Adams described the public process for the Fieldhouse. Looking to the future, she suggested the Board consider industry trends, what other programs are being run locally, and revenue recovery. She said one goal of a design is to look at the program, amount of space, number of staff, and revenue generation potential. The better the cost recovery, the greater the program offerings. Adams emphasized their desire to assist in making sure the District needs are met in working collaboratively to achieve what patrons and taxpayers want. Douglas asked how EDA would go about addressing the views from the existing weight room. Cartwright suggested developing a hierarchy of design values to identify what is most important, additionally existing views could be replaced from new spaces. The fitness area could be relocated in Phase II. Preserving the architectural integrity with roof lines reflective of the mountains and peaks can be achieved while adding to the program space. In closing, Cartwright promised the highest level of service, stating that EDA is vested in the project and proud of the facility.

Board discussion followed the presentations. Scott McClelland asked how architectural fees will be established down the road for design development and construction documents. Mickelsen said the architectural firms were asked to provide two fees. The first is for the conceptual aspect. As design development takes place a fixed price will be negotiated. A cost-plus-a-percentage of cost contract is prohibited. Mickelsen said it is stated in the RFP that it is the intent of the District that this RFP will also be used in selecting an architectural and engineering services for expansion of the Fieldhouse.

MOTION: To contract with EDA architects for the Field House Phase II renderings and conceptual plans and the Trailside splash pad. [Perry/Douglas] All in favor: Tim Douglas, Tracey Douthett, Scott McClelland, Ron Perry Opposed: Jim Moran, Scott Siemon. Absent: None. Motion carries.

BUDGET DISCUSSION

Mickelsen informed the Board that some adjustments to the O&M Budget will be made at a future meeting. He updated the group on the status of the 3-5 year capital improvement program, as established by the Board in 2007. At that time, the Board prioritized Trailside tennis, which is well underway. The Kilby Trail bid has been approved, and the Ecker Hill concrete project is nearing completion. The Ecker Hill field expansion was

proposed later in the year. The only project budgeted for and not yet underway is the Fieldhouse heating and cooling. In the selection of architects, it was suggested that the funds allocated for that project would be better reserved for a time when phase II design is better understood. Projects that remained unfunded for 2008 included a skateboard park, alternatives to the roller rink, a dog park, allocation of funds for a new maintenance building, and Phase II Summit Park trails. Mickelsen asked how the Board would like to prioritize capital projects for 2009. Scott McClelland suggested that the Board have an opportunity to review the list developed last year and determine current priorities. Board members recognized these decisions are subject to financial limitations. Moran reiterated his belief that the architect advising on the splash pad should advise on the location of other new facilities at Trailside, such as a skateboard park or dog park. Mickelsen said that could be done. He said the Board looked at a master plan for Trailside Park and identified a skateboard park in the area of the existing roller hockey. Moran emphasized the difference between the Board making those decisions and an architect preparing a design that incorporates forethought for impacts such as parking demand. An architect might change things around based on how they interrelate. Mickelsen said the splash pad location was determined by its proximity to water utility lines, restrooms and playgrounds and landscape architect Eric Langvardt was involved in that process. Langvardt also proposed space for a recreation center area and skateboard park that the Board could formalize. Mickelsen said the real question is developing a list of priorities so that a location can be found within the system. Mickelsen said the way a capital improvements plan work is that projects move up the list for completion and then priorities change. He requested that Board members come with their ideas for the September 3rd meeting.

MID-YEAR REVIEW 2008 ORGANIZATIONAL GOALS

Mickelsen said the mid-year review is intended to bring the Board up to date on the organizational goals established at the February retreat. A power point on goals was presented (attached). The first goal was to make District values real. A new purpose, mission and values were adopted. He reminded the Board that meeting District goals determines merit pay increases. Jordan was instrumental in developing an anonymous survey monkey. Jordan explained the leadership team assisted in creation of the questions, and defining the values that were incorporated into the survey. Areas of respect and integrity need work. Staff members have passion, and accountability is good but could be better. Teamwork, embracing continuous learning and change and communication need continued work. Mickelsen said these are the first benchmark results on core values, and a District wide staff meeting will be held to discuss them. Odell inquired if Chris Moffet has seen the results, and asked that they be sent. Mickelsen said he did some in depth statistical analysis that provides some insight, but agreed the District is not where it wants to be. Siemon said it seems that based on the number of leadership and goal oriented meetings held, improved communication should be reflected. The second goal was to determine the feasibility of a 2008 bond election, and that decision has been made. Third, in the area of strategic planning, the District is well underway with the capital program. Financial forecasting is also underway. Jordan and Park reviewed the areas of increased public relations and District identity, a fourth goal. Mickelsen reviewed a fifth goal, areas of land acquisition, in addition to facility maximization. Park described areas of collaboration with other entities. Mickelsen summarized community partnerships with trails, parks and recreation and said the staff is making good progress in all these areas.

DIRECTOR COMMENTS

Ken Mickelsen invited Scott McClelland to attend the annual Utah Association of Special Districts conference November 6 and 7. McClelland agreed. Mickelsen, Jordan and Park will also attend.

Board members were reminded of the District's Miners Day Parade entry and invited to participate in the parade on September 1st. A float decorating event will take place on Thursday, August 28, 3pm at Trailside Park.

BOARD QUESTIONS/COMMENTS

There were no additional Board comments and a motion to adjourn the meeting of August 20, 2008 was made at 9:11 pm. [McClelland/Douthett].

MOTIONS

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MOTION: To accept the 2008 second quarter financial report, as presented. [Douglas/Perry] All in favor: Tim Douglas, Scott McClelland, Jim Moran, Ron Perry, Scott Siemon. None opposed. Absent: Tracey Douthett. Motion carries.

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Minutes prepared by Bonnie Park

Clerk/Board Member Approval:


