

MINUTES FOR THE REGULAR MEETING OF THE BOARD OF TRUSTEES  
WEDNESDAY DECEMBER 06, 2023  
ELEMENT EVENT CENTER  
5658 S COUGAR LANE (4800 WEST),  
KEARNS, UTAH

Present:

David Howick, Chair  
Wade Wright, Vice-Chair  
Jeff Monson, Trustee

Staff Present:

Kevin Schmidt, Executive Director  
Danielle Norman, Controller  
Chris Johnson, Accountant/HR Specialist  
Brad Peercy, Aquatics Manager (excused)  
Jacque Wardle, Recreation Manager (excused)  
Sam Page, Operations Manager (excused)  
Steve Cook, Marketing Manager (excused)  
Josh Lawrence, HR Manager  
Kurt Warren, Facilities

Others Present:

Darrell Child - Olympus Insurance Company

CALL TO ORDER

Chair Howick called the Regular Board Meeting to order at 6:00 p.m.

PLEDGE OF ALLEGIANCE

CITIZEN'S COMMENT

Chair Howick welcomed all to the meeting and solicited any public comment. There was no public present.

PUBLIC HEARING

Chair Howick opened the meeting to public hearing for the proposed 2024 budget and fees at 6:04 and asked if there were any comments. There were none. Chair Howick asked Ms. Norman to discuss some of the budget line-item changes to revenue and expenses from previous discussions.

Chair Howick ask several questions on the 2023 amended budget and the 2024 proposed budget. Discussion was had around property tax revenue, and the adjustment made to the 2023 budget regarding that. Ms. Norman stated there were no significant changes other than those explained and discussed during the meeting. The amended 2023 budget was discussed, and Mr. Schmidt stated that it was conservative, and he was positive the final 2023 landing will be well within the

amended budget. Chair Howick asked about adjustments to the Capital budget. Mr. Schmidt stated that it was not necessary to make a budget adjustment to the capital plan, he is confident the capital expenses will be significantly under the current 2023 budget.

Chair Howick asked Mr. Darrell Child from Olympus Insurance to discuss the changes to the Districts policy. Mr. Child preceded to discuss the process regarding the changes to the current policy.

Chair Howick moved to close the Public Hearing at 7:06 PM.

Additional conversation ensued about the budget, Chair Howick asked several questions concerning the pay increases and how the scales worked. The Board and staff discussed the 2024 budget, insurance, and pay ranges, market increases and annual reviews for all employees.

#### Discussion and Approval of 2024 Budget

Trustee Monson made a motion to approve the 2024 Budget and fees as presented. Chair Howick made a re-motion and substitutes the motion to approve the 2024 Budget the fees, with the addition of the increase to the insurance premium for additional coverage, the capital budget, fees as presented and the documents that included the employee insurance benefits and pay ranges. Vice-Chair Wright seconded the motion. Motion carried unanimously.

Chair Howick, Aye  
Vice-Chair Wright, Aye  
Trustee Monson, Aye

After a discussion, Trustee Monson moved to approve Resolution 2023-05 including the as written on December 6, 2023, additions, to approve the 2024 Budget and fee schedule as presented with the addition of the insurance, budget, pay raises as discussed, effective January 1, 2024. Vice-Chair Wright seconded the motion. Motion carried unanimously:

Chair Howick, Aye  
Vice-Chair Wright, Aye  
Trustee Monson, Aye

After a discussion, Vice-Chair Wright moved to approve the amended 2023 budget as presented. Trustee Monson seconded the motion. Motion carried unanimously:

Chair Howick, Aye  
Vice-Chair Wright, Aye  
Trustee Monson, Aye

After a discussion, Vice-Chair Wright moved to approve Resolution 2023-06, to approve the 2023 adoption of the amended budget as presented. Trustee Monson seconded the motion. Motion carried unanimously:

Chair Howick, Aye  
Vice-Chair Wright, Aye  
Trustee Monson, Aye

## MANAGER REPORTS

### Facilities

Mr. Warren discussed several areas and the work progress in various areas of the District. Mr. Warren reported on several maintenance projects his staff is currently working on. He discussed the party room and other areas within the facility.

## EXECUTIVE DIRECTOR REPORT

Mr. Schmidt reported the progress of the front lobby area, he discussed the air structure project, the survey that was completed, and other capital projects in progress. He stated that he prefers to do it right than to rush it and have problems. There were no further questions. Mr. Schmidt reported on the new software that is being implemented.

### Consideration and Recommendation to Approve Expenditures over \$60,000

Mr. Schmidt discussed the Olympus Insurance Company; The Board discussed the policy earlier in the meeting. Mr. Schmidt stated we do not have an invoice yet from Olympus, so specific approval was not necessary during this meeting. The invoice will be paid in January and approved during a 2024 board meeting.

No other items over \$60,000 were presented.

## APPROVAL OF MINUTES

After a brief discussion, Vice-Chair Wright moved to approve the minutes for the previously held meetings as presented:

November 15, 2023 - Working Meeting  
November 15, 2023 - Regular Board Meeting

Trustee Monson seconded the motion. Motion carried unanimously:

Chair Howick, Aye  
Vice-Chair Wright, Aye  
Trustee Monson, Aye

## APPROVAL OF PAYABLES & FINANCIALS

After review, Trustee Monson made a motion to approve the December 6, 2023, payable in the amount of \$164,969.99.

Vice-Chair Wright seconded the motion. Motion carried unanimously:

Chair Howick, Aye  
Vice-Chair Wright, Aye  
Trustee Monson, Aye

Financials

There were no Financials at this meeting.

Discussion of 2024 Board Meeting Schedule

The Board discussed the proposed 2024 Board meeting schedule, Vice-Chair Wright moved to approve the 2024 Board Schedule with the change of the working meeting to 6:00 pm and the December Meeting to the 11<sup>th</sup>. Trustee Monson seconded the motion. Motion carried unanimously with Chair Howick, Trustee Monson, and Vice-Chair Wright voting “Aye.”

Discussion of 2024 Board Positions

Vice-Chair Wright moved to approve the 2024 Board Positions and continue to rotate the Board positions as planned for 2024, Vice-Chair Wright would become Chair, Trustee Monson would be Vice-Chair, and Chair Howick would move to Trustee. Trustee Monson seconded the motion. Motion carried unanimously with Chair Howick, Trustee Monson, and Vice-Chair Wright voting “Aye.”

Chair Howick adjourned the Regular Board Meeting.

Next Regular Board Meeting Scheduled for January 17, 2024, at 7:00 PM

ADJOURN

The Regular Meeting was adjourned at 8:14 PM.

Date: \_\_\_\_\_

\_\_\_\_\_  
Wade Wright – Chair

Date: \_\_\_\_\_

\_\_\_\_\_  
Jeff Monson – Vice Chair

Date: \_\_\_\_\_

\_\_\_\_\_  
David Howick – Trustee

MINUTES FOR THE REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE OQUIRRH RECREATION AND PARKS DISTRICT  
WEDNESDAY NOVEMBER 15, 2023  
ELEMENT EVENT CENTER – NORTH BALLROOM  
5658 S COUGAR LANE (4800 WEST),  
KEARNS, UTAH 84118

Present:

Dave Howick – Chair  
Wade Wright – Vice-Chair  
Jeff Monson – Trustee

Staff Present:

Kevin Schmidt – Executive Director  
Chris Johnson – Accountant/HR Specialist  
Joshua Lawrence – HR Manager  
Danielle Norman – Financial Controller  
Brad Peercy – Aquatics Manager  
Kurt Warren – Facilities Manager  
Steve Cook – Marketing Manager

Excused:

Jacque Wardle – Recreation Manager - Excused  
Sam Page – Operations Manager - Excused

Others Present:

CALL TO ORDER

Chair Howick called the Regular Board Meeting to order at 7:09 p.m. Welcomed those present.  
Chair Howick made a few comments.

Pledge of Allegiance

Citizens Comment

Chair Howick made a few comments from the news today.

Committee Reports

Chair Howick let the minutes show that all Board Members have completed their annual Board training. Chair Howick also stated that they have put together committees reviewing the personnel policies and procedure and have added GRAMA fees into the budget.

## MANAGER REPORTS & EXECUTIVE DIRECTOR REPORT

### RECREATION

Ms. Wardle was excused Mr. Schmidt asked the Board if they had any questions. The Board thanked Mr. Schnidt for the recreation report.

### OPERATIONS

Ms. Page was excused from the meeting. Mr. Schmidt asked if the Board had any questions. Chair Howick stated he had no questions.

### AQUATICS

Mr. Percy reported on the general attendance for October, second best October in the facilities history. Mr. Percy discussed the Men's National Collegiate Club Water Polo Championship and stated all went well. Mr. Percy discussed other programs in aquatics, and the Holiday open is the longest running invitational meet.

### MARKETING

Mr. Cook asked the Board if they had any questions, Mr. Cook informed them that the Santa Breakfast was sold out as of this morning. There were no additional questions.

### HUMAN RESOURCES

Mr. Lawrence discussed the new Paylocity Payroll system and how the integration is going. The Board asked several questions which Mr. Lawrence answered.

### FACILITIES

Mr. Warren reported on several of the facilities projects that are being done, The Board thanked Mr. Warren for all the work he and his staff have done for the facility.

### EXECUTIVE DIRECTOR REPORT

Mr. Schmidt reported on the UASD Conference reporting it was a very good conference, especially the legislative updates. Mr. Schmidt discussed several additional items and noted the work on the outdoor rec pool. Mr. Warren is getting quotes on the demolition of the pillars, fountain, etc to be done in 2023. Mr. Schmidt discussed the remodel of the front lobby; they will be starting sometime next week. Mr. Schmidt discussed the integration to the new rec software; he discussed the transition from PerfectMind to Smart Rec may take a little longer than originally planned but that we have time in the PerfectMind contract to allow for the delay. He stated that he prefers to do it right then to rush it and have proplems. There were no further

questions. Mr. Schmidt discussed the Director Retreat; the facility will be hosting the retreat in the Element Center this year.

#### Consideration and Recommendation to Approve Expenditures over \$60,000

Mr. Schmidt discussed the Chlorking system, Mr. Schmidt discussed each pool and how long it would take to pay off each of the systems. After further discussion Vice-Chair Wright moved to approve the Chlorking system model 40-R in the amount of \$76,500.00 from Stratton & Bratt as presented. Trustee Monson seconded the motion. Motion carried unanimously:

Chair Howick, Aye  
Vice-Chair Wright, Aye  
Trustee Monson, Aye

Mr. Schmidt discussed the Restoration of the Pool Play Feature and Structures RFP and who was selected. Mr. Schmidt discussed the company and the work they would be doing. He noted that part will be done this year and remainder next year, after further discussion, Vice-Chair Wright moved to approve invoice 1712 from SlideRite dated November 7, 2023, in the amount of \$66,500.00. Trustee Monson seconded the motion. Motion carried unanimously:

Chair Howick, Aye  
Vice-Chair Wright, Aye  
Trustee Monson, Aye

#### Discussion and Approval of 2024 Tentative Budget

The Board asked several more questions on some of the line items. After further discussion, Trustee Monson moved to approve the 2024 Tentative Budget as discussed, and to approve the fee schedule as discussed. Vice-Chair Wright seconded the motion. Motion carried unanimously:

Chair Howick, Aye  
Vice-Chair Wright, Aye  
Trustee Monson, Aye

The Board and staff discussed the scheduling of the Public Hearing for the 2024 Budget and fee schedule on Wednesday, December 6, 2023, at 6:00 pm.

#### APPROVAL OF MINUTES

After a brief discussion, Vice-Chair Wright moved to approve the minutes for the previously held meetings as presented:

October 18, 2023 - Working Meeting

October 18, 2023 - Regular Board Meeting  
October 24, 2023 - Special Board Meeting  
October 30, 2023 - Special Board Meeting

Trustee Monson seconded the motion. Motion carried unanimously:

Chair Howick, Aye  
Vice-Chair Wright, Aye  
Trustee Monson, Aye

#### APPROVAL OF PAYABLES & FINANCIALS

After review, Trustee Monson made a motion to ratify the approval of November 1, 2023, payable in the amount of \$271,352.70.

Vice-Chair Wright seconded the motion. Motion carried unanimously:

Chair Howick, Aye  
Vice-Chair Wright, Aye  
Trustee Monson, Aye

After review, the Vice-Chair made a motion to approve the November 15, 2023, payable in the amount of \$228,734.56.

Trustee Monson seconded the motion. Motion carried unanimously:

Chair Howick, Aye  
Vice-Chair Wright, Aye  
Trustee Monson, Aye

#### Financials

After a brief discussion, Vice-Chair Wright moved to approve the October 2023 Financials as presented. Trustee Monson seconded the motion. Motion carried unanimously:

Chair Howick, Aye  
Vice-Chair Wright, Aye  
Trustee Monson, Aye

Chair Howick declared the meeting adjourned.

Next Regular Board Meeting Scheduled for December 6, 2023, at 7:00 PM

#### ADJOURN



The Regular Meeting was adjourned at 8:30 PM.

Date: \_\_\_\_\_

\_\_\_\_\_  
David Howick – Chair

Date: \_\_\_\_\_

\_\_\_\_\_  
Wade Wright – Vice Chair

Date: \_\_\_\_\_

\_\_\_\_\_  
Jeff Monson – Trustee

MINUTES FOR THE WORKING MEETING OF THE BOARD OF TRUSTEES  
OF THE OQUIRRH RECREATION AND PARKS DISTRICT  
WEDNESDAY NOVEMBER 15, 2023  
ELEMENT EVENT CENTER - EAST CONFERENCE ROOM  
5658 S COUGAR LANE (4800 WEST),  
KEARNS, UTAH

Present:

David Howick – Chair  
Wade Wright – Vice-Chair  
Jeff Monson – Trustee

Staff Present:

Kevin Schmidt – Executive Director  
Danielle Norman – Controller  
Chris Johnson – Accountant/HR  
Josh Lawrence – HR Manager  
Kurt Warren – Facilities Manager

CALL TO ORDER

Chair Howick called the meeting to order at 6:08 PM. Chair Howick welcomed all present.

General Discussion

Chair Howick turned the time over to Mr. Schmidt to discuss the changes to the tentative budget. He stated that there were very few changes, and some items were moved to a different category. Mr. Schmidt talked about the changes in fees for membership; the Board and staff discussed the types of membership and the changes they would like to make. It was discussed to move the senior age to 62. There was further discussion on the tentative budget and fee schedule. Chair Howick discussed setting up a reserve account with a certain amount of funds. Chair Howick asked several additional questions and asked Ms. Norman to do research on getting information for a reserve account.

Chair Howick declared the working meeting to be adjourned at 7:02 pm.

Date: \_\_\_\_\_

\_\_\_\_\_  
David Howick – Chair

Date: \_\_\_\_\_

\_\_\_\_\_  
Wade Wright – Vice-Chair

Date: \_\_\_\_\_

\_\_\_\_\_  
Jeff Monson – Trustee

MINUTES FOR THE SPECIAL MEETING OF THE BOARD OF TRUSTEES  
OF THE OQUIRRH RECREATION AND PARKS DISTRICT  
MONDAY OCTOBER 30, 2023  
ELEMENT EVENT CENTER- EAST CONFERENCE ROOM  
5658 S COUGAR LANE (4800 WEST),  
KEARNS, UTAH

Present:

David Howick, Chair  
Wade Wright, Vice Chair  
Jeff Monson, Trustee

Staff Present:

Kevin Schmidt - Executive Director  
Danielle Norman – Controller  
Josh Lawrence – HR Manager

Others Present:

CALL TO ORDER

Chair Howick called the meeting to order at 4:02 PM.

Public Comment

No Public Comment

Discussion of 2024 Tentative Budget

Ms. Norman discussed the updates made to the 2024 tentative capital budget. In particular, she noted that for the play feature, some of the cost would be included in the 2023 budget, but that additional work and the remainder of the costs be invoiced during the spring of 2024. Ms. Norman reported that a licensing fee for Stone Security was also added to the budget. It was discussed that by paying for a 5-year contract rather than paying each year individually would save the district about nine thousand dollars. Mr. Schmidt recommended they do the multi-year contract as opposed to a yearly account.

Mr. Schmidt and Ms. Norman discussed adding two new full-time positions. Ms. Norman discussed the addition of an IT employee. The Board made comments concerning bringing on a full-time IT employee, as in the past things did not go as planned. Mr. Schmidt and Ms. Norman shared that with the changing of technology some days need much more IT support and it would benefit the facility if we had a full-time employee at this time. There was further discussion on the pros and cons of having this position in house vs contracting it out. The Board recommended that they work towards documenting the needs in a job description and list the job opening to see if it is feasible in the budgeted amount. The other position discussed was for the Operations department. Discussion included how this change could provide more efficient staffing and eliminate redundant shifts.

In addition to the two proposed positions, Mr. Schmidt discussed the changes for the new year including Ms. Jenn Adams moving into the Recreation department and Mr. Steve Cook who will be retiring in 2024. To replace Mr. Cook, the facility would like to hire a Marketing Specialist that will be housed in the Administration department.

Mr. Lawrence discussed the wage changes for the full-time employees, he described the current wages and presented a comprehensive pay range plan. He presented the ranges and how he came about the information to calculate the ranges and steps. The Board asked several questions to understand the information presented on the wage ranges. The Board and staff discussed the wages and stated they need to come to a decision on approving the market adjustment increases for the key staff employees. After much discussion, the Board stated for staff to move forward with the budgeted amount and ranges as presented.

Ms. Norman discussed the overall fee schedule, beginning with a membership increase of 10%. She showed the fees of other facilities in the area and how behind we are in charges compared to them. She also discussed the growth in the area, the businesses and housing that is increasing in the district. The Board asked several questions regarding the fee structure. Ms. Norman continued to discuss the budget items and the cost recovery program. They stated that they would look at the fees and suggest further recommendations including some more potential increases. The Board asked several more questions on the current tentative budget. Ms. Norman and Mr. Schmidt asked if they had any additional questions. There were no more questions or discussions.

Vice-Chair moved to go into closed meeting at 6:46 p.m. to discuss the character, competence or physical or mental health of an individual. Trustee Monson seconded the motion. Motion carried unanimously:

Chair Howick, Aye  
Vice-Chair Wright, Aye  
Trustee Monson, Aye

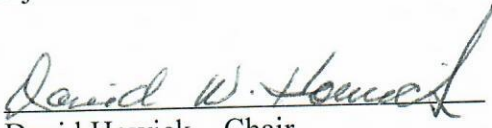
Vice-Chair Wright motioned to come out of closed session at 8:29 p.m. Trustee Monson seconded the motion. The motion carried unanimously:

Chair Howick, Aye  
Vice-Chair Wright, Aye  
Trustee Monson, Aye

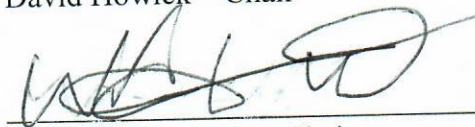
ADJOURN

Chair Howick declared the Special Meeting adjourned at 8:30 PM.

Date: 11-<sup>15</sup>~~23~~-2023

  
David Howick – Chair

Date: 15 Nov. 23

  
Wade Wright – Vice-Chair

Date: 15 November 2023

  
Jeff Monson – Trustee

MINUTES FOR THE SPECIAL MEETING OF THE BOARD OF TRUSTEES  
OF THE OQUIRRH RECREATION AND PARKS DISTRICT  
TUESDAY OCTOBER 24, 2023  
ELEMENT EVENT CENTER- EAST CONFERENCE ROOM  
5658 S COUGAR LANE (4800 WEST),  
KEARNS, UTAH

Present:

David Howick, Chair  
Wade Wright, Vice Chair  
Jeff Monson, Trustee

Staff Present:

Kevin Schmidt - Executive Director  
Danielle Norman – Controller  
Josh Lawrence – HR Manager  
Brad Percy – Aquatics Manager  
Kurt Warren – Facilities

Others Present:

CALL TO ORDER

Chair Howick called the meeting to order at 4:10 PM. Chair Howick discussed the agenda for the meeting.

Public Comment

No Public Comment

Chair Howick stated he wanted to discuss the individual areas, the property tax rate, the employee step and grade, brief discussion on benefits and capital projects, and finish with the operational budget.

Discussion of 2024 Tentative Budget

Mr. Schmidt reported he had Mr. Percy and Mr. Warren were in attendance to discuss capital improvement projects. Ms. Norman discussed the 2023 tax rates and let them know there were no changes to the current property tax rate. Chair Howick discussed the certified tax rate and asked what number was used for the property taxes. Mr. Schmidt and Ms. Norman explained how the tax rate was used and stated they use an estimated guess to project the upcoming year.

Chair Howick stated they would start out with the Capital Improvement Budget. The Board and staff present reviewed and discussed the capital projects for the upcoming 2024. Chair Howick wanted to hire a new structural engineer to come in and re-evaluate the comp/teaching pool. Chair Howick insisted on revisiting the demolition of comp/teaching pool. After a lengthy discussion the Board moved on to discuss the future capital items, Chair Howick had a list of items he would like to re-visit on several items.


Ms. Norman asked what additional items the Board would like to discuss. Mr. Schmidt moved on to discuss the step-in grade policy, Mr. Schmidt informed the Board that Key Staff were not included in the

step and grade policy last year. Key staff are eligible for performance and cola raises and market adjustments. The Board and staff present discussed the process that was agreed upon in previous board meetings to get the step-in grade policy and that we would address key staff in this budget year. Mr. Lawrence discussed the new key staff pay plan. Chair Howick asked several questions concerning full-time and part-time employees, who receive the retirement plan, benefits, and insurance. Continuing with the meeting Chair Howick and those present discussed several other items concerning the pay ranges for full-time, salaried employees and key staff along with some items in the 2024 tentative budget.

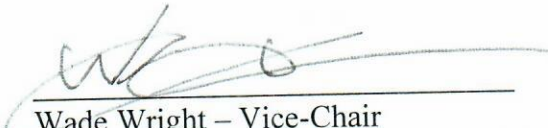
ADJOURN

Chair Howick declared the Special Meeting adjourned at 6:21 PM

Date: 11-15-2023

  
\_\_\_\_\_  
David Howick – Chair

Date: 15 Nov -23

  
\_\_\_\_\_  
Wade Wright – Vice-Chair

Date: 15 november 2023

  
\_\_\_\_\_  
Jeff Monson – Trustee

MINUTES FOR THE WORKING MEETING OF THE BOARD OF TRUSTEES  
OF THE OQUIRRH RECREATION AND PARKS DISTRICT  
WEDNESDAY OCTOBER 18, 2023  
ELEMENT EVENT CENTER - EAST CONFERENCE ROOM  
5658 S COUGAR LANE (4800 WEST),  
KEARNS, UTAH

Present:

David Howick – Chair  
Wade Wright – Vice-Chair – Online  
Jeff Monson – Trustee

Staff Present:

Kevin Schmidt – Executive Director  
Danielle Norman – Controller  
Chris Johnson – Accountant/HR  
Josh Lawrence – HR Manager

Excused:

CALL TO ORDER

Chair Howick called the meeting to order at 6:05 PM. Chair Howick welcomed all present.

General Discussion

Chair Howick turned the time over to Mr. Lawrence to present the wage analysis survey. Mr. Lawrence started by presenting a PowerPoint and discuss the wage analysis. Mr. Lawrence explained the process and information gathered to put together the results of the researched information. He explained where the information was obtained from, and how the calculations were made to create the determined pay scales. The Board asked several questions concerning the market value, the information and the graph presented. After a brief discussion it was decided to keep the information and dollar amount in the upcoming budget.

Chair Howick declared the working meeting to be adjourned at 7:04 pm.

Date: David W. 11-15-23

David W. Howick  
David Howick – Chair

Date: 15 Nov 23

Wade Wright  
Wade Wright – Vice-Chair

Date: 15 November 2023

Jeff Monson  
Jeff Monson – Trustee





MINUTES FOR THE REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE OQUIRRH RECREATION AND PARKS DISTRICT  
WEDNESDAY OCTOBER 18, 2023  
ELEMENT EVENT CENTER – NORTH BALLROOM  
5658 S COUGAR LANE (4800 WEST),  
KEARNS, UTAH 84118

Present:

Dave Howick – Chair  
Wade Wright – Vice-Chair – Online  
Jeff Monson – Trustee

Staff Present:

Kevin Schmidt – Executive Director  
Chris Johnson – Accountant/HR Specialist  
Joshua Lawrence – HR Manager  
Danielle Norman – Financial Controller  
Brad Percy – Aquatics Manager  
Kurt Warren – Facilities Manager  
Jacque Wardle – Recreation Manager  
Sam Page – Operations Manager

Excused:

Steve Cook – Marketing Manager

Others Present:

Kory Park - ChlorKing  
Devin Lawrence - Community

CALL TO ORDER

Chair Howick called the Regular Board Meeting to order at 7:05 p.m. Welcomed those present.  
Chair Howick made a few comments.

Pledge of Allegiance

Citizens Comment

Chair Howick made a few comments from the news today.

Presentation of ChlorKing

Mr. Kory Parker from Stratton Bratt. Mr. Parker introduced himself and gave a brief background to his career and his experience. He discussed the different chlorine that are used in the industry. Mr. Parker then gave a demonstration on how to make chlorine by using a

chlorination system in the facility. He explained how the system works and how it could reduce the cost of chemicals.

The Board asked several questions concerning the system, the feel of the water, what happens if the system fails or the company goes out of business, etc. Mr. Parker stated he does not foresee the business going out of business, or if the system fails there are alternative ways to keep the pools open.

## MANAGER REPORTS & EXECUTIVE DIRECTOR REPORT

### OPERATIONS

Ms. Page asked the Board if they had any questions, she discussed an incident in the 50 meter pool. Chair Howick stated he had no more questions and thanked Ms. Page.

### AQUATICS

Mr. Percy reported on the general attendance for September. Mr. Percy said we had a bad labor day weekend, the weather was extremely cold. YTD we are still above last year in attendance. Mr. Percy discussed the Men's National Collegiate Club Water Polo Championship and stated we are the host. The Board thanked Mr. Percy. Mr. Percy thanked the Board later in the meeting for allowing him to attend the NRPA Conference in Texas.

### MARKETING

Mr. Schmidt reported Mr. Cook was excused. There were no questions.

### HUMAN RESOURCES

Mr. Lawrence discussed several items in the HR department. The Board asked several questions which Mr. Lawrence answered.

### FACILITIES

Mr. Warren reported on several of the facilities projects that are being done, he let the Board know that he had purchased the chemical for the remainder of the year before the cost of the chemicals went up in October. The Board thanked Mr. Warren for all the work he and his staff have done for the facility.

### RECREATION

Ms. Wardle asked the Board if they had any questions. Ms. Wardle discussed some of the latest programs and thanked marketing for the advertising for department. The Board thanked Ms. Wardle for all her hard work.

Chair Howick, Aye  
Vice-Chair Wright, Aye  
Trustee Monson, Aye

After a brief discussion, Trustee Monson moved to approve the minutes for the previously held meetings as presented:

August 23, 2023 -- Regular Board Meeting

Vice-Chair Wright seconded the motion. Motion carried unanimously:

Chair Howick, Aye  
Vice-Chair Wright, Aye  
Trustee Monson, Aye

#### APPROVAL OF PAYABLES & FINANCIALS

After review, Trustee Monson made a motion to ratify the approval of October 4, 2023, payable in the amount of \$73,074.62.

Vice-Chair Wright seconded the motion. Motion carried unanimously:

Chair Howick, Aye  
Vice-Chair Wright, Aye  
Trustee Monson, Aye

After review, Trustee Monson made a motion to approve the September 20, 2023, payable in the amount of \$87,114.53.

Vice-Chair Wright seconded the motion. Motion carried unanimously:

Chair Howick, Aye  
Vice-Chair Wright, Aye  
Trustee Monson, Aye

#### Financials

After a brief discussion, Trustee Monson moved to approve the September 2023 Financials as presented. Vice-Chair Wright seconded the motion. Motion carried unanimously:

Chair Howick, Aye  
Vice-Chair Wright, Aye  
Trustee Monson, Aye

Chair Howick noted we will be holding a meeting on Tuesday, October 24, 2023.

## EXECUTIVE DIRECTOR REPORT

Mr. Schmidt reported on the NRPA Conference and discussed several of the seminars he attended and classes. Mr. Schmidt explained the TRCC presentation, and he felt it went very well. Mr. Schmidt discussed several additional items and noted that SmartRec came to the facility and did training along with retaining information on the facility to help with the transformation between software.

### Discussion and Possible Amendment of Policy 2.1.

Mr. Lawrence discussed the benefits manual compiled by the insurance brokerage. Trustee Monson suggests that we have a plan document as opposed to a Benefits Manual.

Trustee Monson Howick made a motion to amend Policy 2.1 with the changes discussed as presented. Vice-Chair Wright seconded the motion. Motion carried unanimously:

Chair Howick, Aye  
Vice-Chair Wright, Aye  
Trustee Monson, Aye

### Consideration and Recommendation to Approve Expenditures over \$60,000

Mr. Schmidt discussed the Chlorking presentation, Chair Howick was not comfortable with approving this and is not supporting of this choice. Trustee Monson suggest we table this until next month. Staff and Board all agreed.

Mr. Schmidt discussed the Arizon Air Structure that was approved in the budget last year. Mr. Schmidt reported the cost would be \$456,461.00, which is the cost of the structure alone and does not include the cost of the cement or demo work. Trustee Monson moved to approve the quote the Airzon Air Structure in the amount of \$456,461.00 as presented. Vice-Chair Wright seconded the motion. Motion carried unanimously:

Chair Howick, Aye  
Vice-Chair Wright, Aye  
Trustee Monson, Aye

## APPROVAL OF MINUTES

After a brief discussion, Trustee Monson moved to approve the minutes for the previously held meetings as presented:

August 23, 2023 – Working Meeting

Vice-Chair Wright seconded the motion. Motion carried unanimously:

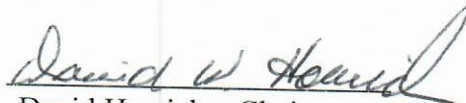
Chair Howick moved to adjourn the meeting.

Next Regular Board Meeting Scheduled for November 15, 2023, at 7:00 PM

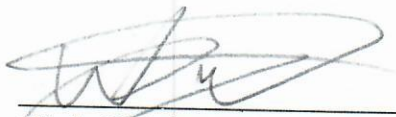
ADJOURN

The Regular Meeting was adjourned at 9:16 PM.

Date: 11-15-2023

  
David Howick – Chair

Date: 15 - Nov 23

  
Wade Wright – Vice Chair

Date: 15 November 2023

  
Jeff Monson – Trustee

MINUTES FOR THE WORKING MEETING OF THE BOARD OF TRUSTEES  
OF THE OQUIRRH RECREATION AND PARKS DISTRICT  
WEDNESDAY SEPTEMBER 20, 2023  
ELEMENT EVENT CENTER - EAST CONFERENCE ROOM  
5658 S COUGAR LANE (4800 WEST),  
KEARNS, UTAH

Present:

David Howick – Chair  
Wade Wright – Vice-Chair  
Jeff Monson – Trustee

Staff Present:

Kevin Schmidt – Executive Director  
Danielle Norman – Controller  
Chris Johnson – Accountant/HR  
Josh Lawrence – HR Manager

Excused:

CALL TO ORDER

Chair Howick called the meeting to order at 6:01 PM. Chair Howick welcomed Bryan Richter from C&I Design, Inc.

General Discussion

Chair Howick welcomed all to the working meeting and turned the time over to Mr. Schmidt, he introduced Mr. Richter from C&I Design, to discuss the placement and construction of the Air Support Structure. The Board asked several questions on the design. Mr. Schmidt and Mr. Richter discussed the design and additional changes to the plans and did a presentation to where the structure and placement of the mechanical system would sit on the outdoor deck when the Air Support System is up.

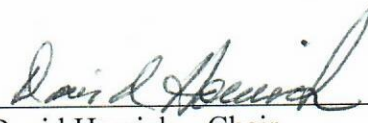
Mr. Schmidt let the Board know that staff reviewed the RFP for the HRIS Software System, Mr. Lawrence presented a comparison between our current payroll system and the payroll system we would like to initiate, Mr. Lawrence and Mr. Schmidt discussed the system and the differences between the current system and the new one. The Board asked several questions, Mr. Schmidt discussed the implementation and cost concerning the program, and stated he felt that this was a very good change.

Chair Howick discussed the committees, he stated the handout that was sent to Mr. Schmidt contained some discrepancy, with the policies for benefits received by the full-time employees. He stated that we are working with three different systems concerning what qualifies an employee to be full-time benefited. Mr. Schmidt stated that we would put the information request

in the upcoming budget 2024.

Chair Howick declared the working meeting to be adjourned at 7:00 pm.

Date: 18 Oct 2023

  
\_\_\_\_\_  
David Howick – Chair

Date: \_\_\_\_\_

\_\_\_\_\_  
Wade Wright – Vice-Chair

Date: 18 October 2023

  
\_\_\_\_\_  
Jeff Monson – Trustee

MINUTES FOR THE REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE OQUIRRH RECREATION AND PARKS DISTRICT  
WEDNESDAY SEPTEMBER 20, 2023  
ELEMENT EVENT CENTER – NORTH BALLROOM  
5658 S COUGAR LANE (4800 WEST),  
KEARNS, UTAH 84118

Present:

Dave Howick – Chair  
Wade Wright – Vice-Chair  
Jeff Monson – Trustee

Staff Present:

Kevin Schmidt – Executive Director  
Chris Johnson – Accountant/HR Specialist  
Joshua Lawrence – HR Manager  
Danielle Norman – Financial Controller  
Brad Percy – Aquatics Manager  
Kurt Warren – Facilities Manager  
Jacque Wardle – Recreation Manager  
Sam Page – Operations Manager

Excused:

Steve Cook – Marketing Manager

CALL TO ORDER

Chair Howick called the Regular Board Meeting to order at 7:05 p.m. Welcomed all present. Chair Howick made a few comments, he thanked the staff for a job well done.

Pledge of Allegiance

Citizens Comment

Chair Howick made a few comments from the news today.

MANAGER REPORTS & EXECUTIVE DIRECTOR REPORT

RECREATION

Ms. Wardle asked the Board if they had any questions. Ms. Wardle discussed some of the latest programs added in the recreation department. The Board thanked Ms. Wardle for all her hard work. There were no further questions.



## OPERATIONS

Ms. Page asked the Board if they had any questions, she discussed an incident involving an employee who was assaulted. Ms. Page explained the process of the incident. Chair Howick stated he had no more questions and thanked Ms. Page.

## AQUATICS

Mr. Peercy reported on the general attendance for August. Mr. Peercy let the Board know that Ms. Norda Barrowes went part time for the facility and Ms. Amy Sharp was hired in her place for the new full-time Team Administration position. Mr. Peercy discussed the group lessons and various other activities and programs in the Aquatics Department. Chair Howick asked what the difference between Water Polo Leagues, Collegiate Water Polo and Youth Water Polo. Mr. Peercy let the Board know about the facility bid for the Men's Collegiate Club Nationals and stated that facility was awarded the bid.

## MARKETING

Mr. Schmidt reported Mr. Cook was excused. Mr. Schmidt answered several questions asked by the Board concerning Marketing.

## HUMAN RESOURCES

Mr. Lawrence discussed a survey taken by the employees regarding the best place to work. Mr. Lawrence discussed the results. Mr. Lawrence stated they discussed the proposal regarding the HRIS System in the Working meeting. Trustee Monson made a motion to approve the one-time fee for Paylocity process for a new HRIS System \$8,321.19 and approving the total annual investment for Paylocity as presented. Vice-Chair Wright seconded the motion. Motion carried unanimously:

Chair Howick, Aye  
Vice-Chair Wright, Aye  
Trustee Monson, Aye

The Board realizes this will likely require a budget adjustment which will be handled before the end of the year.

## FACILITIES

Mr. Warren reported on several of the facilities projects that are being done. The Board thanked Mr. Warren for all the work he has done for the facility.

## EXECUTIVE DIRECTOR REPORT

August 23, 2023 – Working Meeting  
August 23, 2023 – Regular Board Meeting

Vice-Chair Wright seconded the motion. Motion carried unanimously:

Chair Howick, Aye  
Vice-Chair Wright, Aye  
Trustee Monson, Aye

#### APPROVAL OF PAYABLES & FINANCIALS

After review, Trustee Monson made a motion to ratify the approval of September 6, 2023, payable in the amount of \$226,329.73.

Vice-Chair Wright seconded the motion. Motion carried unanimously:

Chair Howick, Aye  
Vice-Chair Wright, Aye  
Trustee Monson, Aye

After review, Trustee Monson made a motion to approve the September 20, 2023, payable in the amount of \$109,086.67.

Vice-Chair Wright seconded the motion. Motion carried unanimously:

Chair Howick, Aye  
Vice-Chair Wright, Aye  
Trustee Monson, Aye

#### Financials

After a brief discussion, Chair Howick moved to approve the July and August Financials as presented. Vice-Chair Wright seconded the motion. Motion carried unanimously:

Chair Howick, Aye  
Vice-Chair Wright, Aye  
Trustee Monson, Aye

Chair Howick thanked and congratulated Mr. Jeff Monson for being the new Board Member next year 2024.

Chair Howick moved to adjourn the meeting.

Next Regular Board Meeting Scheduled for October 18, 2023, at 7:00 PM

Mr. Schmidt stated he would be presenting on Friday for the TRCC grant submission. The Board and Mr. Schmidt discussed the presentation, the Board gave him some information to relay to the committee. Mr. Schmidt discussed several additional items and noted the Arizona Air Support Structure was discussed in the working meeting. Mr. Schmidt updated the Board on the front desk remodel by Designs of Tomorrow. The Board asked several questions on the timeline. Mr. Schmidt discussed additional items on the Director Report.

#### Consideration and Recommendation to Approve Expenditures over \$60,000

There were no additional expenditure at this time.

Chair Howick discussed several items concerning bonding and other facility needs, he commented on his concerns about the construction of the Air Support Structure and looking long-term and a potential bond in the November 2024 election. The Board discussed the need to articulate and understand the details before considering any bonding.

#### Update and Amend Appointed Positions – Resolution 2023-1

Chair Howick made a motion to amend the appointed positions on Resolution 2023-1 as presented. Trustee Monson seconded the motion. Motion carried unanimously:

Chair Howick, Aye  
Vice-Chair Wright, Aye  
Trustee Monson, Aye

#### Board Member Travel Approvals Per Board Travel Policy

Chair Howick approved NRPA Travel for Mr. Wright.

Vice-Chair Wright approved UASD Travel for Mr. Howick.

#### Cancellation of Upcoming Election Resolution # 2023-04

Vice-Chair Wright made a motion to approve Resolution 2023-4, the cancellation of the upcoming Election as presented. Chair Howick seconded the motion. Motion carried unanimously:

Chair Howick, Aye  
Vice-Chair Wright, Aye  
Trustee Monson, Aye

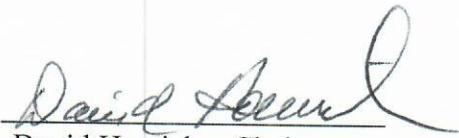
#### APPROVAL OF MINUTES

After a brief discussion, Trustee Monson moved to approve the minutes for the previously held meetings as presented:

ADJOURN

The Regular Meeting was adjourned at 8:54 PM.

Date: 18 Oct 2023

  
\_\_\_\_\_  
David Howick – Chair

Date: \_\_\_\_\_

\_\_\_\_\_  
Wade Wright – Vice Chair

Date: 18 October 2023

  
\_\_\_\_\_  
Jeff Monson – Trustee

MINUTES FOR THE WORKING MEETING OF THE BOARD OF TRUSTEES  
OF THE OQUIRRH RECREATION AND PARKS DISTRICT  
WEDNESDAY AUGUST 23, 2023  
ELEMENT EVENT CENTER - EAST CONFERENCE ROOM  
5658 S COUGAR LANE (4800 WEST),  
KEARNS, UTAH

Present:

David Howick – Chair  
Jeff Monson – Trustee

Staff Present:

Kevin Schmidt – Executive Director  
Danielle Norman – Controller  
Chris Johnson – Accountant/HR  
Josh Lawrence – HR Manager

Excused:

Wade Wright – Vice-Chair

CALL TO ORDER

Chair Howick called the meeting to order at 6:01 PM. Chair Howick welcomed the new Controller Ms. Danielle Norman. He proceeded to general discussions.

General Discussion

Chair Howick discussed and explained the Committee Reports to those present. Chair Howick discussed the Personnel Policy Manual and stated we are out of compliance. Trustee Monson did not agree and asked for specific examples. Chair Howick wanted it noted in the minutes, that Mr. Malmgren's access to accounts owned by the district has been removed and has changed over to Ms. Norman, the new controller.

Mr. Schmidt turned the time over to Mr. Lawrence to discuss the memo for a new HRIS System. He discussed the issue we are currently having with Paychex, the current payroll system. He explained the new systems the district is looking at once our contract expires. Chair Howick asked several questions and explained and discussed several other general subjects, and his opinions on the route the district to take.

Mr. Schmidt and the Board discussed the RFP for the Recreation Software System, The Board asked several questions, Mr. Schmidt discussed the implementation and cost concerning the program, and stated he felt that this was a very good deal.

Chair Howick declared the working meeting to be adjourned at 7:01 pm.

Date: 9-20-2023

David W. Howick  
David Howick – Chair

Date: 20 Sept 2023

Wade Wright  
Wade Wright – Vice-Chair - Excused

Date: 20 September 2023

Jeff Monson  
Jeff Monson – Trustee

MINUTES FOR THE REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE OQUIRRH RECREATION AND PARKS DISTRICT  
WEDNESDAY AUGUST 23, 2023  
ELEMENT EVENT CENTER – NORTH BALLROOM  
5658 S COUGAR LANE (4800 WEST),  
KEARNS, UTAH 84118

Present:

Dave Howick – Chair  
Jeff Monson – Trustee

Staff Present:

Kevin Schmidt – Executive Director  
Chris Johnson – Accountant/HR Specialist  
Joshua Lawrence – HR Manager  
Danielle Norman – Financial Controller  
Brad Percy – Aquatics Manager  
Kurt Warren – Facilities Manager  
Jacque Wardle – Recreation Manager  
Sam Page – Operations Manager  
Steve Cook – Marketing Manager

Excused:

Wade Wright – Vice-Chair

CALL TO ORDER

Chair Howick called the Regular Board Meeting to order at 7:03 p.m. Welcomed the new controller, Ms. Danielle Norman. Chair Howick made a few comments, he thanked the staff for a job well done and Mr. Cook for a Festival well done.

Pledge of Allegiance

Citizens Comment

Chair Howick made a few comments from the news today and said he is thankful for our current government and gave his appreciation. Chair Howick solicited public comments, there were no comments from the public but Chair Howick commented on the ADA front doors not working on festival day.

MANAGER REPORTS & EXECUTIVE DIRECTOR REPORT

OPERATIONS

Ms. Page asked the Board if they had any questions, she discussed an incident in the men's locker room and accidents, along with security reports. Ms. Page and the Board discussed the

several items that were related to the reports. Chair Howick would like information on the summer membership, Ms. Page stated that she felt it was a success, being the first time it was done.

### AQUATICS

Mr. Peercy reported on the general attendance for July, letting the Board know that an average of 2,300 per day, he stated it was a good month compared to June. Mr. Peercy explained that we are wrapping up the summer and moving into fall. Mr. Peercy discussed the group lessons and various other activities and programs in the Aquatics Department. Chair Howick asked about reports submitted to the CDC and Health Department regarding cryptosporidium. Mr. Peercy and Mr. Warren explained to Mr. Howick the process the facility is doing to protect the pool.

### FACILITIES

Mr. Warren reported on several of the facilities projects that are being done. Mr. Warren asked the Board if they had any questions about his report. Mr. Warren discussed the security gates on the dive tower. Mr. Warren and the Board discussed some of the repairs that have been completed, the 50-Meter roll up door, and the air unit on the gym.

### MARKETING

Mr. Cook reported on the festival – Mr. Cook let the Board know it is all a team effort, He thanked Ms. Jennifer Adams for a job well done and Mr. Warren and staff for helping with the set up. Mr. Cook discussed the fireworks and why the pools close at 9:00 pm during the Fire Water and Ice Festival.

### HUMAN RESOURCES

Mr. Lawrence discussed the HRIS System in the Working meeting. Chair Howick made a motion to approve the process of doing an RFP for a new HRIS System for onboarding and payroll. Trustee Monson seconded the motion. Motion carried unanimously:

Chair Howick, Aye  
Trustee Monson, Aye

The Board Realizes this will likely require a budget adjustment which will be handled before the end of the year.

### RECREATION

Ms. Wardle asked the Board if they had any questions. They thanked Ms. Wardle for all her hard work. There were no further questions.

### EXECUTIVE DIRECTOR REPORT

Mr. Schmidt updated and discussed the TRCC grant submission and stated Ms. Norman will be working on this. He discussed several additional items stating he has not heard from Arizon concerning the air support structure. Mr. Schmidt discussed the bid from Designs of Tomorrow for the remodel of the front lobby. The Board asked questions on the timeline. Ms. Page



informed the Board of the timeline for construction and remodel completion. Mr. Schmidt discussed several additional items in the Director Report. Mr. Schmidt asked if they had any additional questions on the new Recreation software. Chair Howick made a motion to approve the Recreation software with a not to exceed amount of \$40,000.00. Trustee Monson seconded the motion. Motion carried unanimously:

Chair Howick, Aye  
Trustee Monson, Aye

The Board Realizes this will likely require a budget adjustment which will be handled before the end of the year.

#### Consideration and Recommendation to Approve Expenditures over \$60,000

Trustee Monson made a motion to approve the Designs of Tomorrow for the remodel of the Front entrance in the amount of \$90,525.28. Chair Howick seconded the motion. Motion carried unanimously:

Chair Howick, Aye  
Trustee Monson, Aye

Trustee Monson made a motion to approve the Deep Blue/Play Space proposal for the replastering of the outdoor recreation pool in the amount of \$91,726.00. Chair Howick seconded the motion. Motion carried unanimously:

Chair Howick, Aye  
Trustee Monson, Aye

#### APPROVAL OF MINUTES

After a brief discussion, Trustee Monson moved to approve the minutes for the previously held meetings as presented:

July 19, 2023 – Working Meeting  
July 19, 2023 – Regular Board Meeting

Chair Howick seconded the motion. Motion carried unanimously:

Chair Howick, Aye  
Trustee Monson, Aye

#### APPROVAL OF PAYABLES & FINANCIALS

After review, Trustee Monson made a motion to ratify the approval of August 2, 2023, payable in the amount of \$92,127.86.

Chair Howick seconded the motion. Motion carried unanimously:

Chair Howick, Aye

Trustee Monson, Aye

After review, Trustee Monson made a motion to ratify the approval of August 16, 2023, payable in the amount of \$150,967.62.

Chair Howick seconded the motion. Motion carried unanimously:

Chair Howick, Aye  
Trustee Monson, Aye

Financials

After a brief discussion, Chair Howick moved to approve the June Financials as presented. Trustee Monson seconded the motion. Motion carried unanimously:

Chair Howick, Aye  
Trustee Monson, Aye

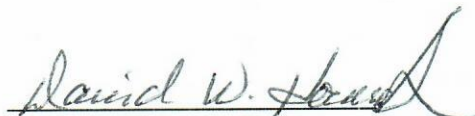
Chair Howick moved to adjourn the meeting.

Next Regular Board Meeting Scheduled for September 20, 2023, at 7:00 PM

ADJOURN

The Regular Meeting was adjourned at 8:25 PM

Date: 9-20-2023

  
David Howick – Chair

Date: 20 Sept 2023

  
Wade Wright – Vice Chair

Date: 20 September 2023

  
Jeff Monson – Trustee

MINUTES FOR THE WORKING MEETING OF THE BOARD OF TRUSTEES  
OF THE OQUIRRH RECREATION AND PARKS DISTRICT  
WEDNESDAY JULY 19, 2023  
ELEMENT EVENT CENTER - EAST CONFERENCE ROOM  
5658 S COUGAR LANE (4800 WEST),  
KEARNS, UTAH

Present:

Wade Wright – Vice Chair  
Jeff Monson – Trustee

Staff Present:

Kevin Schmidt – Executive Director  
Chris Johnson – Accountant/HR Malmgren  
Josh Lawrence – HR Manager  
Brad Peercy – Aquatics Manager  
Kurt Warren – Facilities Manager

Excused:

David Howick – Chair

CALL TO ORDER

Vice-Chair Wright called the meeting to order at 6:00 PM. Vice-Chair Wright turned the time over to Mr. Schmidt for general discussions.

General Discussion

Mr. Schmidt discussed the conversation about the annual contract with Verizon, he let the Board know that they reached out to review the current contract. He explained their options to change the contract, Mr. Schmidt reported he was still working with Verizon on negotiating a reasonable contracted amount. Mr. Schmidt reported on the hiring of a new controller, he let the board know that the candidate had accepted the position and they are now working with her on a start date.

Mr. Schmidt and the Board discussed the Comp Pool, the Air Structure for the outdoor rec pool, and the need to hire a general contractor to work with Arizon for installation. Mr. Schmidt discussed various other general items concerning the District.

MANAGER REPORTS

AQUATICS

Mr. Peercy reported on the attendance for June, he stated we did not have a very good June, due to the weather. Mr. Peercy explained that summer has arrive, he is hoping the summer is off to a good start after all the rain in June. Mr. Peercy discussed various other activities and programs in the Aquatics Department. Mr. Peercy gave a Thanks to Kurt Warren and Facilities for all they do and have done during the swim meets this season.

FACILITIES

Mr. Warren reported on several of the facilities projects that are being done. Mr. Warren asked the Board if they had any questions about his report. Mr. Warren discussed the security gates on the dive tower. Mr. Warren and the Board discussed some of the repairs that have been completed, the 50-Meter roll up door, the air unit on the gym.

Vice-Chair Wright declared the working meeting to be adjourned at 6:59 pm.

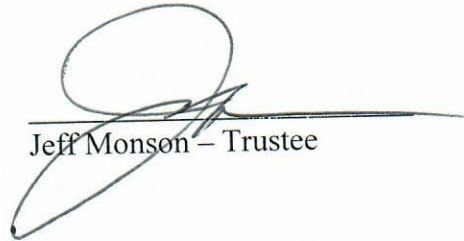
Date: 8-23-2023

  
David Howick – Chair - Excused

Date: \_\_\_\_\_

\_\_\_\_\_  
Wade Wright – Vice-Chair

Date: 23 August 2023

  
Jeff Monson – Trustee

MINUTES FOR THE REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE OQUIRRH RECREATION AND PARKS DISTRICT  
WEDNESDAY JULY 19, 2023  
ELEMENT EVENT CENTER – NORTH BALLROOM  
5658 S COUGAR LANE (4800 WEST),  
KEARNS, UTAH 84118

Present:

Wade Wright – Vice Chair  
Jeff Monson – Trustee

Staff Present:

Kevin Schmidt – Executive Director  
Chris Johnson – Accountant/HR Specialist  
Joshua Lawrence – HR Manager  
Brad Peercy – Aquatics Manager – Excused  
Kurt Warren – Facilities Manager  
Jacque Wardle – Recreation Manager  
Sam Page – Operations Manager  
Steve Cook – Marketing Manager

Excused:

Dave Howick – Chair Trustee

CALL TO ORDER

Vice-Chair Wright called the Regular Board Meeting to order at 7:03 p.m.

Pledge of Allegiance

Citizens Comment

Vice-Chair Wright solicited public comments, there was no public comment at this time, Vice-Chair did state that at the last meeting there was a patron of the facility who wanted to make a comment and was unable to speak, he then reported that the patron would like to speak at the next meeting he is available to attend.

MANAGER REPORTS & EXECUTIVE DIRECTOR REPORT

AQUATICS

Mr. Peercy gave the Aquatics report in the Working Meeting.

MARKETING

Mr. Cook reported the Friday night flicks are done and everything has gone very well. Mr.

Cook reported the group sales department has been busy and is doing well. The Board thanked Mr. Cook and Ms. Adams for all their work in group sales and marketing. Mr. Cook discussed the fireworks for Fire Water and Ice Festival, letting the Board know the vendor is all set and the show will be similar to last year's show.

### HUMAN RESOURCES

Mr. Lawrence discussed the SHRM Conference in Vegas he and Ms. Johnson attended, he reported on all the information that was received and thanked the Board for allowing them to attend. He briefly spoke about his vacation; he then asked the Board if they had any questions. There were none.

### FACILITIES

Mr. Warren gave the Facilities report in the Working Meeting

### RECREATION

Ms. Wardle asked the Board if they had any questions. Vice-Chair Wright asked about the tennis program and how it still is an issue, she discussed a myriad of items and programs in the Recreation Department.

### OPERATIONS

Ms. Page discussed the memberships, incidents, and accidents, along with security reports. Ms. Page and the Board discussed the several items that were related to the reports.

### EXECUTIVE DIRECTOR REPORT

Mr. Schmidt updated and discussed the comp pool and the air support structure from Arizona in the working meeting. Mr. Schmidt stated there was no additional information.

### Consideration and Recommendation to Approve Expenditures over \$60,000

There were no expenditures to approve.

### APPROVAL OF MINUTES

After a brief discussion, Trustee Monson moved to approve the minutes for the previously held meetings:

June 21, 2023 – Working Meeting

June 21, 2023 – Regular Board Meeting

Vice-Chair Wright seconded the motion. Motion carried unanimously:

Vice-Chair Wright, Aye

Trustee Monson, Aye

APPROVAL OF PAYABLES & FINANCIALS

After review, Trustee Monson made a motion to ratify the approval of June 21, 2023, payable in the amount of \$162,052.22. Vice-Chair Wright seconded the motion. Motion carried unanimously:

Vice-Chair Wright, Aye  
Trustee Monson, Aye

After review, Trustee Monson moved to ratify July 05, 2023, payable in the amount of \$316,873.63. Vice-Chair Wright seconded the motion. Motion carried unanimously:

Vice-Chair Wright, Aye  
Trustee Monson, Aye

After review, Trustee Monson made a motion to approve July 19, 2023, payable in the amount of \$164,653.16. Vice-Chair Wright seconded the motion. Motion carried unanimously:

Vice-Chair Wright, Aye  
Trustee Monson, Aye

Vice-Chair Wright thanked everyone for their time and adjourned the meeting.

Next Regular Board Meeting Scheduled for August 23, 2023, at 7:00 PM

ADJOURN

The Regular Meeting was adjourned at 7:34 PM

Date: 8.23.2023

  
\_\_\_\_\_  
David Howick – Chair

Date: \_\_\_\_\_

\_\_\_\_\_  
Wade Wright – Vice Chair

Date: 23 August 2023

  
\_\_\_\_\_  
Jeff Monson – Trustee

MINUTES FOR THE REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE OQUIRRH RECREATION AND PARKS DISTRICT  
WEDNESDAY JUNE 21, 2023  
ELEMENT EVENT CENTER – NORTH BALLROOM  
5658 S COUGAR LANE (4800 WEST),  
KEARNS, UTAH 84118

Present:

David Howick – Chair  
Wade Wright – Vice Chair

Staff Present:

Kevin Schmidt – Executive Director  
Michael Malmgren – Financial Controller  
Chris Johnson – Accountant/HR Specialist  
Brad Peercy – Aquatics Manager  
Kurt Warren – Facilities Manager  
Jacque Wardle – Recreation Manager  
Sam Page – Operations Manager  
Steve Cook – Marketing Manager

Others Present:

Jeff and Sandy Perry – Patrons

Excused:

Jeff Monson – Trustee  
Joshua Lawrence – HR Manager – Excused

CALL TO ORDER

Chair Howick called the Regular Board Meeting to order at 7:05 p.m. Chair Howick made a few comments to those present.

Pledge of Allegiance

Citizens Comment

Chair Howick solicited public comments, there was no public in attendance.

MANAGER REPORTS & EXECUTIVE DIRECTOR REPORT

OPERATIONS

Ms. Page discussed the memberships, incidents, and accidents, along with security reports.



## AQUATICS

Mr. Peercy reported on the attendance for May, a slow Memorial Day, very good attendance overall. Mr. Peercy explained that summer is just beginning, he is hoping the summer is off to a good start. Mr. Howick asked about an expansion of the South Jordan Recreation Center pool and if this would affect our facility. Mr. Peercy stated he has not heard from anyone about using the facility.

## MARKETING

Mr. Cook reported on concessions. The first Friday night flicks went very well. Mr. Cook discussed the new fire water and ice shirts, group sales is very busy. The Board thanked Mr. Cook.

## HUMAN RESOURCES

Mr. Lawrence was excused, Mr. Schmidt asked if the Board had any questions. He explained some changes, new ID badges, and various other items in the HR department.

## FACILITIES

Mr. Warren reported on all the projects that are being done. Mr. Warren asked the Board if they had any questions about his report. Mr. Warren discussed the progress of the showers in the locker rooms. The Board asked Mr. Warren if the new full-time position has been filled. Mr. Warren stated someone has been hired, he is working part-time for now and he will become full-time in a few weeks.

## RECREATION

Ms. Wardle asked the Board if they had any questions. She discussed the free lunch program in the park. She also discussed the window paintings in childcare and discussed various items and programs in the Recreation Department.

## EXECUTIVE DIRECTOR REPORT

Mr. Schmidt reported on the TRCC application. Mr. Schmidt thanked Norda Barrows, Brad Peercy, and Mike Malmgren for their help with the writing for the funding. Chair Howick talked about additional funding for the facility and would get the information to Mr. Schmidt. Mr. Schmidt updated and discussed the comp pool. He discussed the air support structure from Arizon. He discussed the designs from DOT, (Designs of Tomorrow), for the front counter remodel. He discussed the options the company has given and is trying to stay within the budget that was presented. Chair Howick discussed the concept of the front counter and when the original one was designed. They discussed the various ways to control patrons who enter. Mr. Schmidt reported we had one candidate, Mr. Jeff Monson, for the open Board position. Mr. Schmidt discussed various other agenda items in the Director's Report.

Consideration and Recommendation to Approve Expenditures over \$60,000

There were no expenditures to approve.

Proclamation 2023-03 July Parks and Recreation Month

After a brief discussion, Vice-Chair Wright moved to designate July 2023 as Parks and Recreation Month as presented. Chair Howick seconded the motion. Motion carried unanimously:

Chair Howick, Aye  
Vice Chair Wright, Aye

Consideration and Recommendation to Approve The 2022 Audit

After a brief discussion, Chair Howick reported that they have received the 2022 Audit from the Independent Auditors. Chair Howick stated once the audit has been completed the facility will file the Audit with the Utah State Auditor.

Approval and Adoption of 2023 Certify Tax Rate – Resolution 2023-03

Vice-Chair Wright moved to approve the 2023 Certified Tax Rate Resolution #2023-3 determining and fixing the property tax rate in the amount of .000954 as presented. Chair Howick seconded the motion. Before the motion was carried there was a very lengthy and heated discussion, Chair Howick voiced his opinion on the Certified Tax Rate and has made it clear that he did not vote to approve the tax increase amount that was approved by the Board November of 2022.

Motion carried unanimously:

Chair Howick, Aye  
Vice Chair Wright, Aye

APPROVAL OF MINUTES

After a brief discussion, Vice-Chair Wright moved to approve the minutes for the previously held meetings:

May 17, 2023 – Working Meeting  
May 17, 2023 – Regular Board Meeting  
May 30, 2023 – Special Board Meeting

Chair Howick seconded the motion. Motion carried unanimously:

Chair Howick, Aye

Vice Chair Wright, Aye

### APPROVAL OF PAYABLES & FINANCIALS

After review, Vice-Chair Wright motioned to ratify the June 7, 2023, payables in the amount of \$107,851.65. Chair Howick seconded the motion. Motion carried unanimously:

Chair Howick, Aye  
Vice Chair Wright, Aye

After review, Vice-Chair Wright made a motion to approve June 21, 2023, payable in the amount of \$165,052.22. Chair Howick seconded the motion. Motion carried unanimously:

Chair Howick, Aye  
Vice Chair Wright, Aye

*After the Board meeting, staff double checked the sum of the financials, and the total should have been \$162,052.22. The corrected payables will be approved in the next Board meeting.*

After review, Vice-Chair Wright moved to approve the December 2022 financials presented with the external audit completion. Chair Howick seconded the motion. Motion carried unanimously:

Chair Howick, Aye  
Vice Chair Wright, Aye

Mr. Malmgren reported on the May financials. After review, Vice-Chair Wright moved to approve the May 2023 financials as presented. Chair Howick seconded the motion. Motion carried unanimously:

Chair Howick, Aye  
Vice Chair Wright, Aye

Chair Howick moved and Vice-Chair Wright seconded the motion to ratify changes to the District financial statements from Dec 2022 to May 2023 resulting from the independent auditor adjustments made as part of routine work on the 2022 audit and recent accounting rule changes. These adjusted financial statements do not need to be presented to the Board again as the changes are not material.

Vice Chair Wright seconded the motion. Motion carried unanimously:

Chair Howick, Aye  
Vice Chair Wright, Aye

Chair Howick moved to go into closed meeting at 9:07 PM to discuss the character, competence or physical or mental health of an individual. Vice-Chair Wright seconded the motion. Motion carried unanimously:

Chair Howick, Aye  
Vice Chair Wright, Aye

Vice-Chair Wright moved to come out of the closed meeting at 9:58 PM. Chair Howick seconded the motion. Motion carried unanimously:

Chair Howick, Aye  
Vice Chair Wright, Aye

Next Regular Board Meeting Scheduled for July 21, 2023, at 7:00 PM

ADJOURN

The Regular Meeting was adjourned at 9:59 PM

Date: \_\_\_\_\_  
\_\_\_\_\_ David Howick – Chair

Date: \_\_\_\_\_  
\_\_\_\_\_ Wade Wright – Vice Chair

Date: \_\_\_\_\_  
\_\_\_\_\_ Jeff Monson – Trustee

MINUTES FOR THE WORKING MEETING OF THE BOARD OF TRUSTEES  
OF THE OQUIRRH RECREATION AND PARKS DISTRICT  
WEDNESDAY JUNE 21, 2023  
ELEMENT EVENT CENTER - EAST CONFERENCE ROOM  
5658 S COUGAR LANE (4800 WEST),  
KEARNS, UTAH

Present:

David Howick – Chair  
Wade Wright – Vice Chair

Staff Present:

Kevin Schmidt – Executive Director  
Michael Malmgren – Controller

Others Present:

Rob Wood – HBME Auditor  
Todd Sullivan – HBME Auditor

Excused:

Jeff Monson – Trustee

CALL TO ORDER

Mr. Howick called the meeting to order at 6:06 PM. Mr. Howick stated Chair Monson was excused, he then turned the time over to Mr. Schmidt for general discussions.

General Discussion

PRESENTATION OF THE 2022 AUDIT

Chair Howick turned the time over to Mr. Rob Wood and Mr. Todd Sullivan, from HBME, our external auditors, to present the 2022 audit report. Mr. Wood expressed his appreciation for the work the District staff has done throughout the year to make the audit process go smoothly. Mr. Wood and Mr. Sullivan stated that the audit had gone very well and that his firm was issuing a clean unmodified opinion. He continued to discuss and answer several questions from the Board. He discussed the liabilities, expenses, and assets. He reported and presented a draft format, the board has a week to review and provide any comments. He highlighted the financial changes and included the expenses and revenues and financial data including the depreciation. Mr. Wood asked the Board if they had any questions. Mr. Wood continued to report on several sections of the report and continued to go through the overall audit. The Board thanked the auditors for their work.

Mr. Malmgren is going to finish the MDNA and have Mr. Wood review and return the documents to Mr. Malmgren to finalize and file the audit with the State Auditor.

Chair Howick discussed the Certified Tax Rate. Mr. Schmidt explained and answered Chair Howick concerns and questions.

Mr. Howick declared the working meeting to be adjourned at 7:00 pm.

Date: \_\_\_\_\_

\_\_\_\_\_  
David Howick – Chair

Date: \_\_\_\_\_

\_\_\_\_\_  
Wade Wright – Vice-Chair

Date: \_\_\_\_\_

\_\_\_\_\_  
Jeff Monson – Trustee

MINUTES FOR THE WORKING MEETING OF THE BOARD OF TRUSTEES  
OF THE OQUIRRH RECREATION AND PARKS DISTRICT  
WEDNESDAY, MAY 17, 2023  
ELEMENT EVENT CENTER- NORTH BALLROOM  
5658 S COUGAR LANE (4800 WEST),  
KEARNS, UTAH

Present:

David Howick – Chair  
Wade Wright – Vice Chair  
Jeff Monson – Trustee

Staff Present:

Kevin Schmidt – Executive Director  
Michael Malmgren – Financial Controller - Excused  
Chris Johnson – Accountant/HR  
Joshua Lawrence – HR Manager  
Brad Peercy – Aquatics Manager

Others Present:

Tyler Ferrara – Play Space Designs  
Morgan Selph – Play Space Designs

CALL TO ORDER

Chair Howick called the meeting to order at 4:34 p.m. Chair Howick welcomed all present and then turned the time over to Mr. Schmidt who introduced Mr. Selph from Play Space Design.

General Discussion

Presentation and Discussion on Outdoor Rec Pool Play Structure & Replastering (Play Space Design)

Mr. Morgan Selph from Play Space Design presented a slide show on a new play structure for the outdoor recreation pool. He explained the design and the options the District chose. The Board asked several questions concerning the design, cost, the time needed for installation, and the possibility of replastering the rec pool. Chair Howick asked Mr. Peercy and Mr. Warren what their thoughts were on the overall design. The Board asked several questions concerning the overall design and maintenance. The Board and Mr. Schmidt thanked Mr. Selph and Mr. Ferrara for taking the time to present the design for the outdoor recreation pool.

Presentation and Discussion on Air Support Outdoor Structure (Arizon)

Mr. Bryan Richter from Arizon presented several slides for the air supported structure. He discussed the structure design and what is necessary for it to be accessible for all patrons. Vice-Chair Wright asked questions regarding the structure. Mr. Richter provided explanations. They discussed the grade on the southwest corner which currently has grass. The current decision is to

remove the grass area and pour cement. They discussed the setup and takedown time for the structure. The Board asked several questions concerning the structural base and making sure it meets county codes for installation. They also asked about the cost and the timing for the overall project. The Board and Mr. Schmidt thanked Mr. Richter for taking the time to answer questions concerning the air supported structure.

Presentation and Discussion on Options for Comp/Teaching Pool (Edifice Architect)

Mr. Jenkins from Edifice Architect presented a PowerPoint on the Comp/Teaching pool demolition/repair project. The Board and those present discussed the design, options, and cost. They discussed several options on when a decision should be made. The Board, Staff, Mr. Jenkins, and Mr. Mickelson are discussing the timeline and options. The Board asked several questions and asked for recommendations.

AQUATICS – (Out-of-Order)


Mr. Peercy presented his board report in the working meeting. He discussed the general attendance for April, which is up from last year. Mr. Peercy stated that group and private lesson participants were 1481 students in 2023, which is up from the 595 participants in 2022. He discussed Water Aerobics, Water Polo, and other programs in the aquatics department. He stated the aquatics department is almost ready for summer. He reported that all needed lifeguard positions have been hired, and they are still hiring swim instructors.

Further discussion ensued regarding the budget. Chair Howick stated that we may have to open the budget to adjust some of the amounts in various departments.


Vice-Chair Wright discussed Policy 1.32 Dress Code Policy. The Board addressed the policy and the changes that were made. The Board continued to discuss changes and made several adjustments to the policy. Chair Howick thanked the Policy Committee for all the work it has done on the Dress Code Policy.

Chair Howick declared the working meeting to be adjourned at 7:07 pm.

Date: 6-21-23

  
David Howick – Chair

Date: 6-21-23

  
Wade Wright – Vice-Chair

Date: \_\_\_\_\_

\_\_\_\_\_  
Jeff Monson – Trustee



MINUTES FOR THE REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE OQUIRRH RECREATION AND PARKS DISTRICT  
WEDNESDAY MAY 17, 2023  
ELEMENT EVENT CENTER – NORTH BALLROOM  
5658 S COUGAR LANE (4800 WEST),  
KEARNS, UTAH 84118

Present:

David Howick – Chair  
Wade Wright – Vice Chair  
Jeff Monson – Trustee

Staff Present:

Kevin Schmidt – Executive Director  
Michael Malmgren – Financial Controller - Excused  
Chris Johnson – Accountant/HR Specialist  
Joshua Lawrence – HR Manager  
Brad Percy – Aquatics Manager - Excused  
Kurt Warren – Facilities Manager  
Jacque Wardle – Recreation Manager  
Sam Page – Operations Manager - Excused  
Steve Cook – Marketing Manager - Excused

Others Present:

CALL TO ORDER

Chair Howick called the Regular Board Meeting to order at 7:14 p.m. Chair Howick made a few comments to those present.

Pledge of Allegiance

Citizens Comment

Chair Howick solicited public comments, there was no public in attendance.

MANAGER REPORTS & EXECUTIVE DIRECTOR REPORT

AQUATICS – (Out of Order)

Mr. Percy was excused from the regular meeting and gave his report in the working meeting.

## RECREATION

Ms. Wardle asked the Board if they had any questions. She discussed childcare due to the low attendance that we currently have. She also discussed various items and programs in the Recreation Department.

## OPERATIONS

Ms. Page was excused. Mr. Schmidt discussed an incident and explained how it was handled. Chair Howick asked Mr. Schmidt about memberships. Mr. Schmidt discussed and explained the changes.

## MARKETING

Mr. Cook was excused. Vice-Chair Wright reported on some of the activities in the marketing department.

## HUMAN RESOURCES

Mr. Lawrence explained some changes: new ID badges, and various other items in the HR department.

## FACILITIES

Mr. Schmidt gave a shout out to Mr. Warren for doing a great job with all the projects that are being done. Mr. Warren asked the Board if they had any questions about his Report. Mr. Warren discussed the progress of the showers in the locker rooms. The Board and staff discussed the position for a new full-time position to help facilities and assist Mr. Warren.

Chair Howick asked that we take a brief three-minute break.

## EXECUTIVE DIRECTOR REPORT

Mr. Schmidt asked if they had any questions. The Board thanked Mr. Schmidt for all his hard work and for setting up the presentations in the working meeting. The Board discussed the cost of repairing the fascia on the north and west walls and the demolition of the comp pool building. They discussed the bids that were received and the presentation in the working meeting.

Mr. Schmidt discussed the front counter remodel. He discussed the options the company gave him and is trying to stay within the budget that was presented. Chair Howick discussed the concept of the front counter and when the original one was designed. They discussed the various ways to control patrons who enter. Mr. Schmidt discussed various other agenda items on the Director's Report.

## Consideration of Committees Reports

Chair Howick asked that we discuss this at a later date.

Consideration and Recommendation to Approve Policy - 3.19 Surplus and Salvage

After a brief discussion, Trustee Monson moved to approve Policy 3.19 Surplus and Salvage Policy as presented. Vice Chair Wright seconded the motion. Motion carried unanimously:

Chair Howick, Aye  
Vice Chair Wright, Aye  
Trustee Monson, Aye

Consideration and Recommendation to Approve Policy - 1.32 Appearance and Dress Code

After a brief discussion Vice-Chair Wright moved to approve Policy - 1.32 Appearance and Dress Code as presented in the working. Trustee Monson seconded the motion. Motion carried unanimously:

Chair Howick, Aye  
Vice Chair Wright, Aye  
Trustee Monson, Aye

Consideration and Recommendation to Approve Expenditures over \$60,000

There were no expenditures to approve.

Discussion and Possible Action regarding Outdoor Rec play feature

After a brief discussion, Vice-Chair Wright moved to approve the quote/bid for play feature and insulation presented by Play Space in the working meeting with the not to exceed amount \$359,511.33. Trustee Monson seconded the motion. Motion carried unanimously:

Chair Howick, Aye  
Vice Chair Wright, Aye  
Trustee Monson, Aye

Discussion and Possible Action regarding Air Supported Structure

Will discuss at a later meeting.

Discussion and Possible Action regarding Comp/Teaching Pool

After a brief discussion, Chair Howick stated he would like Mr. Schmidt to work with Mr. Jenkins and Mr. Mickelson on all possible options presented and get back to the Board with the information.

## APPROVAL OF MINUTES

After a brief discussion, Trustee Monson moved to approve the minutes for the previously held meetings:

April 19, 2023 – Working Meeting  
April 19, 2023 – Regular Board Meeting

Vice Chair Wright seconded the motion. Motion carried unanimously:

Chair Howick, Aye  
Vice Chair Wright, Aye  
Trustee Monson, Aye

## APPROVAL OF PAYABLES & FINANCIALS

After review, Vice Chair Wright motioned to ratify the May 3, 2023, payables in the amount of \$134,489.92. Trustee Monson seconded the motion. Motion carried unanimously:

Chair Howick, Aye  
Vice Chair Wright, Aye  
Trustee Monson, Aye

After review, Trustee Monson made a motion to approve May 17, 2023, payable in the amount of \$139,001.56. Vice-Chair Wright seconded the motion. Motion carried unanimously:

Chair Howick, Aye  
Vice Chair Wright, Aye  
Trustee Monson, Aye

Mr. Schmidt reported the auditors would be in next week to start the 2022 audit.

Mr. Schmidt reported on the April financials. After review, Trustee Monson moved to approve the April 2023 financials except for the starting balances, pending the external audit completion. Vice Chair Wright seconded the motion. Motion carried unanimously:

Chair Howick, Aye  
Vice Chair Wright, Aye  
Trustee Monson, Aye

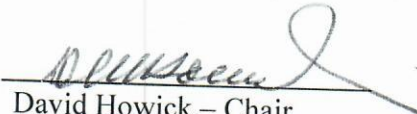
Chair Howick stated that the next special meeting to be on May 30, 2023, to discuss the bonding process and options, Mr. Schmidt stated he has set the meeting with David Robertson, Lewis Young and Robertson & Burningham, Inc.

Next Regular Board Meeting Scheduled for June 21, 2023, at 7:00 PM

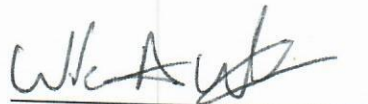
ADJOURN

The Regular Meeting was adjourned at 8:33 PM

Date: 6-21-23

  
David Howick – Chair

Date: 6-21-23

  
Wade Wright – Vice Chair

Date: \_\_\_\_\_

\_\_\_\_\_  
Jeff Monson – Trustee

MINUTES FOR THE REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE OQUIRRH RECREATION AND PARKS DISTRICT  
WEDNESDAY APRIL 19, 2023  
ELEMENT EVENT CENTER – NORTH BALLROOM  
5658 S COUGAR LANE (4800 WEST),  
KEARNS, UTAH 84118

Present:

David Howick – Chair  
Wade Wright – Vice Chair  
Jeff Monson – Trustee

Staff Present:

Kevin Schmidt – Executive Director  
Michael Malmgren – Financial Controller  
Chris Johnson – Accountant/HR Specialist  
Joshua Lawrence – HR Manager  
Brad Peercy – Aquatics Manager  
Kurt Warren – Facilities Manager  
Jacque Wardle – Recreation Manager  
Sam Page – Operations Manager  
Steve Cook – Marketing Manager

Others Present:

Jeff & Sandy Perry – Community  
LeAnn Powell – Executive Director of URPA (Utah Recreation Parks Association)

CALL TO ORDER

Chair Howick called the Regular Board Meeting to order at 7:03 p.m.

Pledge of Allegiance

Citizens Comment

Mr. Perry discussed the cost recovery program that was started back in 2021, he would like to see this item discussed in future meetings and asked that it be put on the agenda.

Ms. Powell from URPA explained the purpose of URPA and the process on how they disperse the awards and scholarships. She is here tonight to present an award and scholarship to Mr. Kevin Schmidt in Professionalism. Ms. Powell would also like to thank the Board and staff of the district for all the support and all they do for the community.

MANAGER REPORTS & EXECUTIVE DIRECTOR REPORT

## FACILITIES

Mr. Warren asked the Board if they had any questions about his Report. Mr. Warren stated he would like approval of the estimated invoice for Advance Paving and Construction for repair of the main parking lot.

### Consideration and Recommendation to Approve Expenditures over \$50,000.00

Mr. Schmidt and Mr. Warren discussed the estimate for the parking lot in the amount of \$69,524.00. Trustee Wright moved to approve Advanced Paving and Construction for crack, seal and repair of the main parking lot as presented. Trustee Monson seconded the motion. Motion carried unanimously:

Chair Howick, Aye  
Vice Chair Wright, Aye  
Trustee Monson, Aye

Vice Chair Wright asked several questions concerning the trip he and Mr. Schmidt took to American Fork to look at the "bubble" cover (air-supported structure). Mr. Warren discussed the design and the set up and take down of the structure.

## RECREATION

Ms. Wardle asked the Board if they had any questions. She discussed various items and programs in the Recreation Department.

## OPERATIONS

Ms. Page asked if anyone had any questions on the security report. Ms. Page discussed several items in the security/operations reports.

## AQUATICS

Mr. Peercy discussed the general attendance for March. Mr. Peercy discussed the oranges fundraiser for Water Polo. He discussed the process and stated we made a profit. Chair Howick suggested Mr. Peercy look into creating a diving program here at the facility.

## MARKETING

Mr. Cook reported on advertising like Facebook and other platforms. He discussed various items for the upcoming summer Brochure. Mr. Cook stated that the new summer membership for families will be a main component of the brochure. Mr. Cook discussed the Wi-Fi mesh equipment throughout the facility that he is working with Mr. Cusick on. It will be an exciting improvement to the facility at no cost.

## HUMAN RESOURCES

Mr. Lawrence discussed the SHRM conference he and Ms. Johnson will be attending in Las Vegas in June. Mr. Lawrence also discussed a new training program software called Doodly.

### Legislative Updates

Chair Howick discussed the new legislative update. There was discussion on how some updates may pertain to the District.

## EXECUTIVE DIRECTOR REPORT

Mr. Schmidt discussed the teaching pool, the cost to repair the facia on the north and west walls, and/or the demolition of the building. He discussed the bids that he has already received. Mr. Schmidt explained that the bids received were higher than expected. He has not received the bid for the demolition of the building.

Mr. Schmidt discussed the gas utilities bill; he mentioned that rates are skyrocketing and let the board know the contract we signed has saved several hundred thousand for the facility. Mr. Schmidt discussed the new outdoor play feature will be delayed until after the summer season.

Mr. Howick discussed the concern for staff burn out with all the projects we are trying to accomplish. Vice Chair Wright discussed the teaching pool and the decisions on whether to keep it open or close the building. He discussed the options that are currently being proposed: the completion of the facia, the west wall, the repairs and maintenance and the cost to keep the pool open. The Board and staff present discussed all the options and costs. It was also discussed that as long as the teaching pool is open, people will struggle to understand the need for bonding. If it is closed, it will give a better reason for the need for a bond. Vice Chair Wright also brought up the possibility of needing rebranding when it comes to bonding. In his opinion, it would need to happen before bonding.

Mr. Schmidt reported that the outdoor recreation pool play structure will be delayed until September because the resurfacing of the pool cannot be done before summer due to supply chain issues.

The Board and staff discussed the capital list and a new full-time position to help Mr. Warren.

### Update and Discussion on the Air-Supported Structure

There was no discussion at this time.

### Consideration of Board Committees Appointments

After a Brief Discussion, Chair Howick moved to approve the Board Committee Appointments as presented. Vice Chair Wright seconded the motion. Motion carried unanimously:



Chair Howick, Aye  
Vice Chair Wright, Aye  
Trustee Monson, Aye

Consideration and Recommendation to Approve Resolution 2023-02 Amendment of Procurement Policies

After a brief discussion Trustee Monson moved to approve Resolution 2023-02 Amendment of Procurement Policies as presented. Vice Chair Wright seconded the motion. Motion carried unanimously:

Chair Howick, Aye  
Vice Chair Wright, Aye  
Trustee Monson, Aye

Consideration and Recommendation to Approve the Interlocal cooperation agreement with Salt Lake County for Local District Election

After a brief discussion Trustee Monson moved to approve the Interlocal cooperation agreement with Salt Lake County for the Local District Election as presented. Vice Chair Wright seconded the motion. Motion carried unanimously:

Chair Howick, Aye  
Vice Chair Wright, Aye  
Trustee Monson, Aye

APPROVAL OF MINUTES

After a brief discussion, Trustee Monson moved to approve the minutes for the previously held meetings:

February 15, 2023 – Working Meeting  
February 15, 2023 – Regular Board Meeting

Vice Chair Wright seconded the motion. Motion carried unanimously:

Chair Howick, Aye  
Vice Chair Wright, Aye  
Trustee Monson, Aye

APPROVAL OF PAYABLES & FINANCIALS

After review, Vice Chair Wright motioned to ratify the March 1, 2023, payables in the amount of \$144,649.83. Trustee Monson seconded the motion. Motion carried unanimously:

Chair Howick, Aye

Vice Chair Wright, Aye  
Trustee Monson, Aye

After review, Vice Chair Wright made a motion to ratify the March 22, 2023, payables in the amount of \$203,864.50. Trustee Monson seconded the motion. Motion carried unanimously:

Chair Howick, Aye  
Vice Chair Wright, Aye  
Trustee Monson, Aye

After review, Vice Chair Wright made a motion to ratify the April 5, 2023, payables in the amount of \$90,975.75. Trustee Monson seconded the motion. Motion carried unanimously:

Chair Howick, Aye  
Vice Chair Wright, Aye  
Trustee Monson, Aye

After review, Trustee Monson made a motion to approve April 19, 2023, payables in the amount of \$108,678.44. Vice Chair Wright seconded the motion. Motion carried unanimously:

Chair Howick, Aye  
Vice Chair Wright, Aye  
Trustee Monson, Aye

Chair Howick discussed the audit and the creation of the Internal Audit Committee with Trustee Monson being the Chair. The Board discussed the new step-in-grade process. The lifeguards are working more shifts to earn more hours to receive the increase in the step-in-grade process.

Mr. Malmgren reported on the February & March financials. After review, Trustee Monson moved to approve the January 2023 financials except for the starting balances, pending the external audit completion. Vice Chair Wright seconded the motion. Motion carried unanimously:

Chair Howick, Aye  
Vice Chair Wright, Aye  
Trustee Monson, Aye

Several questions were brought up about the audit. Mr. Malmgren discussed his meeting with the independent external auditor along with his discussion and to plan for him beginning sometime in May.

Next Regular Board Meeting Scheduled for May 17, 2023, at 7:00 PM

ADJOURN

The Regular Meeting was adjourned at 9:15 PM

Date: \_\_\_\_\_

\_\_\_\_\_  
David Howick – Chair

Date: \_\_\_\_\_

\_\_\_\_\_  
Wade Wright – Vice Chair

Date: \_\_\_\_\_

\_\_\_\_\_  
Jeff Monson – Trustee

MINUTES FOR THE WORKING MEETING OF THE BOARD OF TRUSTEES  
OF THE OQUIRRH RECREATION AND PARKS DISTRICT  
WEDNESDAY, APRIL 19, 2023  
ELEMENT EVENT CENTER- NORTH BALLROOM  
5658 S COUGAR LANE (4800 WEST),  
KEARNS, UTAH

Present:

David Howick – Chair  
Wade Wright – Vice Chair  
Jeff Monson – Trustee

Staff Present:

Kevin Schmidt – Executive Director  
Michael Malmgren – Financial Controller  
Chris Johnson – Accountant/HR  
Joshua Lawrence – HR Manager

Others Present:

CALL TO ORDER

Chair Howick called the meeting to order at 6:01 p.m. Chair Howick turned the time over to Mr. Schmidt for general discussions.

General Discussion

Discussion of Agenda Items

Chair Howick reviewed his notes on the 2023 goal ideas for the Board. Chair Howick noted that the March Board Meeting was Canceled. Chair Howick began reviewing the goals, he has listed several questions concerning the facility. Chair Howick suggested that we have a second Board Meeting in May to discuss the possibility of bonding. He asked staff to set up a meeting with someone who can educate the Board and staff on the bonding process. He also would like to do Mr. Schmidt's review during that special meeting.

The other Board members stated they would like information on bonding. Mr. Schmidt asked for suggestions on dates and will review those dates before setting up the meeting in May. He stated he would let the Board know which date would be best for those they would like in attendance.

The Board discussed Board goals, the committees, and how to move forward with them, along with other agenda items.

Mr. Howick discussed payroll approval and Mr. Schmidt noted that they would find a solution to ensure we are in compliance. Mr. Howick also asked about the Risk Conference and any

takeaways. Mr. Schmidt and Mr. Lawrence both shared a few items, and the topic of Cyber Security was one that was discussed. It was recommended that IT Cyber Security training be provided for staff.

Chair Howick declared the working meeting to be adjourned at 6:59 pm.

Date: \_\_\_\_\_  
\_\_\_\_\_ David Howick – Chair

Date: \_\_\_\_\_  
\_\_\_\_\_ Wade Wright – Trustee

Date: \_\_\_\_\_  
\_\_\_\_\_ Jeff Monson – Trustee

MINUTES FOR THE WORKING MEETING OF THE BOARD OF TRUSTEES  
OF THE OQUIRRH RECREATION AND PARKS DISTRICT  
WEDNESDAY, FEBRUARY 15, 2023  
ELEMENT EVENT CENTER- EAST CONFERENCE ROOM  
5658 S COUGAR LANE (4800 WEST),  
KEARNS, UTAH

Present:

David Howick – Chair  
Wade Wright – Vice-Chair  
Jeff Monson – Trustee

Staff Present:

Kevin Schmidt – Executive Director  
Michael Malmgren – Financial Controller  
Chris Johnson – Accountant/HR  
Joshua Lawrence – HR Manager

Others Present:

CALL TO ORDER

Chair Howick called the meeting to order at 6:17 p.m. Chair Howick turned the time over to Mr. Schmidt for general discussions.

General Discussion

Discussion of Agenda Items

Chair Howick reviewed his notes and asked several questions. The board discussed the upcoming Trustee election for 2024. Mr. Schmidt stated he met with the County Election Clerk and discussed the upcoming election. He reported on the contract and let the Board know that the expense would be higher than what was budgeted, he also let them know he is waiting for the revised contract with the new amount.

The Board discussed Board goals and gave several ideas the Board should set as goals. The Board discussed the direction of the teaching pool repair. They also ask what the processes were to obtain a bond for raising funds, when the facility should move forward and the preparation and timing of bonding.

Mr. Schmidt's also provided his recommendations for goals.

Mr. Schmidt discussed the current software and the continuing issues the facility is dealing with. He informed the Board that staff have had some aggressive discussions concerning the software. The Board and staff discussed what the next step would be with PerfectMind. Chair Howick informed Mr. Schmidt that whatever the outcome the Board will back up the decisions that are

made.

The Board continued to discuss the facility goals and asked Mr. Schmidt to put together a document containing the goals for the facility to be discussed at future Board meetings.

Chair Howick discussed the minutes of the board meetings, and the changes that are being made. Chair Howick stated that audio recordings should be posted on the public website within three days after a board meeting. Any minutes that have not been approved should be noted as a draft if posting on the website. He also discussed closed meetings and how the recordings would be handled. He discussed the Board meeting packets and Mr. Schmidt said that they be released sooner so the Board may have the time to review and make changes.

Chair Howick declared the working meeting to be adjourned at 6:58 pm.

Date: \_\_\_\_\_

\_\_\_\_\_  
David Howick – Chair

Date: \_\_\_\_\_

\_\_\_\_\_  
Wade Wright – Trustee

Date: \_\_\_\_\_

\_\_\_\_\_  
Jeff Monson – Trustee

MINUTES FOR THE REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE OQUIRRH RECREATION AND PARKS DISTRICT  
WEDNESDAY FEBRUARY 15, 2023  
ELEMENT EVENT CENTER – EAST BALLROOM  
5658 S COUGAR LANE (4800 WEST),  
KEARNS, UTAH 84118

Present:

David Howick – Chair  
Wade Wright – Vice Chair  
Jeff Monson – Trustee

Staff Present:

Kevin Schmidt – Executive Director  
Michael Malmgren – Financial Controller  
Chris Johnson – Accountant/HR Specialist  
Joshua Lawrence – HR Manager  
Brad Peercy – Aquatics Manager  
Kurt Warren – Facilities Manager  
Jacque Wardle – Recreation Manager  
Sam Page – Operations Manager  
Steve Cook – Marketing Manager

Others Present:

CALL TO ORDER

Chair Howick called the Regular Board Meeting to order at 7:01 p.m.

Citizens Comment

There was no public comment.

MANAGER REPORTS & EXECUTIVE DIRECTOR REPORT

HUMAN RESOURCES

Mr. Lawrence discussed the number of new hires for February, the turnover rate, and the average daily count of employees for the facility. Mr. Lawrence reported that he has created a SharePoint website for managers and supervisors for basic information on each employee and is currently working on the new hire and orientations, and policies.

FACILITIES



Mr. Warren asked the Board if they had any questions. He gave an overview of maintenance items and discussed the generator backup if the power were to go out. Mr. Warren let the Board know this back-up is from the original facility that was built in 1998 and let the Board that all areas have either generator, battery backup or emergency lights. He discussed the pool water interlocking systems, required by the Board of Health, throughout the facility and let the board know the facility is up to code except for the Decorative fountain by the outdoor pools at this time.

Mr. Schmidt discussed the RFSQ for the comp\teaching pool fascia and other work, and stated they were due today. They did have a couple of groups come do a walk through and had one group turn in a request. The Board, Mr. Warren and Mr. Schmidt discussed the options and a subsequent timeline. The next step and timeline and setting up meetings to get amounts on what the cost is going to be.

### RECREATION

Ms. Wardle asked the Board if they had any questions. She discussed various items and programs in the Recreation Department.

### OPERATIONS

Ms. Page asked if anyone had any questions on the security report. January was a quiet month as there was one security incident and only a few incidents/accidents. She discussed the issues with the PerfectMind software and the numerous tickets generated, she let the Board know she is going to continue opening tickets until PerfectMind fixes the issues. There were no questions for Ms. Page.

### AQUATICS

Mr. Percy discussed the General attendance for January. He reported it was up from the previous two years. He discussed the college tournament we will be hosting in the next couple of weeks. Mr. Percy discussed other upcoming events and programs. Trustee Wright ask Mr. Percy about the State High School Championships. Mr. Percy indicated they were held at BYU this year.

### MARKETING

Mr. Cook reported he and Ms. Adams went to an ACECo meeting ( Association of Civic Events Coordinators). They had entertainment for recreation auditions at the showcase. This will be a valuable resource in the future for helping book entertainment for the Fire, Water, and Ice Festival. Trustee Monson thanked Mr. Cook for reaching out to Paula Larsen of the Community Council for coordinating and planning with the Fire, Water, and Ice Festival.

### EXECUTIVE DIRECTOR REPORT

Mr. Schmidt discussed some of the upcoming capital projects, RFSQ for the Comp\teaching pool, he stated we discussed most of this in the working meeting. He discussed various other items in the Directors report. He also let the Board know that URPA is in March 13<sup>th</sup> – 15<sup>th</sup> and which employees and Managers would be attending.

#### Bubble Update and Discussion

There was no discussion at this time.

#### Discussion and Possible Approval of Adjusting amounts for Procurement Policies 3.17 & 3.18

Mr. Schmidt and the Board discussed the above policies, the Board made some changes and amended the policies which were presented. There was a lengthy discussion on the proposed executive director's approval amount that was presented. After further discussion Vice-Chair Wright moved to approve the changes to Policy 3.17.2.1.1. Trustee Monson seconded the motion. Motion carried unanimously:

Chair Howick, Aye  
Vice-Chair Wright, Aye  
Trustee Monson, Aye

The policy now reads as follows:

**3.17.2.1.1. Cost Bidding.** Except as otherwise provided in this Policy, for purchases up to \$3,000.00, the District may select the best source without seeking competitive bids. For purchases over \$3,000.00 and up to \$7,000.00, the District shall obtain at least three competitive bids (phone bids allowed) and shall purchase the item from the vendor offering the best quote (which generally will be based solely on cost but may, when justified, include considerations other than cost such as availability, warranties, and support). Procurement of items costing in excess of \$7,000.00 will be awarded only after a solicitation of competitive bids or proposals. Procurements costing in excess of \$50,000.00 shall be publicized using any or all of the following:

- a. a newspaper of general circulation,
- b. a newspaper of local circulation in the area pertinent to the procurement,
- c. industry media, or
- d. a government publication designed for giving public notice.

Purchases may not be artificially divided to fall under any of the dollar thresholds stated above. Any District employee who intentionally divides a purchase in violation of the immediately preceding sentence shall be subject to discipline by the District including, but not limited to, termination and may also be subject to criminal prosecution.

With the suggested changes discussed. Trustee Monson seconded the motion. Motion carried unanimously:

Chair Howick, Aye  
Vice-Chair Wright, Aye  
Trustee Monson, Aye

Vice-Chair Wright stated Policy 3.18 will be revised and reviewed with additional research to be done Mr. Schmidt and asked him to send a rough draft to the Board for review and approval at a later date.

Discussion and Approval of Resolution 2023-01 Oquirrh Recreation & Parks District Appointed Positions

Trustee Monson moved to approve Resolution 2023-01 Oquirrh Recreation & Parks District Appointed Positions as presented in the agenda packet and included here in Vice-Chair Wright seconded the motion. Motion carried unanimously:

Chair Howick, Aye  
Vice-Chair Wright, Aye  
Trustee Monson, Aye

APPROVAL OF MINUTES

After a brief discussion, Trustee Monson moved to approve the minutes for the previously held meetings:

January 18, 2023 – Public Hearing  
January 18, 2023 – Regular Board Meeting  
January 31, 2023 – Special Board Meeting

Vice-Chair Wright seconded the motion. Motion carried unanimously:

Chair Howick, Aye  
Vice-Chair Wright, Aye  
Trustee Monson, Aye

APPROVAL OF PAYABLES & FINANCIALS

After review, Trustee Monson made a motion to approve February 5, 2023, payables in the amount of \$ 136,817.94. Vice-Chair Wright seconded the motion. Motion carried unanimously:

Chair Howick, Aye  
Vice-Chair Wright, Aye  
Trustee Monson, Aye

After review, Trustee Monson made a motion to approve February 15, 2023, payables in the amount of \$ 82,850.54. Vice-Chair Wright seconded the motion. Motion carried unanimously:

Chair Howick, Aye  
Vice-Chair Wright, Aye  
Trustee Monson, Aye

Mr. Malmgren reported on the draft of the December financials and highlighted several areas within the December 2022 draft financials. He discussed his meeting with the independent external auditor along with his discussion and how the financials are compiled including capitalization and depreciation. He did let the Board know the December financials will not be approved until the 2022 audit is completed.

Mr. Malmgren reported on the January financials. After review, Trustee Monson moved to approve the January 2023 financials except for the starting balances, pending the external audit completion. Vice-Chair Wright seconded the motion. Motion carried unanimously:

Chair Howick, Aye  
Vice-Chair Wright, Aye  
Trustee Monson, Aye

#### Discussion of Integration PTIF Investment Accounts to MACU Investment Accounts

Mr. Malmgren reported to the Board that the investment dollars with Utah Public Treasurers' Investment Fund (PTIF) will be moved to Mountain America Credit Union (MACU) to take advantage of the higher interest rates. The PTIF account will continue to receive the districts tax revenue.

#### Discussion of MACU Visa Credit Card Transaction Integration

Mr. Malmgren reported on the integration of a program from MACU called Visa Clarity and to give Mr. Malmgren access to the accounts for payments on credit cards. Vice-Chair Wright moved to approve the MACU business agent resolution document, and adding Mr. Malmgren as a designated point person. Trustee Monson seconded the motion. Motion carried unanimously:

Chair Howick, Aye  
Vice-Chair Wright, Aye  
Trustee Monson, Aye

Mr. Malmgren informed the Board that over the next month the facility will be moving from QuickBooks desktop to QuickBooks online. The service is less expense than the desktop version.

Chair Howick asked several financials questions, one of his concerns was with Vonage expense, Mr. Schmidt explained that this is the new phones system for the facility. They discussed personal cell phones, credit cards, and the policies related to expenses.

Next Regular Board Meeting Scheduled for March 22, 2023, at 7:00 PM

#### ADJOURN

The Regular Meeting was adjourned at 9:33 PM

Date: \_\_\_\_\_

\_\_\_\_\_  
David Howick – Chair

Date: \_\_\_\_\_

\_\_\_\_\_  
Wade Wright – Vice-chair

Date: \_\_\_\_\_

\_\_\_\_\_  
Jeff Monson – Trustee

MINUTES FOR THE SPECIAL MEETING OF THE BOARD OF TRUSTEES  
OF THE OQUIRRH RECREATION AND PARKS DISTRICT  
TUESDAY, JANUARY 31, 2023  
VIRTUAL MEETING – ANCHOR LOCATION:  
ELEMENT EVENT CENTER- EAST CONFERENCE ROOM  
5658 S COUGAR LANE (4800 WEST),  
KEARNS, UTAH

Present:

David Howick – Chair – Virtual via Teams. Participating remotely, requested for Vice-Chair Wright to conduct.  
Wade Wright – Vice-Chair  
Jeff Monson – Trustee

Staff Present:

Kevin Schmidt – Executive Director  
Joshua Lawrence – HR Manager – Virtual via Teams

CALL TO ORDER

Vice-Chair Wright called the meeting to order at 6:00 PM.

Public Comment

There was no public comment.

Discussion and possible action regarding purchases over \$50,000

Vice-Chair Wright stated the Board has a purchase over \$50,000 that requires Board approval for LED lighting for Outdoor Pools. Trustee Monson moved to approve the invoice for \$57,373.50 for the LED Lighting. Chair Howick seconded the motion.

Motion carried unanimously:

Chair Howick, Aye  
Vice-Chair Wright, Aye  
Trustee Monson, Aye

Discussion and possible action on Policy 1.23

Background: During the 1.18.2023 meeting, it was requested that Policy changes to 1.23 be reviewed by legal counsel and that clarification be provided on the merit vs at-will status of the District. Rachel Anderson with Fabian Vancott reviewed the Policy and sent the following regarding the question of merit and at-will:

“Districts are allowed to adopt at-will policies, which means the employee’s do not have a “property right” to their employment, and you can terminate their employment “at

will.” Of course, even at-will employers are subject to discrimination laws so in truth, you’re never making termination decisions willy nilly.

The only aspect of a district’s personnel administration which must be “merit-based,” so to speak, is that you must hire and promote on the basis of merit, and not resort to political favoritism. This is not what most people think of when they think of merit-based employment. Usually when you think of merit, you think of systems where it is very difficult to fire people, and that require all sorts of hoops to jump through in order to do so. They often have intense grievance procedures as well.

So to reiterate, you are allowed to adopt at-will policies that allow you to terminate at will and that don’t require onerous termination procedures. You must hire and promote people on the basis of merit and not political favoritism.

That said, I think your Step in Grade program is fine, including the proposed changes. It doesn’t guarantee employment and thus it doesn’t overrule your stated at-will language.”

This information was provided to the Board of Trustees prior to the scheduling of this Special Meeting.

Vice-Chair Wright stated the Board needs to approve Policy 1.23 as presented. Chair Howick moved to approve Policy 1.23 the performance plan as presented with the changes completed by Mr. Schmidt and the step in grade rates last distributed by Mr. Lawrence (both included in the Board packet). Trustee Monson seconded the motion.

Motion carried unanimously:

Chair Howick, Aye

Vice-Chair Wright, Aye

Trustee Monson, Aye

Mr. Howick also would like to make sure to include in the Board packet the Step in Grade qualification matrix as prepared by management and HR. Also he would like to note that the following were previously approved in the 2023 budget:

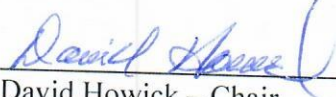
Up to 4% performance increase for key staff based on performance evaluation, 5% COLA and up to 3% TOPP pay. Market adjustments were made for the following positions: Security, KYAT and Water Polo coaches, Maintenance, swim instructors, life guards and the Team and Development Coordinator.

## ADJOURN

Vice-Chair Wright declared the working meeting adjourned at 6:04 PM.

Next Regular Board Meeting is February 15, 2023, at 7:00 PM

Date: 2-15-2023

  
\_\_\_\_\_  
David Howick – Chair

Date: 15 Feb - 2023

  
\_\_\_\_\_  
Wade Wright – Trustee

Date: 15 February 2023

  
\_\_\_\_\_  
Jeff Monson – Trustee



MINUTES FOR THE REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE OQUIRRH RECREATION AND PARKS DISTRICT  
WEDNESDAY JANUARY 18, 2023  
ELEMENT EVENT CENTER – EAST BALLROOM  
5658 S COUGAR LANE (4800 WEST),  
KEARNS, UTAH 84118

Present:

David Howick – Chair  
Wade Wright – Vice Chair  
Jeff Monson – Trustee

Staff Present:

Kevin Schmidt – Executive Director  
Michael Malmgren – Financial Controller  
Chris Johnson – Accountant/HR Specialist  
Joshua Lawrence – HR Manager  
Brad Percy – Aquatics Manager  
Kurt Warren – Facilities Manager  
Jacque Wardle – Recreation Manager  
Sam Page – Operations Manager  
Steve Cook – Marketing Manager

Others Present:

CALL TO ORDER

Chair Howick called the Regular Board Meeting to order at 7:08 p.m. Chair Howick wished all a Happy New Year and thanked all managers for great job this last year.

Citizens Comment

There was no public comment.

MANAGER REPORTS & EXECUTIVE DIRECTOR REPORT

MARKETING

Mr. Cook let the Board know that Jenn in Group Sales is busy and doing a great job. Mr. Cook discussed the Tri-Series and reported to the Board know they have reduced the event from a three series to a two series. Mr. Cook informed the Board that enrollment has declined from previous years. Mr. Cook is working on festival preparations, including fireworks, entertainment, and vendors. The Festival is scheduled for August 5, 2023. Trustee Monson asked that Mr. Cook reach out to Paula Larsen of the Community Council to ask if they would like to have further involvement with the festival.

## HUMAN RESOURCES

Mr. Lawrence discussed the number of new hires for January, the turnover rate, and the average daily count of employees for the facility. Mr. Lawrence reported that they are getting ready for the hiring and recruiting. He discussed the wage changes that went into effect January 1, 2023. He discussed the payroll processing company, paychex, and various other items.

## FACILITIES

Mr. Warren asked the Board if they had any questions. He gave an overview of maintenance items and let the Board know they are implementing a maintenance and industrial skills training course. He discussed the completion of the gymnasium floor, the repair and maintenance of the front lobby, the ADA automatic door closure for the front lobby door, along with several other projects throughout the facility.

## RECREATION

Ms. Wardle asked the Board if they had any questions. She discussed the numbers from December and was very happy that with the gymnasium being closed, things still went well. She talked about the Angel Tree, and what a success it was for the Kearns High School Pantry. Ms. Wardle also discussed various other programs in the Recreation Department.

## OPERATIONS

Ms. Page asked if anyone had any questions on the security report. December was a very quiet month as there were no security incidents and only four accidents. She discussed the reason for membership cancellations. Ms. Page reported the closure on January 1st due to inclement weather which delayed opening on January 2, 2023, by two hours. There were no questions for Ms. Page.

## AQUATICS

Mr. Percy reported on the new starting blocks for the swim meets. They are bigger, have better grip, and the swimmers love them. He discussed the General attendance for December. He reported it was up from the previous two years. He discussed the 57<sup>th</sup> Annual Holiday Open in December. Everything went well. There were over four hundred participants, down from previous years. Mr. Percy discussed other upcoming events and programs.

## EXECUTIVE DIRECTOR REPORT

Mr. Schmidt discussed the RFSQ for the Comp pool. After contacting the State Procurement, Vice-Chair Wright advised Mr. Schmidt to make some changes to the RFSQ and resubmit. The Board and staff present discussed that State Procurement advised us to contact our main contractors that the engineer had recommended.

Mr. Schmidt discussed the DISC training assessment, the issues with PerfectMind, and Paychex. He discussed various other items in the Directors report. He also let the Board know that URPA is on March 13<sup>th</sup> – 15<sup>th</sup>.

Chair Howick, Aye  
Vice-Chair Wright, Aye  
Trustee Monson, Aye

After review, Vice-Chair Wright made a motion to approve the January 18, 2023, payables in the amount of \$222,579.25 which includes the check number 67997 for CCI in the amount of \$115,100.00. Trustee Monson seconded the motion. Motion carried unanimously:

Chair Howick, Aye  
Vice-Chair Wright, Aye  
Trustee Monson, Aye

Mr. Malmgren reported on the November financials. After review, Trustee Monson moved to approve the November 2022 financials as presented. Vice-Chair Wright seconded the motion. Motion carried unanimously:

Chair Howick, Aye  
Vice-Chair Wright, Aye  
Trustee Monson, Aye

Mr. Malmgren stated he will provide a draft of the December financials in the next Regular Board meeting and stated the Income Statement would not be approved until the 2022 audit is complete.

#### Approval of 2023 Board of Trustees Meeting Schedule

Chair Howick asked Mr. Schmidt to go over the schedule. Mr. Schmidt discussed that a few dates were moved due to schedule conflicts with several conferences (URPA, Director's School and UASD). Trustee Monson moved to approve the 2023 Board of Trustees Meeting Schedule as presented. Vice-Chair Wright seconded the motion.

Motion carried unanimously:

Chair Howick, Aye  
Vice-Chair Wright, Aye  
Trustee Monson, Aye

Chair Howick stated that he would move items 11 and 12 (Board appointments) on the agenda to the next Board Regular Meeting.

#### Discussion and Possible Action – Changes to Policy 1.23 – (Out-of-Order)

Chair Howick wanted to discuss the personnel policy. He asked several questions of Mr. Lawrence. They discussed the step-in-grade and the employee review process. Chair Howick gave his opinion and what he would like to see the step-in-grade process. The Board and staff present proceeded to discuss options, and ways to change and understand how they would like

### Bubble Update and Discussion

Mr. Schmidt discussed the process of how to put it out to bid. He reported on the possibility of using a co-op to select the vendor to do most of the work. Mr. Malmgren stated that they have reached out to the attorney to help with the process and how to handle the right way to move forward with sending it out to bid.

### APPROVAL OF MINUTES

After a brief discussion, Vice-Chair Wright moved to approve the minutes for the previously held meetings:

December 7, 2022 – Public Hearing  
December 7, 2022 – Regular Board Meeting

Trustee Monson seconded the motion.

Motion carried unanimously:

Chair Howick, Aye

Vice-Chair Wright, Aye

Trustee Monson, Aye

### APPROVAL OF PAYABLES & FINANCIALS

After review, Vice-Chair Wright made a motion to ratify the December 21, 2022, payables in the amount of \$132,489.60. Trustee Monson seconded the motion.

Motion carried unanimously:

Chair Howick, Aye

Vice-Chair Wright, Aye

Trustee Monson, Aye

After review, Vice-Chair Wright made a motion to ratify the approval of check numbers 67978 for Olympus Insurance in the amount of \$101,497.00 and check 67990 for Zion's Corporation in the amount of \$262,829.45. Which are included in the January 4, 2023 payable list. Trustee Monson seconded the motion.

Motion carried unanimously:

Chair Howick, Aye

Vice-Chair Wright, Aye

Trustee Monson, Aye

After review, Vice-Chair Wright move to approve the January 4, 2023, payables in the amount of \$518,222.06. Trustee Monson seconded the motion.

Motion carried unanimously:

to proceed with the policy to approve the step-in-grade process. The discussion became heated with all the different opinions and what is right and what should be done.

Vice-Chair Wright moved to approve the changes to Policy 1.23 as presented, including item 1.23.2 c. to include all changes require approval through the Supervisor, Dept. Manager, and HR, for approval, to be presented to legal for review. Trustee Monson seconded the motion.

Motion carried unanimously:

Chair Howick, Aye

Vice-Chair Wright, Aye

Trustee Monson, Aye


After further discussion, Trustee Monson asked Mr. Schmidt to have legal review the policy and because of some confusion from the UASD training, ask them to clarify if special districts are merit or "at will". Once the information is back, Chair Howick will schedule a special meeting for further consideration.

Next Regular Board Meeting Scheduled for February 15, 2023, at 7:00 PM

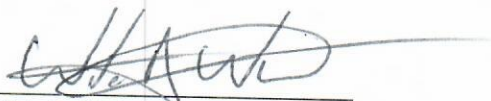
ADJOURN

The Regular Meeting was adjourned at 9:45 p.m.

Date: 2-15-2023

  
David Howick – Chair

Date: 15-Feb-2023

  
Wade Wright – Trustee

Date: 15 February 2023

  
Jeff Monson – Trustee

MINUTES FOR THE WORKING MEETING OF THE BOARD OF TRUSTEES  
OF THE OQUIRRH RECREATION AND PARKS DISTRICT  
WEDNESDAY, JANUARY 18, 2023  
ELEMENT EVENT CENTER- EAST CONFERENCE ROOM  
5658 S COUGAR LANE (4800 WEST),  
KEARNS, UTAH

Present:

David Howick – Chair  
Wade Wright – Vice-Chair  
Jeff Monson – Trustee

Staff Present:

Kevin Schmidt – Executive Director  
Michael Malmgren – Financial Controller  
Chris Johnson – Accountant/HR  
Joshua Lawrence – HR Manager

Others Present:

CALL TO ORDER

Chair Howick called the meeting to order at 6:18 p.m. Chair Howick turned the time over to Mr. Schmidt for general discussions.

General Discussion

Discussion of Agenda Items

Mr. Schmidt stated the ethics policy is reviewed each year and asked the Board Members to sign the new form received. The Board discussed the ethics policy. Trustee Monson noted gifts received at conferences and reminded those present that on the policy of gift receiving, the maximum amount is \$50.00. The Board signed stating that they had received, reviewed and agreed to the ethics policy. Their respective copies are filed with the District.

Chair Howick reported that he would like to discuss forming three committees, Chair Howick would like this to be put on the agenda for next month. The Board discussed putting together these committees, (i.e.) HR/ Policy and Procedure, Financial, and Board Policy committees. He continued with ideas on what the committees would accomplish and how they would go about completing the recommendations by the Board.

Chair Howick then discussed several recommendations and goals for the upcoming year and what he would like to see going forward. Chair Howick would like the Board members to think about any ideas, directions, or thoughts on the comp pool and with future agenda items. Chair Howick discussed assignments, policies, and positions. He stated the procurement code stated we

needed a representative. Mr. Schmidt stated that we have a current policy which states the Executive Director be the representative.

Chair Howick asked Ms. Johnson to state in the minutes that the Board members have completed the Annual Board training provided by the Utah State Auditor and the Utah Association of Special Districts (UASD) at the UASD annual conference held in November of 2022. Chair Howick turned the time over to Mr. Lawrence to discuss the new policy step-in-grade policy. Mr. Lawrence provided handouts that explained the step-in-grade policy and process. The Board reviewed the handouts and asked Mr. Lawrence several questions. Chair Howick gave his opinion on the way the pay-for-performance should be. He explained his opinion on raises stating that it is an all or nothing pay. Those present disagreed with Chair Howick's method stating that incentivizing an employee for bad behavior does not set well. Mr. Lawrence continued to explain the step-in-grade process. The Board and staff members continued to discuss the policy and asked Mr. Howick to come up with a policy wording that is, in his opinion, fair to all employees.

Chair Howick declared the working meeting to be adjourned at 7:06 pm.

Date: 2-15-2023 David Howick  
David Howick – Chair

Date: 15-Feb-2023 Wade Wright  
Wade Wright – Trustee

Date: 15 February 2023 Jeff Monson  
Jeff Monson – Trustee