

MINUTES FOR THE WORKING MEETING OF THE BOARD OF TRUSTEES
OF THE OQUIRRH RECREATION AND PARKS DISTRICT
WEDNESDAY AUGUST 19, 2020
ELEMENT EVENT CENTER
5658 S COUGAR LANE (4800 WEST),
KEARNS, UTAH

Present:

Jeff Perry, Chair
Laurie Stringham, Vice-Chair
Jeff Monson, Trustee

Staff Present:

Patti Hansen – Executive Director
Teejay Millar – Controller/Assistant Director
Chris Johnson – Accountant/HR Specialist

Others Present:

CALL TO ORDER

Chair Perry called the meeting to order at 6:18 PM. Chair Perry turned the time over to Ms. Hansen.

Ms. Hansen discussed several operational issues, she asked the Board if they had any question or changes on the minutes from July, or on the payables list. She also let the Board know they are still monitoring the number of patrons they are allowing into the facility at a time.

Mr. Millar discussed the financials he reported on the expenses and revenues and how it is affecting the overall facility revenue. Mr. Millar reported that overall, June we were under budget, letting the Board know that the departments are watching what is being spent. Ms. Hansen reported that the capital budget is below what was budgeted and let them know that Mr. Warren and his staff have completed several projects in-house as opposed to sourcing it out.

Ms. Hansen then discussed several other operational issues including new rules and regulations for the park, and the community swim day in August. The Board and Ms. Hansen discussed the overcrowding of the facility on the weekends and what to do about the wait time to enter the pool once there was room for more to be admitted, she explained that they have had to limit people from coming into the facility and let them know they have set up a system by kiosk for people to wait.

Ms. Hansen reported that she has been keeping in contact with several other facilities to see how they are managing the social distancing aspect of the current situation.

Ms. Hansen reported on several agenda item on the Director Report including the facility and pool capacity, she also reported that Mr. Millar has been working with Granite School to negotiate a new contract for the use of the facility for the 2020-2021 school year. She let the Board know that Kearns community has a new police Chief, she then discussed other items on the Board agenda.

Chairman Perry declared the working meeting to be adjourned at 7:00 p.m.

Date: _____

Jeff Perry – Chair

Date: _____

Laurie Stringham – Vice-Chair

Date: _____

Jeff Monson – Trustee

MINUTES FOR THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
OF THE OQUIRRH RECREATION AND PARKS DISTRICT
WEDNESDAY JULY 15, 2020
ELEMENT EVENT CENTER
5658 S COUGAR LANE (4800 WEST),
KEARNS, UTAH

Present:

Jeff Perry, Chair
Laurie Stringham, Vice-Chair
Jeff Monson, Trustee

Staff Present:

Patti Hansen – Executive Director
Teejay Millar – Controller/Assistant Director
Chris Johnson – Accountant/HR Specialist
Brad Percy – Aquatics Manager
Sam Page – Operations Manager
Jacque Wardle – Recreation Manager
Steve Cook – Marketing Manager

Others Present:

Taylor Zitting- Facility Intern

CALL TO ORDER

Chair Perry called the Regular Board Meeting to order at 7:04 p.m.

CITIZEN’S COMMENT

Chair Perry welcomed all to the meeting and solicited any public comment. There was no public in attendance.

APPROVAL OF MINUTES

After a brief discussion, Chair Perry moved to approve the minutes for June 17, 2020 Working Board Meeting as Presented. Trustee Monson seconded the motion. Motion carried unanimously with Chair Perry, Vice-Chair Stringham and Trustee Monson voting “Aye.”

After a brief discussion, Chair Perry moved to approve the minutes for June 17, 2020 Regular Board Meeting with the changes discussed. Trustee Monson seconded the motion. Motion carried unanimously with Chair Perry, Vice-Chair Stringham and Trustee Monson voting “Aye.”

(The process for the minutes for each board meeting is as follows: Minutes are taken at each Board meeting and prepared for the Board to review for accuracy and completeness. The minutes are then e-mailed to each Board member. The Board members review the minutes and

make any necessary changes, which are then e-mailed back to Ms. Johnson who is to prepare them for Board approval at the next regular Board meeting).

APPROVAL OF PAYABLES

After review, Trustee Monson made a motion to ratify the July 1, 2020 payables in the amount of \$75,699.15. Vice-Chair Stringham seconded the motion. Motion carried unanimously with Chair Perry, Vice-Chair Stringham and Trustee Monson voting “Aye.”

After review, Trustee Monson made a motion to approve the July 15, 2020 payables in the amount of \$146,844.82. Vice-Chair Stringham seconded the motion. Motion carried unanimously with Chair Perry, Vice-Chair Stringham and Trustee Monson voting “Aye.”

FINANCIAL REPORT

Mr. Millar presented and discussed the June 2020 financial statements; he highlighted and discussed the cost and expenses. Mr. Millar asked if the Board had any questions, there were no additional questions at this time. Chair Perry moved to approve the June 2020 financial statements as presented. Vice-Chair Stringham seconded the motion. Motion carried unanimously with Chair Perry, Vice-Chair Stringham and Trustee Monson voting “Aye.”

MANAGER REPORTS

OPERATIONS

Ms. Page reported on the incidents/accidents and the security report. The Board asked several questions concerning a few of the incidents. Ms. Page discussed the incidents and explained the process and procedure staff follow, she also reported on various other items in the operations department.

FACILITIES

Mr. Warren reported to the Board several of the projects the facilities department has been working on, he continued by discussing the projects throughout the facility, he discussed the diving boards we bought from Davis county facility, the several building repairs, the indoor and outdoor pool repairs, he reported the grounds maintenance completed, and that they have replaced a chlorine feeder in one of the boilers. He then discussed several other repair and maintenance issues his department has been working on.

RECREATION

Ms. Wardle reported on the activities in child care her thoughts on childcare is that some of the parents are not aware they are open. She reported on several other areas in Recreation, she reported the classes are doing well. Ms. Wardle reported on pickle ball leagues. She asked if the Board had any questions from the recreation department,

AQUATICS

Mr. Peercy reported not as busy and attendance is down from last year by 42%, very unique year so far. He reported on the events in the aquatics department, he discussed the changes that are being made to accommodate the swimmers and the space on both the pool deck and in the pools. They are still making adjustments to ensure the safety of the patrons. Mr. Peercy reported the various activities concerning the aquatics department.

MARKETING

Mr. Cook reported on business groups most companies have cancelled their events, Mr. Cook reported they have had a few smaller parties and some rentals. He then discussed the pavilion covers and let the Board know that next year they may need to order new ones, the ones they currently have are starting to shred and fall apart. Concessions is open and doing well and stated they have increased prices to accommodate the increase in revenue. Mr. Cook asked the Board if anyone needed Business cards to let him know. He reported on the fall brochure and other projects in marketing.

Discussion and Possible Approval of Policy #4.1.4. – Oquirrh Park Rules and Regulations

After a brief discussion, Chair Perry stated that they have discussed in the working meeting and decided to approve the policy as presented. Chair Perry moved to approve Policy 4.1.4 relating to the updated Policy for Oquirrh Park Rules and Regulations as presented. Trustee Monson seconded the motion. Motion carried unanimously with Chair Perry, Vice-Chair Stringham and Trustee Monson voting “Aye.”

Discussion of the Free Community Swim Day – August 8, 2020

After a brief discussion with staff and the Board, Chair Perry asked staff present to voice their opinion regarding the free swim day. Chair Perry stated that after the discussion with staff it was a unanimous vote to cancel the event and not move forward with a free swim day.

EXECUTIVE DIRECTOR REPORT

Ms. Hansen reported on the facility and pool capacity and how they calculate and handle the amount of people in the pools, the Board and staff discussed on the routine staff goes through to make sure the counts are pretty accurate to make sure we are watching the number of patrons entering and exiting the facility. Ms. Hansen also reported that Mr. Millar and other staff members have been working with Granite School to negotiate a new contract for the use of the facility for the 2020-2021 school year. She let the Board know that Kearns UPD (Unified Police Department) has a new police Chief and are expanding their office space. Slow the Flow commercial filmed at the facility and Big Budda from Fox 13 was at the facility on Monday along with other items.

NEXT REGULAR BOARD MEETING, AUGUST 19, 2020 @ 7:00 PM

ADJOURN

The Regular Meeting was adjourned at 8:12 p.m.

Date: _____

Jeff Perry – Chair

Date: _____

Laurie Stringham – 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 17, 2020
ELEMENT EVENT CENTER
5658 S COUGAR LANE (4800 WEST),
KEARNS, UTAH

Present:

Jeff Perry, Chair
Laurie Stringham, Vice-Chair
Jeff Monson, Trustee

Staff Present:

Patti Hansen – Executive Director
Teejay Millar – Controller/Assistant Director
Chris Johnson – Accountant/HR Specialist

Others Present: Taylor Zitting - Intern

CALL TO ORDER

Chair Perry called the meeting to order at 6:26 PM. Chair Perry turned the time over to Ms. Hansen.

Ms. Hansen discussed several operational issues, she reported that since the closure the employees that worked did very well and did various projects in the facility. She let the Board know this has been interesting trying to manage the rules and expectation of the Health Department to keep the facility in accordance with the health department regulations. Since opening on June 1, 2020, the facility currently has attendance of about 1500 patrons daily, this number does not include other programs, which is down from previous years. Ms. Hansen reported that the gym is closed for open play, however the Kids Camp is using it for activities. She explained how the facility is being safe and social distancing on the pool deck and swimming pools. She also let the Board know that the Steam Room, Sauna and Hot Tubs are currently closed.

Mr. Millar discussed the financials along with the expenses and how it has affected the facility revenue. He reported that Mr. Warren completed the Locker room painting and back hallway to save funds that were allocated for the project by having his staff do the project instead of outsourcing. Mr. Millar also discussed the new software Perfect Mind and let the Board know that there would be staff training for the next week and several months until the program has been implemented and up and working, the target date has not been decided, they are looking to go online in the fall

Ms. Hansen and the Board discussed the option of increasing Property Taxes, she then asked the

Board to think about ways on how they will be able to increase the property taxes in 2021. She then asked the Board how they would like to go about raising the rate, the Board, Ms. Hansen, and Mr. Millar discussed ways to increase the rate without causing too much of a downfall from the community. Ms. Hansen then discussed several other operational issues adopting the 2019 budget along with a few new policies that need approval in the regular meeting.

Chairman Perry declared the working meeting to be adjourned at 7:06 p.m.

Date: _____

Jeff Perry – Chair

Date: _____

Laurie Stringham – Vice-Chair

Date: _____

Jeff Monson – Trustee

MINUTES FOR THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
OF THE OQUIRRH RECREATION AND PARKS DISTRICT
WEDNESDAY JUNE 17, 2020
ELEMENT EVENT CENTER
5658 S COUGAR LANE (4800 WEST),
KEARNS, UTAH

Present:

Jeff Perry, Chair
Laurie Stringham, Vice-Chair
Jeff Monson, Trustee

Staff Present:

Patti Hansen – Executive Director – Via Telephone
Teejay Millar – Controller/Assistant Director
Chris Johnson – Accountant/HR Specialist
Brad Percy – Aquatics Manager
Sam Page – Operations Manager
Jacque Wardle – Recreation Manager
Steve Cook – Marketing Manager

Others Present:

Taylor Zitting- Facility Intern

CALL TO ORDER

Chair Perry called the Regular Board Meeting to order at 7:08 p.m.

CITIZEN'S COMMENT

Chair Perry welcomed all to the meeting and solicited any public comment. There was no public in attendance.

PRESENTATION OF THE 2019 AUDIT- (Out of Order)

Chairman Perry turned the time over to Mr. Rob Wood, from HBME, our external auditors, to present the 2019 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. He stated that the audit had gone very well and that his firm was issuing an unmodified opinion. He reported and presented in final format, the board had a week to review and provide any comments. He highlighted the financial changes and included the expenses and revenues and financial data including the new weight room equipment and the sale of the land in 2018, Mr. Wood asked the Board if they had any questions. Mr. Wood continued to report on several section of the report and continued to go through the overall audit.

APPROVAL OF MINUTES

After a brief discussion, Trustee Monson moved to approve the minutes for May 24, 2020 Working Board Meeting as Presented. Vice-Chair Stringham seconded the motion. Motion

carried unanimously with Chair Perry, Vice-Chair Stringham and Trustee Monson voting “Aye.”

After a brief discussion, Trustee Monson moved to approve the minutes for May 24, 2020 Regular Board Meeting with the changes discussed. Vice-Chair Stringham seconded the motion. Motion carried unanimously with Chair Perry, Vice-Chair Stringham and Trustee Monson voting “Aye.”

(The process for the minutes for each board meeting is as follows: Minutes are taken at each Board meeting and prepared for the Board to review for accuracy and completeness. The minutes are then e-mailed to each Board member. The Board members review the minutes and make any necessary changes, which are then e-mailed back to Ms. Johnson who is to prepare them for Board approval at the next regular Board meeting).

APPROVAL OF PAYABLES

After review, Vice-Chair Stringham made a motion to ratify the June 3, 2020 payables in the amount of \$72,606.37. Trustee Monson seconded the motion. Motion carried unanimously with Chair Perry and Trustee Monson voting “Aye.”

After review, Trustee Monson made a motion to approve the June 17, 2020 payables in the amount of \$85,027.14. Chair Perry seconded the motion. Motion carried unanimously with Chair Perry and Trustee Monson voting “Aye.”

FINANCIAL REPORT

Mr. Millar presented and discussed the May 2020 financial statements; he highlighted and discussed the cost and expenses. There were no additional questions at this time. Chair Perry moved to approve the May 2020 financial statements as presented including the Income statement now that the 2019 audit has been complete. Trustee Monson seconded the motion. Motion carried unanimously with Chair Perry and Trustee Monson voting “Aye.”

MANAGER REPORTS

FACILITIES

Mr. Warren began by letting the Board know the projects the facilities department have been working on, several projects throughout the facility, gas regulator, building repairs, indoor pool, replaced a chlorine pump on a boiler. He then discussed several other maintenance issues and repairs they have been working on.

RECREATION

Ms. Wardle reported the Kids Camp sold out, and overall all is has gone well. Ms. Wardle reported on the tennis lessons are doing well, the only program that has not picked up is childcare, Ms. Wardle thoughts are that some of the parents are not aware they are open. She asked if the Board had any questions from the recreation department,

AQUATICS

Mr. Peercy reported a busy and very crazy monthly, very unique month so far. He reported on

the events in the aquatics department, he discussed the changes that are being made to accommodate the swimmers and the space on both the pool deck and in the pools. They are still making sure the patrons feel safe, comfortable, and taking the necessary precautions. Mr. Peercy reported the various activities concerning the aquatics department.

MARKETING

Mr. Cook reported they have added additional shade structures and are looking to add more in the future. Concessions is open and doing very well and stated they have increased prices. They have added a seating area and additional tables. Mr. Cook reported on the refund policy reservations and stated they are being more flexible due to the social distancing. He reported on advertising and other projects to increase awareness for the facility. He then reported on several of the other projects marketing has been working on.

OPERATIONS

Ms. Page there have been incidents in security or accidents. She discussed the new in and out turn styles that have been placed up front. Ms. Page reported Ms. Mindy Bennion has returned as a new Operations Supervisor, Ms. Page also reported on various other items in the operations department.

Discussion and Possible Approval for Property Tax Rate for 2020 – Resolution #2020-01

After a brief discussion, Chair Perry moved to approve the Property Tax Rate for 2020 Resolution #2020-01 with a tax rate of .000838 as presented. Trustee Monson seconded the motion. Motion carried unanimously with Chair Perry, Vice-Chair Stringham and Trustee Monson voting “Aye.”

Discussion and Possible Approval of the 2019 Audit – Resolution #2020-02

After a brief discussion, Chair Perry moved to approve the 2019 Audit Resolution #2020-02 as presented by the Auditor. Trustee Monson seconded the motion. Motion carried unanimously with Chair Perry, Vice-Chair Stringham and Trustee Monson voting “Aye.”

Discussion and Possible Approval of Policy #2.6.2.1. – Utah Retirement System

After a brief discussion, Chair Perry moved to approve policy 2.6.3 relating to the updated Policy for the Utah Retirement System as presented. Vice-Chair Stringham seconded the motion. Motion carried unanimously with Chair Perry, Vice-Chair Stringham and Trustee Monson voting “Aye.”

Discussion and Possible Approval of Policy #4.1.3. – Service Animals

After a brief discussion, Vice-Chair Stringham moved approval of policy 4.1.3 relating to Service Animals as presented. Trustee Monson seconded the motion. Motion carried unanimously with Chair Perry, Vice-Chair Stringham and Trustee Monson voting “Aye.”

Discussion and Possible Approval of Policy #5.1.1. – Memberships

After a brief discussion, Chair Perry moved to approval of policy 5.1.1 relating to the changing

in membership as presented. Vice-Chair Stringham seconded the motion. Motion carried unanimously with Chair Perry, Vice-Chair Stringham and Trustee Monson voting “Aye.”

EXECUTIVE DIRECTOR REPORT

Ms. Hansen reported on the boundaries around 70th to 7800 south and 5600 west to 6400 west on the southwest is not in the boundaries of the facility.

Ms. Hansen reported on the parking tickets for parking in the handicap parking spaces and received by a two employees of the facility, Ms. Hansen reported she has spoken with the officers and a judge and was able to get the tickets dismissed, The Board thanked all the staff for all they have done during this very concerning times.

NEXT REGULAR BOARD MEETING, JULY 15, 2020 @ 7:00 PM

ADJOURN

The Regular Meeting was adjourned at 8:36 p.m.

Date: _____

Jeff Perry – Chair

Date: _____

Laurie Stringham – 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 20, 2020
ELEMENT EVENT CENTER
5658 S COUGAR LANE (4800 WEST),
KEARNS, UTAH

Present:

Jeff Perry, Chair
Laurie Stringham, Vice-Chair
Jeff Monson, Trustee

Staff Present:

Patti Hansen – Executive Director
Teejay Millar – Controller/Assistant Director
Chris Johnson – Accountant/HR Specialist

Others Present: Taylor Zitting - Intern

CALL TO ORDER

Chair Perry called the meeting to order at 6:20 PM. Chair Perry the time over to reported Ms. Hansen.

Ms. Hansen discussed several operational issues, she reported that since the closure the employees that worked did very well and did various projects in the facility. It has been an interesting and very successful closure during the COVID-19 shut down. She reported all the work that was accomplished and stated they are now working on getting the outdoor pools open for the opening of the facility on June 1st. She reported how the soft open was going, we have had an average of 200 patrons a day. The Board of Health did not set any exceptions for the pools, they did set regulations for the pool deck. Swim lesson will resume with a limited number of children in the class, and swim instructors will be wearing masks. The Kids Camp will be starting on June 1, 2020 for morning session, there will be no free lunch program in the park, this will be held at a school to control social distancing.

Mr. Millar discussed the financials along with the outcome of COVID-19 shutdown and how this affected the financial standing of the facility. Mr. Millar report on how the facility kept the employees busy with limited shifts available until the end of March. The Board and Mr. Millar reported overall the facility is doing well due to the closure stating it could have much worse.

Mr. Millar discussed the 2019 Annual Audit and stated that Mr. Wood would be in sometime in the next week. Ms. Hansen discussed the Oval agreement for the track, the Friends of Oquirrh Park and the Master Plan for the facility.

Vice-Chair Stringham discussed the option to rent out the facilities stage, Ms. Hansen stated that they would have to talk with Mr. Cook in Marketing.

Chairman Perry declared the working meeting to be adjourned at 6:54 p.m.

Date: _____

Jeff Perry – Chair

Date: _____

Laurie Stringham – 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 20, 2020
ELEMENT EVENT CENTER
5658 S COUGAR LANE (4800 WEST),
KEARNS, UTAH

Present:

Jeff Perry, Chair
Laurie Stringham, Vice-Chair
Jeff Monson, Trustee

Staff Present:

Patti Hansen – Executive Director – Via Telephone
Teejay Millar – Controller/Assistant Director
Chris Johnson – Accountant/HR Specialist
Brad Peercy – Aquatics Manager
Sam Page – Operations Manager
Jacque Wardle – Recreation Manager
Steve Cook – Marketing Manager

Others Present:

Taylor Zitting

CALL TO ORDER

Chair Perry called the Regular Board Meeting to order at 7:00 p.m.

CITIZEN’S COMMENT

Chair Perry welcomed all to the meeting and solicited any public comment. There was no public in attendance.

APPROVAL OF MINUTES

After a brief discussion, Trustee Monson moved to approve the minutes for March 24, 2020 Working Board Meeting as Presented. Vice-Chair Stringham seconded the motion. Motion carried unanimously with Chair Perry, Vice-Chair Stringham and Trustee Monson voting “Aye.”

After a brief discussion, Trustee Monson moved to approve the minutes for March 24, 2020 Regular Board Meeting with the changes discussed. Vice-Chair Stringham seconded the motion. Motion carried unanimously with Chair Perry, Vice-Chair Stringham and Trustee Monson voting “Aye.”

After a brief discussion, Trustee Monson moved to approve the minutes April 27, 2020 Special

Board Meeting as Presented. Chair Perry seconded the motion. Motion carried unanimously with Chair Perry, Vice-Chair Stringham and Trustee Monson voting “Aye.”

(The process for the minutes for each board meeting is as follows: Minutes are taken at each Board meeting and prepared for the Board to review for accuracy and completeness. The minutes are then e-mailed to each Board member. The Board members review the minutes and make any necessary changes, which are then e-mailed back to Ms. Johnson who is to prepare them for Board approval at the next regular Board meeting).

APPROVAL OF PAYABLES

After review, Chair Perry made a motion to ratify the April 1, 2020 payables in the amount of \$44,634.65. Trustee Monson seconded the motion. Motion carried unanimously with Chair Perry and Trustee Monson voting “Aye.”

After review, Chair Perry made a motion to ratify the April 15, 2020 payables in the amount of \$96,985.08. Trustee Monson seconded the motion. Motion carried unanimously with Chair Perry and Trustee Monson voting “Aye.”

After review, Chair Perry made a motion to ratify the May 6, 2020 payables in the amount of \$113,445.70. Trustee Monson seconded the motion. Motion carried unanimously with Chair Perry and Trustee Monson voting “Aye.”

After review, Trustee Monson made a motion to approve the May 20, 2020 payables in the amount of \$72,413.00. Chair Perry seconded the motion. Motion carried unanimously with Chair Perry and Trustee Monson voting “Aye.”

Vice-Chair Stringham stepped out of the room for personal business.

FINANCIAL REPORT

Mr. Millar presented and discussed the March 2020 financial statements; he highlighted and discussed the cost and expenses. There were no additional questions at this time. Chair Perry moved to approve the March 2020 financial statements as presented except for the Income statement which will be approved once the 2019 audit is complete. Trustee Monson seconded the motion. Motion carried unanimously with Chair Perry and Trustee Monson voting “Aye.”

Mr. Millar presented and discussed the April 2020 financial statements, he highlighted some of the cost and expenses stating we had no revenue for memberships due to closure of the facility and reported that we furloughed all of the part-time positions. He discussed the postponement of several projects to save money during the closure. There were no additional questions at this time. Chair Perry moved to approve the April 2020 financial statements as presented except for the Income statement which will be approved once the 2019 audit is complete. Trustee Monson seconded the motion. Motion carried unanimously with Chair Perry and Trustee Monson voting “Aye.”

MANAGER REPORTS

RECREATION

Ms. Wardle asked if the Board had any questions from the recreation department, Ms. Wardle reported on the weight room and the procedures they are following to comply with the health department. She let the Board know that childcare would open on June 1, 2020, she reported the changes that were made. Ms. Wardle reported on other events in the recreation department.

Vice-Chair Stringham returned to the Regular Meeting

AQUATICS

Mr. Peercy discussed the events in the aquatics department, he discussed the changes that are being made to accommodate the swimmers and the space on both the pool deck and in the pools. He reported that they are setting a plan to make sure all patrons are safe with entering and exiting the pools. They would like to make the patrons feel safe, comfortable, and making sure the patrons know we are taking the necessary precautions. Mr. Peercy reported the various activities concerning the aquatics department.

MARKETING

Mr. Cook reported they are working on getting concessions ready to open on the first of June. He reported on all the signage being posted throughout the facility. He discussed the Friday Night Flicks, and the social distancing. He discussed the rental of the Element Center and the changes they are making. He then reported on several of the other projects marketing has been working on.

OPERATIONS

Ms. Page there are no accident, security, or incidents reports, she reported the pools open in 11 days. She discussed the new gates in the front lobby to control the amount of people entering the facility. Everyone is pleased with the way the gates are working, operations are back up and running. She reported that she worked with Sue and re-wrote the membership and front counter training manuals. Ms. Page discussed various other items in the operations department.

FACILITIES

Mr. Warren began by letting the Board know the projects the facilities department have been working on, several projects throughout the facility, painting, lighting repairs, indoor pool, drain covers. He then discussed several other maintenance issues and repairs they have been working on.

Discussion of Friends of Oquirrh Recreation and Parks District

Chair Perry reported that he would like to table this project until a later date.

EXECUTIVE DIRECTOR REPORT

Ms. Hansen reported on the Master plan, she reported NRPA has been canceled for fall 2020, she discussed the Contract for the Oval track use. Ms. Hansen wanted to thank all the staff for all they have done during this very concerning times.

NEXT REGULAR BOARD MEETING, JUNE 17, 2020 @ 7:00 PM

ADJOURN

The Regular Meeting was adjourned at 8:02 p.m.

Date: _____

Jeff Perry – Chair

Date: _____

Laurie Stringham – Vice-Chair

Date: _____

Jeff Monson – Trustee

MINUTES FOR THE SPECIAL MEETING OF THE BOARD OF TRUSTEES
OF THE OQUIRRH RECREATION AND PARKS DISTRICT
MONDAY, APRIL 27, 2020
ELECTRONIC MEETING VIA ZOOM
KEARNS, UTAH

Present:

Jeff Perry, Chair
Laurie Stringham, Vice-Chair
Jeff Monson, Trustee

Staff Present:

Patti Hansen – Executive Director
Teejay Millar – Controller/Assistant Director
Chris Johnson – Accountant/HR
Steve Cook – Marketing Manager
Kurt Warren – Facilities Manager

Others Present:

CALL TO ORDER

Chair Perry called the meeting to order at 1:04 PM.

CITIZEN'S COMMENT

Chair Perry welcomed all to the meeting and solicited any public comment. Vice-Chair Stringham read a remark from Eric Hutchings stated that he would like the Board to wait on a decision before canceling the Fire, Water and Ice Festival until a later date, and to make sure all information received is correct and comes directly from the CDC.

Discussion and Possible Action and the Re-Scheduling of the 2020 Fire, Water and Ice Festival

Chair Perry, the Board and staff present discussed the recommendation and concerns from the request made by Eric Hutchings. Mr. Cook reported that a decision needed to be made and expressed his concerns of being able to line up a company for the fireworks, stating that the longer they wait the likely hood of receiving fireworks for the Festival would not be an attainable option, several suggestions were made by those present on how to control social distancing. This would make it difficult for the event and there are still too many unknown risks. Chair Perry was concerned what direction the current situation with COVID-19 is and the expressed his concerns on opening the facility the public.

The Board and staff then discussed other options in the best interest for the facility and the public. Mr. Cook gave some suggestions and other option the facility could entertain doing, such as a movie night, food trucks in the south parking lot, along with other activities. The Board has several concerns, it is unsure what timeline the State of Utah has with opening the facility to normal capacity. The Board reported their concerns and would like to make sure all those who attend the facility are safe and take all precautions necessary. The Board decided to cancel the

In view of the current Covid-19 pandemic, this Special Meeting occurred electronically, without a physical location, as authorized by the Governor's Executive Order dated 18 March 2020.

Fire Water and Ice Festival for 2020 and extend suggestions on alternative plans. Chair Perry made a motion to allow staff to cancel the Festival and suggested we do a movie night, food trucks and other amenities and use this as an educational program. Vice-Chair Stringham seconded the motion. Motion carried unanimously with Chair Perry, Vice-Chair Stringham and Trustee Monson voting “Aye.”

The Board asked several questions concerning the re-opening of the facility, Ms. Hansen reported that she would be discussing several of these questions with managers and come to a decision and will report to the Board once this is discussed with the managers in tomorrow’s staff meeting. Staff is still unsure on how a soft opening is going to happen due to the County’s regulations.

Chairman Perry declared the working meeting to be adjourned at 1:59 p.m.

Date: _____

Jeff Perry – Chair

Date: _____

Laurie Stringham – Vice-Chair

Date: _____

Jeff Monson – Trustee

MINUTES FOR THE WORKING MEETING OF THE BOARD OF TRUSTEES
OF THE OQUIRRH RECREATION AND PARKS DISTRICT
TUESDAY, MARCH 24, 2020
ELEMENT EVENT CENTER
5658 S COUGAR LANE (4800 WEST),
KEARNS, UTAH

Present:

Jeff Perry, Chair
Laurie Stringham, Vice-Chair
Jeff Monson, Trustee

Staff Present:

Patti Hansen – Executive Director – Via Telephone
Teejay Millar – Controller/Assistant Director
Chris Johnson – Accountant/HR Specialist

Others Present:

CALL TO ORDER

Chair Perry called the meeting to order at 6:19 PM. Chair Perry reported Ms. Hansen was on via telephone, he then turned the time over to Mr. Millar to discuss operational issue.

Mr. Millar discussed the damage to the facility due to the Earthquake on March 18, 2020. He reported on the work that needs to be completed in the basement boiler room under the comp pool. Mr. Millar reported that Mr. Warren is working with the inspector, insurance company and a repairman to complete the structural and other damage done and is hoping to have the pools ready to reopen by April 13, 2020.

Mr. Millar and staff present reported on all the projects items currently being worked on during the temporary closer of the facility, each department reported on what staff is doing, what projects, repairs, de-junking, re-organizing and cleaning along with those working in facilities doing the cleaning, and painting projects.

Mr. Millar discussed a recovering and social planning received from the governor's office and what they forecast from the outcome of COVID-19 and how this will affect the economy and the facility. Mr. Millar report on how the facility is trying to keep employee busy with limited shifts available to keep as many employees working and receiving a paycheck. The Board and Mr. Millar discussed options in the event the facility is shutdown, they then discussed the sick leave policy and other concerning issues for full-time employees. The Board recommended to soften the sick leave policy and allow the full-time employees to use sick time for emergency and the current situations. Mr. Millar reported the financial situation on the facility and discussed capital projects that could be postponed in order to free up some funding.

Chairman Perry declared the working meeting to be adjourned at 7:03 p.m.

Date: _____

Jeff Perry – Chair

Date: _____

Laurie Stringham – Vice-Chair

Date: _____

Jeff Monson – Trustee

MINUTES FOR THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
OF THE OQUIRRH RECREATION AND PARKS DISTRICT
TUESDAY MARCH 24, 2020
ELEMENT EVENT CENTER
5658 S COUGAR LANE (4800 WEST),
KEARNS, UTAH

Present:

Jeff Perry, Chair
Laurie Stringham, Vice-Chair
Jeff Monson, Trustee

Staff Present:

Patti Hansen – Executive Director – Via Telephone
Teejay Millar – Controller/Assistant Director
Chris Johnson – Accountant/HR Specialist
Brad Peercy – Aquatics Manager
Jacque Wardle – Recreation Manager

Others Present:

CALL TO ORDER

Chair Perry called the Regular Board Meeting to order at 7:04 p.m.

CITIZEN’S COMMENT

Chair Perry welcomed all to the meeting and solicited any public comment. There was no public in attendance.

Discussion and Possible Approval of Child Care Rates- Proposed Discounts for Multiple Children

The Board reviewed the options in the proposal for childcare discounts. The Board discussed the two options and are unsure in which direction to go. Chairman Perry asked Ms. Wardle to discuss the options. Ms. Wardle reported that when rates were increased there was several upset patrons. Although new patrons that have enrolled, Ms. Wardle feels the patrons have adjusted to the new rates and she seems to think that new members are ok with the increase.

After discussion Vice-Chair Stringham moved approval of new set of childcare rates that first child be at the regular rate the 2nd child at a 5% discount the 3rd child at a 10%, 4+ children at a 15% discount, Trustee Monson seconded the motion. Motion carried unanimously with Chair Perry, Vice-Chair Stringham and Trustee Monson voting “Aye.”

Discussion and Possible Approval to Extend Annual

The Board discussed Memberships affected by the current situation with the closure of the facility. Mr. Millar and the Board made a decision to suspend all membership withdrawal as of April 1, 2020 and extend the membership expiration date to the number of days the facility is unavailable to the patrons. Mr. Millar did state they drafted a payment for half of March and prorate the drafts and re-adjust when the facility reopens. After discussion Chair Perry moved to suspend all membership drafts as of April 1, 2020 until further notice and will prorate the drafts and re-adjust when the facility reopens, Vice-Chair Stringham seconded the motion. Motion carried unanimously with Chair Perry, Vice-Chair Stringham and Trustee Monson voting “Aye.”

Mr. Millar also stated they have several patrons have called to cancel the membership they have recently signed up for memberships. Mr. Millar would like to handle all decisions concerning memberships on a case by case scenario and work with those patrons who financially are unable to pay, and to do an email blast on Facebook to keep the all patrons up to date and let them know the current situation. He also reported once the facility is up and going for regular business, they would begin the drafts.

APPROVAL OF MINUTES

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

February 19, 2020 - Working Board Meeting

February 19, 2020 - Regular Board Meeting

Vice-Chair Stringham seconded the motion. Motion carried unanimously with Chair Perry, Vice-Chair Stringham and Trustee Monson voting “Aye.”

(The process for the minutes for each board meeting is as follows: Minutes are taken at each Board meeting and prepared for the Board to review for accuracy and completeness. The minutes are then e-mailed to each Board member. The Board members review the minutes and make any necessary changes, which are then e-mailed back to Ms. Johnson who is to prepare them for Board approval at the next regular Board meeting).

APPROVAL OF PAYABLES

After review, Vice-Chair Stringham made a motion to ratify the March 4, 2020 payables in the amount of \$103,367.35. Trustee Monson seconded the motion. Motion carried unanimously with Chair Perry, Vice-Chair Stringham and Trustee Monson voting “Aye.”

After review, Vice-Chair Stringham made a motion to approve the March 18, 2020 payables in the amount of \$100,118.82. Trustee Monson seconded the motion. Motion carried unanimously with Chair Perry, Vice-Chair Stringham and Trustee Monson voting “Aye.”

FINANCIAL REPORT

Mr. Millar presented and discussed the January 2020 financial statements, he highlighted some of the cost and expenses discussed in the working meeting. There were no additional questions at this time. Trustee Monson moved to approve the February 2020 financial statements as presented except for the Income statement that will be approved once the 2019 audit is complete. Vice-Chair Stringham seconded the motion. Motion carried unanimously with Chair Perry, Vice-Chair Stringham and Trustee Monson voting “Aye.”

Discussion of Friends of Oquirrh Recreation and Parks District

Chair Perry reported that they currently do not have a committee for the Friends of Oquirrh Recreation and Parks District. Chair Perry and staff present discussed various ways to raise funds and asked for suggestions and directions for the future of the committee. Chair Perry stated that he would like to know what direction the committee should proceed, how to go about getting a new Board and what are the needs of the community. Chair Perry reported that everyone on the Board has expired and they are looking to create a new committee and discuss on next month’s agenda.

EXECUTIVE DIRECTOR REPORT

Ms. Hansen reported on the Boy Scout troop 109, she reported that they would like to use the tennis center as a meeting place until the library is complete for a place to meet. The Board thanked staff for all the hard work of getting the tennis center cleaned for use. She reported on the Employee retreat, stating they would like to cancel it for this year to free up funds to help with the closure of the facility. Ms. Hansen thanked the Board for allowing those who attended the URPA Conference. She also thanked the Board for working with her and Mr. Millar at this time with the uncertainty of the current situation concerning the COVID-19 virus.

Mr. Peercy asked the Board about the facility closure and how the Board would handle the situation, Vice-Chair Stringham reported she attended a meeting with the State Health Department the CDC and The Salt Lake County Health Department, discussions in the meeting were stated that the current events were going to have a long term effect on businesses, they estimated that the virus would peak sometime at the end of April beginning of May. The goal is to minimize the symptoms. She reported this is all unknown as to the effects they are so many different scenarios: they figure that at least 20 to 50% of the population will receive this virus. She also reported that once the weather become warm the virus will subside, and they do expect it to return in the fall once the weather begins to change again.

The Board and Staff discussed what decision should be made, where does the facility go and how do we move forward into reopening the facility. They discussed what options are in place, stating we should follow the governor’s, recommendations. What steps can the facilities do to lesson the hardship on the aftereffects of the COVID-19 Pandemic. Ms. Hansen prefers that we wait and watch what happens over the next few weeks, see what other business are doing and re-evaluate at that time.

The Board discussed and Trustee Monson suggested we adjust the Sick Leave policy to allow employee to use their sick time during this emergency time. The Board asked that Ms. Hansen and Mr. Millar write a policy and work with staff to come up with a policy to aid in the pandemic. Trustee Monson moved to make adjustments to the sick leave and leave policy and give the discretion to Ms. Hansen and Mr. Millar to make adjustments as needed and work with staff to use the leave that is appropriate during this emergency, and allow employees to use what leave the feel is appropriate and administer the leave policy as they see fit and consistently and is a temporary adjustment for the time period that the virus and the closure of the community. Chair Stringham seconded the motion. Motion carried unanimously with Chair Perry, Vice-Chair Stringham and Trustee Monson voting “Aye.”

NEXT REGULAR BOARD MEETING, APRIL 15, 2020 @ 7:00 PM

ADJOURN

The Regular Meeting was adjourned at 7:55 p.m.

Date: _____

Jeff Perry – Chair

Date: _____

Laurie Stringham – Vice-Chair

Date: _____

Jeff Monson – Trustee

MINUTES FOR THE WORKING MEETING OF THE BOARD OF TRUSTEES
OF THE OQUIRRH RECREATION AND PARKS DISTRICT
WEDNESDAY, FEBRUARY 19, 2020
ELEMENT EVENT CENTER
5658 S COUGAR LANE (4800 WEST),
KEARNS, UTAH

Present:

Jeff Perry, Chair
Laurie Stringham, Vice-Chair
Jeff Monson, Trustee

Staff Present:

Patti Hansen – Executive Director
Teejay Millar – Controller/Assistant Director
Chris Johnson – Accountant/HR Specialist

Others Present:

CALL TO ORDER

Chair Perry called the meeting to order at 6:19 PM. He then turned the time over to Ms. Hansen to discuss operational issue.

Ms. Hansen discussed the order of the Board agenda, she walked the Board through the agenda items and discussed them, Patti discussed the minutes from the last meeting and stated there was one change made which included patrons present at the meeting, stating Ms. Johnson has added them to the minutes from February 19, 2020. Ms. Hansen then turned the time over to Mr. Millar to discuss the January Financials.

Mr. Millar asked the Board if anyone had any questions on the payables list, there were no questions from the board. Mr. Millar then discussed the financials for January 2020, he reported he has made changes to the financial statements which included, redefining the budget amounts, making sure the money is being booked to the right categories and account codes. Mr. Millar reported and discussed the revenues stating we are slightly above the budgeted amounts, overall, we are within budget verses revenues and stated some departments were over budget on wages, and stated he is working with them to meet the budgeted amount. He also discussed varies other changes that are being change for the 2020 budget.

Mr. Millar then reported the new software is the one of the biggest projects he is working on. The Board and staff discussed various other projects and let the Board know they have had two conference calls on the new POS software and stated there are scheduled for a couple more. Mr. Millar reported other items on the financials and informed them the financial income statement will not be completed until the 2019 audit has been finalized.

Ms. Hansen reported on admissions and reported we had a 12% increase in the month of January. Ms. Hansen then reported additional items under the Executive Director report. She reported the staff retreat that was Thursday, February 13th, 2020, reporting all went well.

Ms. Hansen and the Board then discussed the childcare cost, she reported she had sat down with Jacque and Kay from Recreation and discussed and came up with a few options concerning the cost. They are looking at ways to help patrons that have more than one child using the childcare facilities. The Board and Ms. Hansen discussed the options presented for the cost of childcare, Ms. Hansen proposed offering a discount or percentage off for those patrons with more than one child. The Board would like to discuss the options and decided at a later date.

Chairman Perry declared the working meeting to be adjourned at 6:59 p.m.

Date: _____

Jeff Perry – Chair

Date: _____

Laurie Stringham – Vice-Chair

Date: _____

Jeff Monson – Trustee

MINUTES FOR THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
OF THE OQUIRRH RECREATION AND PARKS DISTRICT
WEDNESDAY, FEBRUARY 19, 2020
ELEMENT EVENT CENTER
5658 S COUGAR LANE (4800 WEST),
KEARNS, UTAH

Present:

Jeff Perry, Chair
Laurie Stringham, Vice-Chair
Jeff Monson, Trustee

Staff Present:

Patti Hansen – Executive Director
Teejay Millar – Controller/Assistant Director
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:

Sandy Perry – Lehi Herrin - Elias Herrin - Community Citizens

CALL TO ORDER

Chair Perry called the Regular Board Meeting to order at 7:07 p.m.

CITIZEN’S COMMENT

Chair Perry welcomed all to the meeting and solicited any public comment. Sandy Perry wanted to thank Ms. Page for the great job she did in the Aerobics Class, reporting she was very impressed by you quick response with medical attention to one of the patrons in the class.

APPROVAL OF MINUTES

After a brief discussion, Trustee Monson moved to approve the minutes for the following meetings which include the changes as indicated on the regular meeting minutes:

January 15, 2020 - Special Board Meeting – Master Plan
January 15, 2020 - Working Board Meeting
January 15, 2020 - Regular Board Meeting

Vice-Chair Stringham seconded the motion. Motion carried unanimously with Chair Perry, Vice-Chair Stringham and Trustee Monson voting “Aye.”

(The process for the minutes for each board meeting is as follows: Minutes are taken at each Board meeting and prepared for the Board to review for accuracy and completeness. The minutes are then e-mailed to each Board member. The Board members review the minutes and make any necessary changes, which are then e-mailed back to Ms. Johnson who is to prepare them for Board approval at the next regular Board meeting).

Presentation of the Salt Lake County Firefighters

Vice-Chair Stringham presented a letter from Salt Lake Fire Fighters on a Partnership for meeting space for the Boy Scouts Troop 109. Mr. Herrin from the community representing Troop 109 stated the needs, and what the troop was looking for as far as a meeting space for the scouts. The Board and staff discussed several ideas on how to meet the needs for the Boy Scouts. Chair Perry reported no decision could be made at this time; he would like to speak with staff on space available for them to use.

APPROVAL OF PAYABLES

After review, Vice-Chair Stringham made a motion to ratify the February 5, 2020 payables in the amount of \$110,242.65. Trustee Monson seconded the motion. Motion carried unanimously with Chair Perry, Vice-Chair Stringham and Trustee Monson voting “Aye.”

After review, Vice-Chair Stringham made a motion to approve the February 19, 2020 payables in the amount of \$73,590.62. Trustee Monson seconded the motion. Motion carried unanimously with Chair Perry, Vice-Chair Stringham and Trustee Monson voting “Aye.”

FINANCIAL REPORT

Mr. Millar presented and discussed the January 2020 financial statements, he highlighted some of the cost and expenses discussed in the working meeting. There were no additional questions at this time. Chair Perry moved to approve the January 2020 financial statements as presented except for the balance sheet that will be approved once the 2019 audit is complete. Trustee Monson seconded the motion. Motion carried unanimously with Chair Perry, Vice-Chair Stringham and Trustee Monson voting “Aye.”

MANAGER REPORTS

AQUATICS

Mr. Percy discussed the attendance for the month of January 2020 and stated it was up 12%, best attendance for the facility, this does not include attendance for some of our other programs, swim lesson or water polo. Overall, the year went very well, January 2020 is one of the highest in attendance for the facility overall. Mr. Percy reported the various water polo activities coming

up, he reported they would be also be hosting water polo clinics, along with an adult swim class.

OPERATIONS

Ms. Page presented the operations report and asked if the Board had any questions. She discussed the incident and security reports, stating it was a very quiet month in January. She then reported the facility was also very quiet. Ms. Page discussed various other items in the operations department. She discussed the new Perfect mind software, the front counter gates and the membership reports.

OPERATIONS - MEMBERSHIPS

Ms. Page reported the January memberships are doing great, Overall, the membership and attendance for the facility is up.

MARKETING

Mr. Cook reported that this Saturday is the second of the Tri-series, stating they have sold out on this series for admissions. He then reported the training he has been doing with the software, he discussed the website updates and some of the technical issue. Mr. Cook reported on the PEHP Health Utah coming next week at the Element Center. The Employee Social is scheduled for Saturday March 28th, the facility is planning on renting the movie theatre for the Movie Mulan, rsvp to pick your seat, letting them know there are only 220 seats available.

FACILITIES

Mr. Warren began by letting the Board know the projects the Facilities Department have been working on, several projects throughout the facility and Element center, he has also moved his office over to the Tennis Center. He then discussed several maintenance projects they have been working on.

RECREATION

Ms. Wardle asked if the Board had any questions from the recreation department, Ms. Hansen let Ms. Wardle know that the Board discussed the options for the change in the fees in childcare and would discuss at the next Board Meeting. Ms. Wardle reported that she has had several comments and questions concerning the increase cost for the childcare, she also reported on Pickleball and how busy it has been and then discussed other events in the recreation department.

Discussion of Friends of Oquirrh Recreation and Parks District

Chair Perry reported that they currently do not have a committee for the Friends of Oquirrh Recreation and Parks District. Chair Perry and staff present discussed and asked for suggestions and directions for the future of the committee. Chair Perry stated that he would like to know what direction the committee should proceed, how to go about getting a new Board and what are the

needs of the community. The Board and Staff then discussed the direction for those who will be appointed. Chair Perry asked what the goal is, what would the community like to see improved and what can the committee provide for all.

Discussion and Possible Approval of Policy 2.8 Executive Director’s Evaluation

Chair Perry thanked Ms. Hansen for preparing Policy 2.8 Executive Director’s Evaluation, which explains the process for conducting the Evaluation of the Executive Director. After review, Vice-Chair Stringham made a motion to approve Policy 2.8 Executive Director’s Evaluation as presented. Trustee Monson seconded the motion. Motion carried unanimously with Chair Perry, Vice-Chair Stringham and Trustee Monson voting “Aye.”

EXECUTIVE DIRECTOR REPORT

Ms. Hansen discussed the usage of the Utah Olympic Oval track, she let the Board know since the arrangement with the Oval for use of the track, the number of members using it has increased, she reported that they expect the number to increase again over the years to come. She reported on the Employee retreat, stating it went very well. All present received and gave good information as a takeaway.

Ms. Hansen reported she would be presenting the Master plan to the Kearns Community Council on March 3, 2020, she will be using the information given by Landmark Design. She stated this is only a presentation on information only. URPA is March 10 & 11 there will be 8 staff members and all three Board members attending.

NEXT REGULAR BOARD MEETING, MARCH 18, 2020 @ 7:00 PM

ADJOURN

The Regular Meeting was adjourned at 8:07 p.m.

Date: _____

Jeff Perry – Chair

Date: _____

Laurie Stringham – Vice-Chair

Date: _____

Jeff Monson – Trustee

MINUTES FOR THE WORKING MEETING OF THE BOARD OF TRUSTEES
OF THE OQUIRRH RECREATION AND PARKS DISTRICT
WEDNESDAY, JANUARY 15, 2020
KEARNS OQUIRRH PARK FITNESS CENTER CONFERENCE ROOM
5624 S COUGAR LANE (4800 WEST),
KEARNS, UTAH

Present:

Jeff Perry, Chair
Laurie Stringham, Vice-Chair
Jeff Monson, Trustee

Staff Present:

Patti Hansen – Executive Director
Teejay Millar – Controller/Assistant Director
Chris Johnson – Accountant/HR Specialist

Others Present:

CALL TO ORDER

Chair Perry called the meeting to order at 6:13 PM. He then turned the time over to Ms. Hansen to discuss operational issue.

Ms. Hansen discussed the order of the Board agenda, she walked the Board through the agenda items and discussed them, she let the Board know that Landmark Design would be in attendance tonight to discuss the outcome of the survey, she reported the two new personal policy's, one refers to the Utah Retirement and those employees who are under Tier 2. The second Policy is the Electronic Board Meeting Policies. Ms. Hansen also stated the Memberships at the facility are going strong, the facility has seen an increase in the number of patrons who attend the facility.

Mr. Millar discussed the financials for November and December 2019, he reported we came in below budget; he stated this was due to some projects not being completed 2019 as budgeted. He discussed the budget verses wages and stated some departments were over budget, he reported he is working with the managers in those departments this year to keep them in-line with the what has been budgeted for 2020.

Mr. Millar reported he has moved the accounting systems from Sage to QuickBooks and let the Board know he has also made changes to the chart of accounts for each department. Mr. Millar report the financials for the year end of 2019 draft. The financials will not be completed until the 2019 audit has been completed. Mr. Millar went over the Memberships report, stating, we are down a few.

Ms. Hansen reported on admissions for 2019, she discussed the electronic board meeting policy

and stated we need to adopt the policies in the regular meeting. Ms. Hansen then reported additional items under the Executive Director report. She reported the staff retreat for all to attend will be on Thursday, February 13th, 2020.

Chairman Perry declared the working meeting to be adjourned at 7:01 p.m.

Date: _____

Jeff Perry – Chair

Date: _____

Laurie Stringham – Vice-Chair

Date: _____

Jeff Monson – Trustee

MINUTES FOR THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
OF THE OQUIRRH RECREATION AND PARKS DISTRICT
WEDNESDAY, JANUARY 15, 2019
ELEMENT EVENT CENTER
5658 S COUGAR LANE (4800 WEST),
KEARNS, UTAH

Present:

Jeff Perry, Chair
Laurie Stringham, Vice-Chair
Jeff Monson, Trustee

Staff Present:

Patti Hansen – Executive Director
Teejay Millar – Controller/Assistant Director
Chris Johnson – Accountant/HR Specialist
Brad Percy – Aquatics Manager
Kurt Warren – Facilities Manager
Jacque Wardle – Recreation Manager
Sam Page – Operations Manager
Steve Cook – Marketing Manager

Others Present:

Sandy Perry - Danny James - Susan Bell - Creighton Bell
Paula Larsen – Kearns Community Council

CALL TO ORDER

Chair Perry called the Regular Board Meeting to order at 7:08 p.m.

CITIZEN'S COMMENT

Chair Perry welcomed all to the meeting and solicited any public comment. Ms. Larsen stated that she had heard that the Board was not pleased with her or the Council, Ms. Larsen stated that she would have liked the board to come to her about the issue instead of hearing through others. Ms. Larsen thanked the Board for the partnership between the KOPFC and the Kearns Community Council. She presented the Board with a Calendar for the Community Council Events and talked about tentative dates the council would like the use of the Element Center, Ms. Larsen reported there are five open seats on the council, she also stated the council will be at the FWI Festival as well as the Doggy Day Paddle. Ms. Larsen stated that at a future line item on the agenda for the next meeting.

OATH of OFFICE FOR NEW BOARD MEMBER – JEFF MONSON

Mr. Millar swore in Jeff Monson into office as the new Board of Trustee Member.

Presentation and Update by the Kearns Rugby Team - Danny James

Mr. James thanked the Board for the sponsorship money the facility donated to help with the startup of the rugby team, he then discussed how the Kearns Rugby Team did over the last season. He reported they had a few up and downs, overall all was very positive, and he again thanked the Board for the partnership and sponsorship.

Discussion of New Childcare rates – Susan Bell

Ms. Bell thanked the Board for allowing her to speak before them, she began by discussing the increase in the childcare rates for 2020, she talked about childcare and how her kids love the staff, she had great compliments for the staff and the care they take towards the children who come each day. She reported the rates have increased 100%. She let the Board know the increase was unreasonable and this is forcing her family and others to seek another facility for fitness, also let the board know that other facilities were cheaper than KOPFC even though the rates for a membership are higher. She handed out a proposal to the board recommending new rates for the increase and explained how both the families and the facility would benefit. Chair Perry and the Board thanked Ms. Bell for her presentation and information and would look at the numbers, attendance and other information to discuss concerning the rates, he continued to explain how the facility came about the new rates, the budgeting process and the Public Hearing he facility had in November.

APPROVAL OF MINUTES

After a brief discussion, Vice-Chair Stringham moved to approve the minutes for the following meetings which include the change on the regular meeting minutes:

December 4, 2019 - Working Board Meeting
December 4, 2019 - Regular Board Meeting

Trustee Monson seconded the motion. Motion carried unanimously with Chair Perry, Vice-Chair Stringham and Trustee Monson voting “Aye.”

(The process for the minutes for each board meeting is as follows: Minutes are taken at each Board meeting and prepared for the Board to review for accuracy and completeness. The minutes are then e-mailed to each Board member. The Board members review the minutes and make any necessary changes, which are then e-mailed back to Ms. Johnson who is to prepare them for Board approval at the next regular Board meeting).

APPROVAL OF PAYABLES

After review, Vice-Chair Stringham made a motion to ratify the December 18, 2019 payables in the amount of \$226,657.43. Trustee Monson seconded the motion. Motion carried unanimously with Chair Perry, Vice-Chair Stringham and Trustee Monson voting “Aye.”

After review, Vice-Chair Stringham made a motion to ratify the December 31, 2019 payables in the amount of \$377,760.09. Trustee Monson seconded the motion. Motion carried unanimously with Chair Perry, Vice-Chair Stringham and Trustee Monson voting “Aye.”

After review, Vice-Chair Stringham made a motion to approve the January 15, 2020 payables in the amount of \$94,918.77. Trustee Monson seconded the motion. Motion carried unanimously with Chair Perry, Vice-Chair Stringham and Trustee Monson voting “Aye.”

FINANCIAL REPORT

Mr. Millar presented and discussed the November and December 2019 financial statements, highlighting several of the expense and revenue items for the month of 2019 year end. Mr. Millar stated that the District was doing well for the year. After a discussion and questions, Vice-Chair Stringham moved to approve the November 2019 financial statements as presented, Trustee Monson seconded the motion. Motion carried unanimously with Chairman Perry, Vice-Chair Stringham, and Trustee Monson voting “Aye.”

Mr. Millar then discussed the December 31, 2019 preliminary financial statements, He briefly noted the overall performance of the District and that there were no issues for the month or year and entertained any questions. There was no motion to approve pending the completion of the audit.

MANAGER REPORTS

MARKETING

Mr. Cook reported that this Saturday was the first day of the Tri-series. He discussed group sales and let them know Ms. Dodge was busy working on booking rentals for both the Fitness Center and Element Center. The Employee Social is scheduled for Saturday March 28th, the facility is planning on renting the movie theatre for the Movie Mulan, Mr. Cook also stated Jordan Valley Medical Center will be doing Health Screenings at the facility. He is currently working on the Festival for 2020, he already has a few of the bands and entertainment booked. He reported his department is been very business, working on the KOPFC website as well as other items.

OPERATIONS

Ms. Page presented the operations report and asked if the Board had any questions. She discussed the incident and security reports, stating it was a very quiet month in December. She then reported how busy the facility has been in the New Year, while walking throughout the facility the weight room has been very busy both in the mornings and in evenings. Ms. Page discussed various other items in the operations department, she reported to the Board and welcomed Sue Frehse as the new Operations Supervisor and Membership Coordinator.

FACILITIES

Mr. Warren began by letting the Board know the projects the Facilities Department have been working on, reporting the replacement of the comp pool motor and wiring, they had to shut down the pool for a day. He then discussed several maintenance projects they have been working on for the months of November and December. He briefly discussed some of the work at the KATEC building. Mr. Warren let the Board know the expenses for that project has been split between KOPFC and the Oval. He informed the Board that construction on the offices in the Tennis Center for Facilities Department, he let the Board know he has hired a new full-time person for maintenance for facility they have offered the job to Salvador Macias who was currently a part-time employee.

RECREATION

Ms. Wardle reported on the events in the recreation department she discussed the Sub-for-Santa and the family they worked with. She discussed the attendance in child-care and the impact the increase has caused. The Board asked several questions concerning the childcare and asked about how many families that may have left. She discussed the Santa Breakfast, Pickleball and other events his Recreation. She then reported on the repairs for the weight room equipment, this is from all the use of the machine.

ACCOUNTING - MEMBERSHIPS

Mr. Millar reported the December memberships are doing great, at year memberships are 5180 record breaking from previous years. Overall the membership and attendance for the facility is doing well.

AQUATICS

Mr. Percy discussed the attendance for the 2019 year, best attendance year for the facility, this does not include attendance for some of our other programs, swim lesson or water polo. Overall the year went very well was one of the highest in attendance overall. Mr. Percy reported the Holiday open went well and last week they had a Water Polo meet. He thanked all those who helped with the event and thanked all the staff involved for stepping up and making the events very successful.

Approval of 2020 Board of Trustee Positions

After discussion, Chair Perry stated the Jeff Perry would be Chair, Laurie Stringham as Vice-Chair and Jeff Monson as Trustee. Vice-Chair Stringham move to approve the positions. Trustee Monson seconded the motion. Motion carried unanimously with Chair Perry, Vice-Chair Stringham and Trustee Monson voting "Aye."

Discussion of Policy 7.2 Facility – Electronic Board Meeting Policies and Procedures

Chair Perry discussed the policy 7.2 regarding the Electronic Board Meeting Policies and Procedures. After further discussion, Trustee Monson moved to approve Policy 7.2 as outlined, Vice-Chair Stringham seconded the motion. Motion carried unanimously with Chair Perry, Vice-Chair Stringham and Trustee Monson voting “Aye.”

Discussion and Possible Approval of Conducting the Executive Director’s Evaluation

Chair Perry discussed and gave suggestion on the process of conducting the Executive Director’s Evaluation. Chair Perry stated that when doing the evaluation, it should be done in a close meeting, the meeting does not have to be recorded, the Chair should sign a sworn affidavit stating they discussed the character, competence or health of an individual. The Board would like to make this a standard policy and would like Ms. Hansen to write a policy for future Board Members.

EXECUTIVE DIRECTOR REPORT

Ms. Hansen mentioned the Evidence to success letter stating we promote no smoking on the premises has gone to the community, recreation software management meeting tomorrow on how they are going to implement the process, the board member contact information, she would get the information on how to access their email and phone messages. The Tennis center repurposing and the new offices being built. The KOPFC retreat on Thursday, February 13, 2020 from 9:00 am to 4:00 pm at Westridge Golf Course. Resident annual free pass will be in the May brochure this applies to residents only. Ms. Hansen also reported we would be having an intern from USU joining us in May for the summer.

Personnel Matters (Possible Closed Meeting)

Vice-Chair Stringham moved to go into closed session at 8:43 p.m. to discuss the character, competence or physical or mental health of an individual. Trustee Monson seconded the motion. The motion carried unanimously with Chair Perry, Vice Chair Stringham and Trustee Monson voting “Aye.”

Chair Perry stated they came out of the closed session at 9:18 p.m.

After discussion, Trustee Monson made a motion to ratify and approve the Executive Directors annual review for a 4% increase, retroactive to October 24, 2019. Vice-Chair Stringham seconded the motion. Motion carried unanimously with Chair Perry, Vice-Chair Stringham and Trustee Monson voting “Aye.”

NEXT REGULAR BOARD MEETING, FEBRUARY 19, 2020 @ 7:00 PM

ADJOURN

The Regular Meeting was adjourned at 9:20 p.m.

Date: _____

Jeff Perry – Chair

Date: _____

Laurie Stringham – Vice-Chair

Date: _____

Jeff Monson – Trustee