

MINUTES FOR THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
OF THE OQUIRRH RECREATION AND PARKS DISTRICT
WEDNESDAY, DECEMBER 04, 2019
ELEMENT EVENT CENTER
5658 S COUGAR LANE (4800 WEST),
KEARNS, UTAH

Present:

Becky Guertler, Chair
Jeff Perry, Vice-Chair
Laurie Stringham, 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:

Jeff Monson
Sandy Perry
Lisa Benson – Landmark Design
Tenesa Pinkle – Landmark Design
Brett Helsten

CALL TO ORDER

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

CITIZEN'S COMMENT

Chair Guertler welcomed all to the meeting and solicited any public comment. Mr. Monson was in attendance and introduced his grandson.

Discussion with UPD Concerning the Kearns Precinct Concepts – Chief Brian Lohrke

Chair Guertler let those present know that Chief Lohrke from UPD (Unified Police Department) would not be present tonight, there was a miss communication with dates, Chair Guertler stated they would attend the January Meeting.

Presentation of the Draft for ORP District Master Plan – Landmark Design

Ms. Benson and Ms. Pinkle did a power point presentation and went through the survey, they presented the information received along with the outcomes of the survey. They reported the patron input and how the questions on the survey pertained to the facility. Ms. Benson referred to recommendations that were made, she discussed that this was a draft, and this was the information collected and the recommendation for implantations, actions and moving forward with the information.

Chair Guertler thanked Landmark Design for the presentation.

Public Hearing on the 2020 Tentative Oquirrh Recreation & Parks District Budget and Fees

Chair Guertler moved to open the public hearing at 7:55 PM to discuss the 2020 budget and 2020 fees increases. She solicited questions or comments from those present. There was no public comment at this time. Chair Guertler closed the Public Hearing at 7:56 PM.

Approval of 2020 Oquirrh Recreation & Parks District Budget and Fees Resolution 2019-4

Chairman Guertler solicited any questions or comments on the 2020 budget and fees. Seeing that there was no further discussion on the 2020 budget and fees she indicated she would entertain a motion. Trustee Stringham moved to approve the 2020 budget and fees with Resolution 2019-4 as presented with a net loss of \$ 88,476.00 amended to exclude the non-cash items. Vice-Chair Perry seconded the motion. Motion carried unanimously with Chair Gertler, Vice-Chair Perry and Trustee Stringham voting “Aye.”

APPROVAL OF MINUTES

After a brief discussion, Trustee Stringham Perry moved to approve the minutes for the following meetings:

November 13, 2019 - Working Board Meeting

November 13, 2019 - Regular Board Meeting

November 19, 2019 – Special Board Meeting – Canvas of Election

Chair Guertler seconded the motion. Motion carried unanimously with Chair Guertler, Vice-Chair Perry and Trustee Stringham 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& FINANCIALS

After review, Vice-Chair Perry made a motion to ratify the November 20, 2019 payables in the amount of \$135,401.09. Trustee Stringham seconded the motion. Motion carried unanimously with Chair Guertler and Vice-Chair Perry voting “Aye.”

After review, Chair Guertler made a motion to ratify the Community Scholarship of \$242.90 to Hope Unlimited Food Pantry for Turkeys. Vice-Chair Perry seconded the motion. Motion carried unanimously with Chair Guertler, Vice-Chair Perry and Trustee Stringham voting “Aye.”

After review, Chair Guertler made a motion to approve the December 4, 2019 payables in the amount of \$43,376.12. Trustee Stringham seconded the motion. Motion carried unanimously with Chair Guertler, Vice-Chair Perry and Trustee Stringham voting “Aye.”

Approval of 2020 Board of Trustee Meeting Schedule

After discussion by the board, Trustee Stringham moved to approve the 2020 Board Meeting Schedule with the following dates: January 15th, February 19th, March 18th, April 15th, May 20th, June 17th, July 15th, August 19th, September 16th, October 21st, November 11th, and December 2nd. The Working Meetings will begin at 6:15 PM and the Regular Meetings will follow at 7:00 PM. Vice-Chair Perry seconded the motion. Motion carried unanimously with Chair Guertler, Vice-Chair Perry and Trustee Stringham voting “Aye.”

Approval of 2020 Board of Trustee Positions

After discussion, Chair Guertler will defer this agenda item to the January meeting.

Discussion of Policy 4.1.4.1 Facility – General Facility Rules and Regulations

Chair Guertler discussed the policy 4.1.4.1 regarding General Facility Rules and Regulations, after further discussion, Chair Guertler moved to approve Policy 4.1.4.1 as written with the changes discussed for special designated events, Vice-Chair Perry seconded the motion. Motion carried unanimously with Chair Guertler, Vice-Chair Perry and Trustee Stringham voting “Aye.”

Discussion and Approval of Policy 2.6.2.1 Employee Retirement – URS Tier 1 and Tier 2

Chair Guertler discussed the Policy 2.6.2.1 regarding Tier 2 employees Trustee Stringham moved to approved as presented Chair Guertler seconded the motion. Motion carried unanimously with Chair Guertler, Vice-Chair Perry and Trustee Stringham voting “Aye.”

EXECUTIVE DIRECTOR REPORT

Ms. Hansen presented a plaque of appreciation to Chair Guertler for all her hard work and thanked her for her service.

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

ADJOURN

The Regular Meeting was adjourned at 8:15 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
WEDNESDAY, NOVEMBER 19, 2019
KEARNS OQUIRRH PARK, DIRECTORS OFFICE
5624 S COUGAR LANE (4800 WEST),
KEARNS, UTAH

Present:

Becky Guertler, Chair
Jeff Perry, Vice-Chair
Laurie Stringham, Trustee – Via Phone

Staff Present:

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

Others Present:

Chief Brian Lohrke - UPD
Jeff Monson

CALL TO ORDER

Chairman Guertler called the meeting to order at 4:09 PM.

Working Meeting Discussion

Chair Gertler welcomed the Chief Lohrke from Unified Police Department. The Chief stated they are in the process of obtaining land to build a precinct station in the Kearns area. They have chosen EDA Architects to work with for designing the structure. He stated that they are currently looking at several locations, doing an assessment and a feasibility study. The study is to determine what they need for the community for future growth. The group discussed several options with the Board, the Board let Chief Lohrke know that they would like to keep the ideas as concepts and would like to have a future discussion.

Mr. Millar discussed the Utah Retirement Systems compliance audit; the audit requires having a policy in place concerning eligibility for Tier 1 and Tier 2 employees for the District. He reported that the District is due for an audit in the upcoming weeks, this was one of the items recommended by URS in the last audit.

Appointment of a Treasurer and Clerk for Oquirrh Recreation and Parks District

Chair Guertler moved forward to appoint a Treasurer and Clerk for the District. Mr. Millar discussed the descriptions in the manual provided and discussed who would be the Treasurer and who would be the Clerk. After discussion the Vice-Chair Perry moved to approve and appoint Ms. Hansen as the Treasurer and Mr. Millar to the Clerk position for the District. Trustee Stringham seconded the motion. Motion carried unanimously with Chair Guertler and Vice-Chair Perry voting “Aye.”

Canvass of the 2019 Election

Ms. Hansen reported the final tally for the election held on November 5, 2019 for the District Board of Trustee. Ms. Hansen presented all the documentation relating to the election, noting that Mr. Millar is listed as the Clerk for the District and announcing Mr. Jeff Monson had won the election. Chair Guertler made a motion to accept the 2019 Oquirrh Recreation and Parks District Certified Election Results as stated and presented by County Clerk Office. Vice-Chair Perry seconded the motion. Motion carried unanimously with Chair Guertler and Vice-Chair Perry voting “Aye.”

Chairman Guertler declared the working meeting to be adjourned at 4:27 p.m.

Date: _____

Becky Guertler – Chair

Date: _____

Jeff Perry – Vice-Chair

Date: _____

Laurie Stringham – Trustee

MINUTES FOR THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
OF THE OQUIRRH RECREATION AND PARKS DISTRICT
WEDNESDAY, NOVEMBER 13, 2019
ELEMENT EVENT CENTER
5658 S COUGAR LANE (4800 WEST),
KEARNS, UTAH

Present:

Becky Guertler, Chair
Jeff Perry, Vice-Chair
Laurie Stringham, Trustee – Excused

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:

Jeff Monson
Sandy Perry

CALL TO ORDER

Chair Guertler called the Regular Board Meeting to order at 7:06 p.m.

CITIZEN’S COMMENT

Chair Guertler welcomed all to the meeting and solicited any public comment. Mr. Monson took the time to thank the staff for all the hard work the staff does and let them know the public is also grateful to the staff at KOPFC.

APPROVAL OF MINUTES

After a brief discussion, Vice-Chair Perry moved to approve the minutes for the following meetings:

October 15, 2019 - Working Board Meeting
October 15, 2019 - Regular Board Meeting

Chair Guertler seconded the motion. Motion carried unanimously with Chair Guertler and Vice-Chair Perry 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 Guertler made a motion to ratify the November 6, 2019 payables in the amount of \$104,925.69. Vice-Chair Perry seconded the motion. Motion carried unanimously with Chair Guertler and Vice-Chair Perry voting “Aye.”

FINANCIAL REPORT

Vice-Chair Perry moved to approve the October 2019 Financial Statement as provided by Mr. Millar. Chair Gertler seconded the motion. Motion carried unanimously with Chair Guertler and Vice-Chair Perry voting “Aye.”

MANAGER REPORTS

OPERATIONS

Ms. Page presented the operations report and asked if the Board had any questions. Ms. Page and the Board discussed the incidents/accidents reports that occurred in October. She reported on the incidents in the weight room and explained what had happened. She let the Board know they have set up the first aid room across from the old concession in the hallway across from the gym and reported she has put a trauma bag in the weight room for any future incidents, she then reported on other operational events.

FACILITIES

Mr. Warren reported that Professional Yard Service, had come and done the fall fertilization on the lawn for the winter. He reported that he and Mr. Millar had completed a capital replacement list. He discussed the closure, repair and maintenance of the comp pool and reported what maintenance was completed to the pool.

Mr. Warren also discussed several other maintenance and repair projects currently being worked on. He reported that he had attended the Park and Safety Playground Certification, he let the Board know that Salt Lake County would begin storing new playground equipment in the south parking lot for the Oquirrh Park. He reported his staff is very busy working on several projects for the Department.

RECREATION

Ms. Wardle discussed the Pickle Ball Tournament and reported the outcome. The Breakfast with Santa in December has already sold out, the Turkey Lover’s Workout would be on Thanksgiving

Day in the morning. She let the Board know they are doing a food drive; the food bins are in the lobby and stated that the food collected will go to the Kearns High Pantry.

ACCOUNTING – MEMBERSHIPS

Mr. Millar stated that memberships are continuing to rise, currently the numbers are at a high for the facility with 5,207 total memberships.

AQUATICS

Mr. Peercy reported attendance for the month of October was up 29% from last year, and is one of the highest attendance in October for the history of the facility. He discussed the daily report on the attendance. The Holiday Open is coming up the last week of December. Mr. Peercy stated this is typically one of the slowest times of the year, they have high school meets going on, other than that all is well in the aquatics department.

MARKETING

Mr. Cook reported Trick or Treat Street was this last Friday at the Oval, stating it went very well. He stated Group Sales was working very hard on booking holiday and other events. He discussed the new vending machine at the front counter. He let the Board know the AV system is working in the Element Center and he is currently working on the new brochure.

Discussion of and Possible Approval of 2020 Tentative Budget

Chair Guertler stated that the budget will be updated to include the changes to the fees schedule and Board Discretionary Funds line item as discussed in the working meeting. After further discussion, Chair Guertler moved to approve the Tentative Budget for 2020, with the adjustments made in the working meeting along with the fee schedule. Vice-Chair Perry seconded the motion. Motion carried unanimously with Chair Guertler and Vice-Chair Trustee Perry voting “Aye.”

Set Public Hearing to Consider 2020 Budget at the December 4, 2019 Board Meeting at 7:00 pm

After discussion, Vice- Chair Perry moved to set a hearing date of December 4, 2019 at 7:00 PM to present and consider adoption of the 2020 Budget, and directed the District staff to provide a public notice of the hearing in a timely manner. Chair Guertler seconded the motion. Motion carried unanimously with Chair Guertler and Vice-Chair Trustee Perry voting “Aye.”

Discussion of 2020 Board Meeting Schedule

The Board then discussed the proposed 2020 Board meeting schedule, following a similar schedule as in previous years. It was decided to consider the schedule and approve it at the next regular Board meeting.

Discussion of UASD Appointment of a Treasure and a Clerk

The Board discussed appointing Ms. Hansen as Clerk and Mr. Millar as Treasurer to follow UASD compliance. It was reported they would approve at the next Board meeting.

Discussion of 2020 Board Positions

Vice-Chair Perry suggested that the Board continue to rotate the Board positions as planned, which would mean that Trustee Elect Mr. Monson would become Trustee, Ms. Stringham would move to Vice-Chair. Mr. Perry would move to Chair. Mr. Perry stated they would be approving the positions at the next Regular Board Meeting.

EXECUTIVE DIRECTOR REPORT

Ms. Hansen reported the Election Canvas Meeting is set for Tuesday, November 19, 2019 at 4:00 PM in the Directors office. The Recreation Software Management RFP has been sent out for the new software and is due back on December 2nd. Ms. Hansen is hoping this software will be in place for the new year, the Master Plan is being worked on by Landmark Design and will be presented at the December Meeting. The Eagle Scout project of a small library will be installed in the lobby.

NEXT REGULAR BOARD MEETING, DECEMBER 4, 2019 @ 7:00 PM

ADJOURN

The Regular Meeting was adjourned at 7:57 p.m.

Date: _____

Becky Guertler – Chair

Date: _____

Jeff Perry – Vice-Chair

Date: _____

Laurie Stringham – Trustee - Excused

MINUTES FOR THE WORKING MEETING OF THE BOARD OF TRUSTEES
OF THE OQUIRRH RECREATION AND PARKS DISTRICT
WEDNESDAY, NOVEMBER 13, 2019
KEARNS OQUIRRH PARK FITNESS CENTER CONFERENCE ROOM
5624 S COUGAR LANE (4800 WEST),
KEARNS, UTAH

Present:

Becky Guertler, Chair
Jeff Perry, Vice-Chair
Laurie Stringham, Trustee – Excused

Staff Present:

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

Others Present:

CALL TO ORDER

Chair Guertler called the meeting to order at 6:24 PM. She then turned the time over to Ms. Hansen

Discussion on use of the Element Center, Ms. Hansen described the situation concerning rentals and payment. The Board and staff present discussed options on how to handle the billing aspects of the rental. The Board and Staff decided that whoever booked the event or rental space would be the one responsible for the invoice and payment.

Ms. Hansen asked the Board if they had any questions on the Minutes and Payables, she then turned the time over to Mr. Millar to discuss the October Financials. Mr. Millar reported there are not too many changes from the previous month. He discussed the revenue and expenses and let the Board know that the property tax revenue was not booked to the revenue since he was unable to get the breakdown. Mr. Millar discussed the capital replacement plan as to what the facility needs are over the next several years, he also reported on other aspects of the facility. Mr. Millar asked the Board if they had question on the financials. Ms. Hansen reported that the facility memberships have continued to grow in numbers, the District currently has 5,207 memberships.

Ms. Hansen and Mr. Millar discussed the 2020 Budget and stated that there are additional changes to the budget presented in October. Chair Guertler let Ms. Hansen and Mr. Millar know she is uncomfortable with the amount allotted to the Board Discretionary Funds. The Board and those present discussed a reduction in the amount of funds and reported these funds would be available to be used for the scholarships, and other community expenses. Ms. Hansen discussed the fee structure, she let the Board know there have been some changes with some of the fees,

Ms. Hansen continued with each line item letting the Board know which ones have changed, ones that have been added, and some that have been removed. These changes also include an increase for pool rentals.

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

Date: _____

Becky Guertler – Chair

Date: _____

Jeff Perry – Vice-Chair

Date: _____

Laurie Stringham – Trustee

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

Present:

Becky Guertler, Chair
Jeff Perry, Vice-Chair
Laurie Stringham, 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 - Excused
Sam Page – Operations Manager
Steve Cook – Marketing Manager

Others Present:

CALL TO ORDER

Chair Guertler called the Regular Board Meeting to order at 7:05 p.m.

CITIZEN'S COMMENT

Chair Guertler welcomed all to the meeting and solicited any public comment.

APPROVAL OF MINUTES

After a brief discussion, Vice-Chair Perry moved to approve the minutes for the following meetings:

September 18, 2019 - Working Board Meeting
September 18, 2019 - Regular Board Meeting

Trustee Stringham seconded the motion. Motion carried unanimously with Chair Guertler, Vice-Chair Perry and Trustee Stringham 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 Guertler made a motion to ratify the October 2, 2019 payables in the amount of \$98,013.66. Trustee Stringham seconded the motion. Motion carried unanimously with Chair Guertler, Vice-Chair Perry and Trustee Stringham voting “Aye.”

After review, Trustee Stringham made a motion to approve the October 15, 2019 payables in the amount of \$104,398.93. Vice-Chair Perry seconded the motion. Motion carried unanimously with Chair Guertler, Vice-Chair Perry and Trustee Stringham voting “Aye.”

FINANCIAL REPORT

Chair Guertler thanked Mr. Millar for completing the financials so early in the month, Vice-Chair Perry moved to approve the September 2019 Financial Statement as presented. Chair Guertler seconded the motion. Motion carried unanimously with Chair Guertler, Vice-Chair Perry and Trustee Stringham voting “Aye.”

MANAGER REPORTS

FACILITIES

Mr. Warren reported that the company they contract for grounds service is Professional Yard Service, over the last month they have come and sprayed the weeds in the south parking lot and several of the trees. He stated that some of the trees were not doing well and that we would probably lose a few and replace the ones that are deceased. Mr. Warren stated that the new solar powered cross walk has been put in the place, to remind patrons that there are patrons crossing. Comfort Systems is currently working and maintaining the AC systems on the three units that have been installed. He discussed several other projects that they are working on. Mr. Warren then discussed the south parking landscaping and reported it was completed.

Mr. Warren also discussed several other maintenance and repair projects currently being worked on. His facilities Supervisors Mr. Steve Sherwood and Mr. Zach Singh are working on winterizing the pool for the winter he also stated that Zach (Bo) is working a preventative maintenance program for the Facilities Department.

ACCOUNTING – MEMBERSHIPS

Mr. Millar discussed the financial aspects of the accounting department. He stated that he and Patti have done research to work on a financial plan. Mr. Millar is currently implementing a new accounting software and stated the software we currently have is not user friendly. He also wanted to clear out the data base and make the financial reporting cleaner for the Board. He discussed the repair and replacement budget and stated some of the projects did not get completed this year and would be going into next year.

He then stated there was not a big change in memberships, there was a slight loss. He discussed the several different types of memberships and stated the facility should see an increase in revenue. Admissions have increased, overall the facility is doing well. There will be a slight disadvantage when the transition happens.

AQUATICS

Mr. Peercy discussed the NRPA and thanked the Board for allowing him to attending. Attendance for the month of September was up 43% from last year, He discussed the daily report and stated that overall the weather was good. He discussed several events in the upcoming year that the facility will be hosting. In May 2021 the IGLA (International Gay & Lesbian Aquatics) organization would be renting the outdoor pool the week before memorial day weekend, they are still discussing the details and stated the Board could go to their website www.igla.org for more information. Mr. Peercy stated this was typically one of the slowest times of the year.

MARKETING

Mr. Cook discussed the attending in NRPA and stated that his department attended several sessions on concessions and fireworks. He said they were very informative and came away with several ideas. He reported Trick or Treat Street was this Friday at the Oval and will be charging for the event or a can of food, and 13 and under are free. He discussed the AV input system at the Element Center and will have more information from the company on the system.

OPERATIONS

Ms. Page presented the operations report and asked if the Board had any questions. Chair Guertler ask if they have any idea as to number of thefts, that have been happening over the last couple of weekends. Ms. Page discussed the incidents and accidents reports and answered the Boards questions.

RECREATION – Ms. Wardle Excused – No Report

Discussion and Possible Approval of Community Complimentary Use Policy of the Element Center for Oquirrh Recreation and Parks District

Chair Guertler, turned the time over to Ms. Hansen who discussed the policy for the Complimentary Use of the Element Center, she discussed the policy and stated that she made some changes to the policy and asked if the Board had any additional questions. After discussion with the Board she stated she would clarify the changes made, Trustee Stringham moved to approve the Community Complimentary Use Policy of the Element Center for Oquirrh Recreation and Parks District. Vice-Chair seconded the motion. Motion carried unanimously with Chair Guertler, Vice-Chair Perry and Trustee Stringham voting “Aye.”

EXECUTIVE DIRECTOR REPORT

Discussion of Meet the Candidates Night

Ms. Hansen stated she was excited for Meet the Candidates on Thursday October 17, 2019. The event starts at 6:00 p.m. Ms. Hansen also discussed the Master Plan Project; she stated the strategically valid survey has been completed and the facility should get the results by end of October. She is hoping Landmark Design will be available for the November Meeting to discuss the results.

Ms. Hansen reminded the Board and staff that UASD was November 6 and 7th at the Davis Convention Center in Layton. She asked if anyone have questions on the conference please let Ms. Hansen know.

Trustee Stringham discussed Parks-RX and Healthy Community Group working in Colorado, they are having a summit and she stated that she and Leann Powell, the URPA President would be attending.

NEXT REGULAR BOARD MEETING, OCTOBER 15, 2019 @ 7:00 PM

ADJOURN

The Regular Meeting was adjourned at 7:51 p.m.

Date: _____

Becky Guertler – Chair

Date: _____

Jeff Perry – Vice-Chair

Date: _____

Laurie Stringham – Trustee

MINUTES FOR THE WORKING MEETING OF THE BOARD OF TRUSTEES
OF THE OQUIRRH RECREATION AND PARKS DISTRICT
TUESDAY, OCTOBER 15, 2019
KEARNS OQUIRRH PARK FITNESS CENTER CONFERENCE ROOM
5624 S COUGAR LANE (4800 WEST),
KEARNS, UTAH

Present:

Becky Guertler, Chair
Jeff Perry, Vice-Chair
Laurie Stringham, Trustee

Staff Present:

Patti Hansen – Executive Director
Teejay Millar – Controller/Assistant Director
Chris Johnson – Accountant/HR Specialist-Not Present

Others Present:

CALL TO ORDER

Chair Guertler called the meeting to order at 5:33 PM. For discussion of the 2020 Tentative Budget. She then turned the time over to Ms. Hansen and Mr. Millar to discuss the 2020 Tentative Budget.

Discussion of 2020 Tentative Budget

Ms. Hansen stated that she would like to discuss the fee structure, she explained the different columns and stated that they removed the fees that do not pertain to the 2020 proposed budget fee structure, Ms. Hansen stated they would like to raise the fees for a resident household membership by \$20.00 dollars this increase would also affect the monthly membership. She explained to the Board, this fee was not in line with other membership fees. Mr. Millar did a study on other facilities and let the board know that our household membership fee is low and stated this was one of the reasons for the increase. She then discussed the proposed admissions fees, the reason for the adjustment of fees and when the increase for 2020 would take effect.

They then continued to go line by line through the proposed 2020 tentative budget and explained the increases and changes Mr. Millar stated that our expenses are going up and our revenue is not. Mr. Millar then discussed the various additions and increases to the capital, and regular expenses in the budgeting process and the changes that will be happening with the facility. Ms. Hansen stated that she and Mr. Millar talked about the salary survey, Mr. Millar stated that they have put funds aside to do the Market Salary Survey for all full-time positions.

Ms. Hansen talked about the Element Center regarding signage, frosted glass for the conference and other items that may be needed therefore the budget reflects \$20,000.00 to address these

items. Ms. Hansen, Mr. Millar and the Board discussed the line item concerning the Board amount for \$10,000.00. Ms. Hansen and Mr. Millar asked that the Board come up with a list as to where the funds would be allocated, Mr. Millar asked that the Board get the list to him within the week.

Ms. Hansen turned the time over to Mr. Millar who stated that he and Mr. Warren would be doing a walkthrough of the facility to discuss the capital replacement list.

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

Date: _____

Becky Guertler – Chair

Date: _____

Jeff Perry – Vice-Chair

Date: _____

Laurie Stringham – Trustee

MINUTES FOR THE WORKING MEETING OF THE BOARD OF TRUSTEES
OF THE OQUIRRH RECREATION AND PARKS DISTRICT
WEDNESDAY, SEPTEMBER 18, 2019
ELEMENT EVENT CENTER
5658 S COUGAR LANE (4800 WEST),
KEARNS, UTAH

Present:

Becky Guertler, Chair
Jeff Perry, Vice-Chair
Laurie Stringham, Trustee

Staff Present:

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

Others Present:

CALL TO ORDER

Chairman Guertler called the meeting to order at 6:16 PM. She then turned the time over to Ms. Hansen to discuss agenda items.

Working Meeting Discussion

Ms. Hansen then discussed the agenda items on the upcoming Board meeting. Ms. Hansen discussed the minutes from the prior month's working meeting and Board meeting, and she asked the Board for any additional questions or changes, of which there were none.

Ms. Hansen briefly discussed the payable's; she asked the Board if there were questions. They discussed the list and Ms. Hansen stated that the Staker Paving invoice was for the south lot landscaping. She stated that Mr. Millar would be back and will discuss the financials.

Ms. Hansen discussed community complimentary use of the Element Center Policy, she stated that guidelines are needed to have ideas that can be followed for complimentary use. Trustee Stringham stated that she heard that Salt Lake County Board each have five days per year to allow complimentary use of the facility. She let the Board know that what is needed is basic meeting space. The Board and staff discussed various ways to work to improve and set a policy for the community complimentary use of the Element Center Policy.

Chair Guertler discussed the High School newspaper, Chair Guertler talked about the program, the money they have budgeted, and the additional funding that is needed for mailings. She let the Board and staff present know what funding has been donated, and what funding is still

needed for the High School Newspaper. The additional funding would be used to do a community mailing. They discussed the objective of these students and what they are looking to do.

Ms. Hansen stated that she and Teejay are working on the upcoming budget, Mr. Millar stated that this was his first year doing a budget schedule, staff and the Board discussed various options as to what to add to the budget when it comes to future development programs, Trustee Stringham would like to see more opportunities for new programs Ms. Hansen asked if there was a dollar amount the Board was thinking about. The Board, Ms. Hansen and Mr. Millar discussed options and what programs the money could be used for.

Ms. Hansen asked the Board if they had any questions on the financials or the directors report. The Board asked several questions with Mr. Millar and Ms. Hansen answering them.

Chairman Guertler declared the working meeting to be adjourned at 7:07 p.m.

Date: _____

Becky Guertler – Chair

Date: _____

Jeff Perry – Vice-Chair

Date: _____

Laurie Stringham – Trustee

MINUTES FOR THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
OF THE OQUIRRH RECREATION AND PARKS DISTRICT
WEDNESDAY, SEPTEMBER 18, 2019
ELEMENT EVENT CENTER
5658 S COUGAR LANE (4800 WEST),
KEARNS, UTAH

Present:

Becky Guertler, Chair
Jeff Perry, Vice-Chair
Laurie Stringham, 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:

CALL TO ORDER

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

CITIZEN'S COMMENT

Chair Guertler welcomed all to the meeting and solicited any public comment.

APPROVAL OF MINUTES

After a brief discussion, Chair Guertler moved to approve the minutes for the following meetings:

August 21, 2019 - Working Board Meeting
August 21, 2019 - Regular Board Meeting

Trustee Stringham seconded the motion. Motion carried unanimously with Chair Guertler, Vice-Chair Perry and Trustee Stringham 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).

FINANCIAL REPORT

Chair Guertler turned the time over to Mr. Millar, who then discussed the financial statements. Mr. Millar highlighted some of the expenses and revenue, Vice-Chair Perry moved to approve the August 2019 Financial Statement as presented. Trustee Stringham seconded the motion. Motion carried unanimously with Chair Guertler, Vice-Chair Perry and Trustee Stringham voting “Aye.”

APPROVAL OF PAYABLES

After review, Vice-Chair Perry made a motion to ratify the September 4, 2019 payables in the amount of \$124,968.05. Trustee Stringham seconded the motion. Motion carried unanimously with Chair Guertler, Vice-Chair Perry and Trustee Stringham voting “Aye.”

After review, Vice-Chair Perry made a motion to approve the September 18, 2019 payables in the amount of \$182,028.71. Trustee Stringham seconded the motion. Motion carried unanimously with Chair Guertler, Vice-Chair Perry and Trustee Stringham voting “Aye.”

MANAGER REPORTS

RECREATION

Ms. Wardle asked if the Board had any questions concerning her Board report. She discussed the issues concerning a visiting group of athletes that have disrupted the facilities and the current patrons using the facility. The Board and staff discussed who was to handle future situations in the event that this happens again. Ms. Wardle also talked about the programming in the weight room along with a kid Zumba class targeting the 6 to 13 years of age. She stated that they had several patrons who have done a wonderful job with the Zumba class for younger patrons. She discussed various other issues in recreation.

ACCOUNTING - MEMBERSHIPS

Mr. Millar reviewed and discussed the August membership report and stated we have exceeded the 5,100 mark with a membership base of 5,142. He stated that admissions were up as well, overall the facility is doing well. There were a few changes, the families are going down and household are going up. There will be a slight disadvantage when the transition happens.

AQUATICS

Mr. Percy discussed the attendance for the month of August was up 36%, He discussed the daily report and stated that overall the weather was good. He discussed and stated 55,000 people attended in August, which equals about 1,700 patrons a day. He let the Board know how the

Doggie Paddle Day went on September 7th, they had 184 dogs, it was a sunny day with no major issues. He then discussed upcoming events and activities in Aquatics.

MARKETING

Mr. Cook discussed the Fire, Water and Ice Festival wrap up meeting, letting the Board know that it went very well. He discussed that there were not enough food trucks and they are looking to increase them in the upcoming year. He stated that the next month is Halloween and they will be doing a booth at the Oval. He is working on the tri-series for next year and is working on different ways to make the transition go as smooth as possible. He stated that his department is working on the budget and looking forward to another great year in concessions.

OPERATIONS

Ms. Page presented the operations report and asked if the Board had any questions. Chair Guertler ask if they have any idea as to number of thefts, that have been happening over the last couple of weekends. She discussed ways to defer the thefts by adding security lockers in two different locations to lock up their personal items. She discussed an incident report and let them know what happened. She informed the Board on the Oosman preliminary report and will follow through with staff.

FACILITIES

Mr. Warren let the Board know that the new solar powered cross walk has been put in the place, Comfort Systems is currently working and maintaining the AC on the three units that have been installed. He discussed several other projects that they are working on. Mr. Warren then discussed the south parking landscaping and the let board know it was completed. Mr. Warren also discussed several other maintenance and repair projects currently being worked on. He then let the Board know that they have hired a current employee, Zach (Bo) Singh to replace the vacant Facilities Supervisor position.

Discussion and Possible Approval of Community Complimentary Use Policy of the Element Center for Oquirrh Recreation and Parks District

Chair Guertler discussed and asked questions regarding the policy between the Element Center and Oquirrh Park District, after discussion the Board and Ms. Hansen would review and decide at the October meeting.

Discussion of Kearns High School Newspaper – Becky Guertler

Chair Guertler discussed several options on a way to increase the distribution and how to increase funds for the community, She asked the Board if they would like to know if they are willing to support them, the Board discussed several ways to help them with startup funds and would like the facility to provided funds. After discussions the Board and staff present offered to give the High School \$500.00 this year to help with startup cost. Trustee Stringham moved to approve \$500.00 from the scholarship funds to help with the mailing and start up fund for Kearns High school Newspaper. Vice-Chair Perry seconded the motion. Motion carried unanimously

with Chair Guertler, Vice-Chair Perry and Trustee Stringham voting “Aye.”

Discussion and Possible Change of Date for the October 16, 2019 ORPD Board Meeting

Chair Guertler motioned to move the October Board Meeting from Wednesday, October 16, 2019 to Tuesday, October 15, 2019 with the understanding that the financials will not be complete. Vice-Chair Perry seconded the motion. Motion carried unanimously with Chair Guertler, Vice-Chair Perry and Trustee Stringham voting “Aye.”

Budget Process Schedule – Teejay Millar

Mr. Millar discussed the budget process, he stated that all the managers will be working on their budgets, Mr. Millar is doing the meetings in two rounds the first a preliminary and the second the final with each manger. He has set October 14th as the tentative budget. The budget meeting with the Board will be at 5:00 pm on October 15, 2019 prior to the working and regular meeting.

EXECUTIVE DIRECTOR REPORT

Ms. Hansen discussed the various items that are on the agenda. She discussed the master plan, she stated the strategically valid survey has been completed and the facility should get the result tomorrow, along with the comp pool and locker room layout. She also discussed the open survey it will be available until the September 29th on the KOPFC Web page which talks about the master plan, they plan on having it done by mid-October, and will fine tune the result later. She stated she is still working on the KATEC policies. She discussed the cost of the Web Audio fix, which will be twelve thousand and the facility will pay for half, the cost of six thousand will be our portion. She then stated they will be putting in frosted glass on the conference rooms at the Element Center, to help with some of the distractions.

NRPA Baltimore information was given out to Teejay he will be the liaison for the trip – UASD November 5,6 and 7th at the Davis Convention Center.

NEXT REGULAR BOARD MEETING, OCTOBER 15, 2019 @ 7:00 PM

ADJOURN

The Regular Meeting was adjourned at 8:50 p.m.

Date: _____

Becky Guertler – Chair

Date: _____

Jeff Perry – Vice-Chair – Via Phone

Date: _____

Laurie Stringham – Trustee

MINUTES FOR THE WORKING MEETING OF THE BOARD OF TRUSTEES
OF THE OQUIRRH RECREATION AND PARKS DISTRICT
WEDNESDAY, AUGUST 21, 2019
ELEMENT EVENT CENTER
5658 S COUGAR LANE (4800 WEST),
KEARNS, UTAH

Present:

Becky Guertler, Chair
Jeff Perry, Vice-Chair - Excused
Laurie Stringham, Trustee – Via Telephone

Staff Present:

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

Others Present:

CALL TO ORDER

Chairman Guertler called the meeting to order at 6:31 PM. She then turned the time over to Ms. Hansen to discuss agenda items.

Working Meeting Discussion

Ms. Hansen then discussed the agenda items on the upcoming Board meeting. Ms. Hansen discussed the minutes from the prior month's working meeting and Board meeting, and she asked the Board for any additional questions or changes, of which there were none.

Ms. Hansen briefly discussed the payables, then turned the time over to Mr. Millar who discussed the financials. He discussed the Operations third payroll that was not accounted for in June. He discussed the aquatics admission fees which corrected from last month's shortfall. He discussed other revenues and expenses year to date totals, in the various departments and how the facility was doing overall. YTD, the District is under budget. Mr. Millar discussed the membership and stated the District surpassed the 5,000 memberships mark. He discussed the membership and admission revenue and stated it has exceeded its budget.

Ms. Stringham arrived on site at 6:41 PM.

Ms. Hansen stated that each department would be discussed in the regular meeting. She discussed with the Board the operations report and the incidents on the report. Ms. Hansen discussed the Oostman visit in July and stated the walk through seemed to go well. She will keep the Board updated once she receives the report.

She discussed the URPA Director retreat, that she and Teejay attended the prior week at Snowbird. She then discussed the master plan survey, stating that it has been sent out and out and Landmark has received several surveys back. The goal is to reach 400 responses. Ms. Hansen then discussed other items related to the regular agenda. Ms. Hansen, Mr. Millar and the Board discussed the contract with Granite School District that has not been updated since 1990.

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

Date: _____

Becky Guertler – Chair

Date: _____

Jeff Perry – Vice-Chair

Date: _____

Laurie Stringham – Trustee

MINUTES FOR THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
OF THE OQUIRRH RECREATION AND PARKS DISTRICT
WEDNESDAY, AUGUST 21, 2019
ELEMENT EVENT CENTER
5658 S COUGAR LANE (4800 WEST),
KEARNS, UTAH

Present:

Becky Guertler, Chair
Jeff Perry, Vice-Chair – Excused in person/Joined via Telephone
Laurie Stringham, 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:

CALL TO ORDER

Chair Guertler called the Regular Board Meeting to order at 7:05 p.m.

CITIZEN’S COMMENT

Chair Guertler welcomed all to the meeting and solicited any public comment. Those present stated they like the new addition and stated it is very nice.

APPROVAL OF MINUTES

After a brief discussion, Chair Guertler moved to approve the minutes for the following minutes:

July 17, 2019 - Working Board Meeting
July 17, 2019 - Regular Board Meeting

Trustee Stringham seconded the motion. Motion carried unanimously with Chair Guertler and Vice-Chair Perry 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 Stringham made a motion to ratify the August 07, 2019 payables in the amount of \$336,178.79. Chair Guertler seconded the motion. Motion carried unanimously with Chair Guertler, Vice-Chair Perry and Trustee Stringham voting “Aye.”

After review, Trustee Stringham made a motion to approve the August 21, 2019 payables in the amount of \$297,855.93. Chair Guertler seconded the motion. Motion carried unanimously with Chair Guertler, Vice-Chair Perry and Trustee Stringham voting “Aye.”

FINANCIAL REPORT

Chair Guertler turned the time over to Mr. Millar who discussed the financial Chair Guertler moved to approve the July 2019 financial report and Income Statement as presented. Trustee Stringham seconded the motion. Motion carried unanimously with Chair Guertler, Vice-Chair Perry and Trustee Stringham voting “Aye.”

MANAGER REPORTS

ACCOUNTING - MEMBERSHIPS

Mr. Millar reviewed and discussed the July membership report and stated we have exceeded the 5,000 mark with a membership base of 5048. He stated that admissions were up as well, overall the facility is doing well.

AQUATICS

Mr. Percy discussed the attendance for the month of July, He discussed the recent aquatics events that the facilities and stated that the outdoor pools would be closing soon. He let the Board know that there is going to be a Doggie Paddle Day on September 7th, He then discussed upcoming events and several other events in Aquatics. Mr. Percy discussed various other activities in aquatics

MARKETING

Mr. Cook discussed the FWI Festival and stated that all went very well with the staff doing a good job and looked how things went and do some minor adjustment for next year. He discussed the concessions stand and stated this was the highest day and let the Board k now that they ran out of some of food, he discussed a different setup for his Vendors and a different layout for the plaza. The wrapped up the Friday Night Flicks, Mr. Cook discussed group sales and let the Board know that over his Marketing and Group Sales is going well.

Community Scholarship Report – Joseph Biesinger – Western Zones (Out-of-Order)

Mr. Joseph Biesinger stated that he had attended the Western Zones Meet in Oregon, he stated he had great experience and thanked the Board for helping in with the scholarship, he also let them know what how well he did and the times he accomplished he wanted to thank the Board for the help in supporting the cost to attend.

OPERATIONS

Ms. Page presented the operations report and asked if the Board had any questions. Chair Guertler let he know what a great job she did for the summer. She discussed the incident report and let them know what happened on a few of the events. She stated that there are only 12 more days left to summer. Ms. Page stated that summer has been very busy, she has had several employees leave, then she discussed other operational issues.

FACILITIES

Mr. Warren stated that they have been busy doing several projects, he stated the Admin AC unit would be replaced the first week of September. Mr. Warren then discussed the south parking lot, he let the Board know that Post Asphalt would be using the lot as a staging area for road repair. Mr. Warren then discussed several other maintenance and repair projects currently being worked on. It then let the Board know that they have posted the job opening for the Facilities Supervisor for internal employees.

RECREATION

Ms. Wardle asked if the Board had any questions concerning her Board report. She discussed Kids camp; Ms. Wardle also talked the programing in the weight room along with a kid Zumba class targeting the 6 to 13 years of age. She discussed various other issues in recreation. Ms. Hansen discussed the kids camp activities and the job that Ms. Wardle did with managing and overseeing the payments, refunds and dealing with participants and parents.

EXECUTIVE DIRECTOR REPORT

Ms. Hansen discussed the various items that are on the agenda, Ms. Hansen discussed Oosman audit in July, and stated the walk through seemed to go well, she will keep the Board updated once she receives the report.

She discussed the URPA Director retreat, that her and Teejay attended last week at Snowbird. Master plan Project 4000 survey has been sent out and Landmark has received 280 they would like to receive at least 400, Ms. Hansen will keep the Board informed and let them know when the survey is available.

She discussed NRPA Baltimore and stated several would be attending, Ms. Hansen then discussed the Element Center Policy and Procedures, she stated there are several issues that need to be worked out.

Ms. Hansen thanked all the staff for the summer and stated those who participated in the Festival it was outstanding, she was very impressed with how the event went.

NEXT REGULAR BOARD MEETING, SEPTEMBER 18, 2019 @ 7:00 PM

ADJOURN

The Regular Meeting was adjourned at 7:50 p.m.

Date: _____

Becky Guertler – Chair

Date: _____

Jeff Perry – Vice-Chair – Via Phone

Date: _____

Laurie Stringham – Trustee

MINUTES FOR THE WORKING MEETING OF THE BOARD OF TRUSTEES
OF THE OQUIRRH RECREATION AND PARKS DISTRICT
WEDNESDAY, JULY 17, 2019
ELEMENT EVENT CENTER
5658 S COUGAR LANE (4800 WEST),
KEARNS, UTAH

Present:

Becky Guertler, Chair
Jeff Perry, Vice-Chair
Laurie Stringham, Trustee - Excused

Staff Present:

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

Others Present:

CALL TO ORDER

Chairman Guertler called the meeting to order at 6:26 PM. She then turned the time over to Ms. Hansen to discuss agenda items.

Working Meeting Discussion

Ms. Hansen then discussed other agenda items on the regular Board Meeting. Ms. Hansen discussed the minutes; she asked the Board if the board had any questions on the minutes and stated the changes that Chair Guertler had sent her were changed. She discussed the payables, then turned the time over to Mr. Millar who discussed the financials, he discussed the revenues and expenses year to date totals, and the varies departments and how the facility was doing overall. Chair Guertler and Vice-Chair Perry explained to Mr. Millar the roll of the Board and what information they would like to see discussed by Mr. Millar.

Ms. Hansen discuss several capital items that are on the capital list. Ms. Hansen then discussed the Membership numbers and stated they have been very busy and believes that the 5000 mark has been hit on the amount of memberships that we currently have, she also let the board know that general admits were down. Ms. Hansen discussed the construction the new concessions building (managed by Mr. Steve Cook) and stated the project has been completed. Additional discussion was held about the cost of construction of the concessions building. Ms. Hansen then moved on to address questions by the board about the recent costs tied to Executech, the IT consulting firm on retainer, and the breakdown of all the invoices., she then discussed other items related to the Regular Agenda.

Chairman Guertler declared the working meeting to be adjourned at 7:08 p.m.

Date: _____

Becky Guertler – Chair

Date: _____

Jeff Perry – Vice-Chair

Date: _____

Laurie Stringham – Trustee

MINUTES FOR THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
OF THE OQUIRRH RECREATION AND PARKS DISTRICT
WEDNESDAY, JULY 17, 2019
ELEMENT EVENT CENTER
5658 S COUGAR LANE (4800 WEST),
KEARNS, UTAH

Present:

Becky Guertler, Chair
Jeff Perry, Vice-Chair
Laurie Stringham, Trustee – Excused in person/Joined via Telephone

Staff Present:

Patti Hansen – Executive Director
Teejay Millar – Controller
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:

Kolina Manusina - Resident

CALL TO ORDER

Chair Guertler called the Regular Board Meeting to order at 7:02 p.m.

CITIZEN'S COMMENT

Chair Guertler welcomed all to the meeting and solicited any public comment. Those present stated they like the new addition and stated it is very nice.

Community Scholarship Request – Kolina Manusina for Ms. Health and Fitness 2019

Ms. Manusina stated that she will be competing in the Ms. Health and Fitness 2019 competition in Utah, she gave a short presentation on her success and formally requested financial support from the District. She mentioned her cost would be \$250.00. After discussion, Vice-Chair Perry Moved to approve a scholarship in the amount of \$250.00 dollars to Kolina Manusina to promote the District in future body building competitions. Chair Guertler seconded the Motion. Motion carried unanimously with Chair Guertler, and Vice-Chair Perry voting “Aye.”

APPROVAL OF MINUTES

After a brief discussion, Chair Guertler moved to approve the minutes for the following minutes:

June 12, 2019 - Working Board Meeting
June 12, 2019 - Regular Board Meeting

Vice-Chair Perry seconded the motion. Motion carried unanimously with Chair Guertler and Vice-Chair Perry 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 Perry made a motion to ratify the June 19, 2019 payables in the amount of \$132,993.30. Chair Guertler seconded the motion. Motion carried unanimously with Chair Guertler and Vice-Chair Perry voting "Aye."

After review, Vice Chair Perry made a motion to ratify the July 03, 2019 payables in the amount of \$138,785.06. Chair Guertler seconded the motion. Motion carried unanimously with Chair Guertler and Vice-Chair Perry voting "Aye."

After review, Vice Chair Perry made a motion to approve the July 17, 2019 payables in the amount of \$399,645.76. Chair Guertler seconded the motion. Motion carried unanimously with Chair Guertler and Vice-Chair Perry voting "Aye."

FINANCIAL REPORT

Chair Guertler stated the financial were discussed in the working meeting and moved to approve the June 2019 financial report and Income Statement as presented. Vice-Chair Perry seconded the motion. Motion carried unanimously with Chair Guertler and Vice-Chair Perry voting "Aye."

MANAGER REPORTS

AQUATICS

Mr. Percy discussed the attendance for the month of June, He discussed the recent aquatics events that the facilities is currently hosting and some of the events that have been going on. Mr. Percy discussed the group swimming, and various other activities in aquatics

MARKETING

Mr. Cook discussed the first movie night and stated that the new grass area is a nice addition to the facility, alleviating previously cramped available space. Mr. Cook discussed the new concessions building, including operations and staffing. Lastly, Mr. Cook discussed other events

in the works including the upcoming Fire Water and Ice Festival, and how he is going to approach the changes to the festival due to the new facility.

OPERATIONS

Ms. Page presented the operations report and asked if the Board had any questions. She stated that there are only 44 more days left to summer. Ms. Page stated that summer has been very busy, she asked if the board has any questions on the incident/accident reports, for which the Board had none. She then discussed other operational issues.

Trustee Stringham joined the meeting via phone at 7:41 pm.

FACILITIES

Mr. Warren stated that they have been busy doing several projects, he stated they are still working on the AC system for the Main building and the administration office. Mr. Warren stated that they had the walk through for the north and south parking lots with the contractor hired to maintain those areas. Mr. Warren addressed that his team has bolted some of the picnic tables around concessions. Mr. Warren then discussed that the dance room floor has been completed and sealed. Several other maintenance and repair projects currently being worked on were then discussed, including that they replaced the outdoor pool vacuum.

RECREATION

Ms. Wardle asked if the Board had any questions concerning her Board report. She discussed the tennis courts and stated recent maintenance to the courts was completed. Currently her and Mr. Warren are working on a way to connect the pickle ball nets so patron will have access to them in the mornings and nights. Ms. Wardle also talked about other programs that are being considered, such as programming in the weight room along with a kid Zumba class targeting the 6 to 13 years of age. She discussed various other issues in recreation.

ACCOUNTING - MEMBERSHIPS

Ms. Hansen discussed the June membership report and feels that we have exceeded the 5,000 mark. She stated that admissions were down, somewhat due to the weather in June. She also stated the facility is growing in numbers.

Discussion and Possible Approval of PTIF Authorization – Resolution #2019-03

The Board discussed Resolution #2019-03, which is the PTIF Authorization to remove Mr. Astill and add Mr. Millar and Ms. Hansen to these financial accounts. After review Chair Guertler moved to approve Resolution #2019-03. Trustee Stringham seconded the motion. Motion carried unanimously with Chair Guertler, Vice-Chair Perry and Trustee Stringham voting “Aye.”

EXECUTIVE DIRECTOR REPORT

Chair Guertler stated the items discussed in the working meeting, Trustee Stringham asked a few

questions and Chair Guertler revisited the items discussed in the working meeting such as the costs of the concession stand and invoices from Executech, the District's contracted IT consulting firm.

Chair Guertler then asked questions about changes made to policy and fees for pool rentals. Mr. Cook and Ms. Page explained the reason for these changes. By moving the time to 8:30 pm, staff was better able to get the outdoor pools closed to the public and prepare for the private parties to be on time. Trustee Stringham ask several questions which, Mr. Cook and staff addressed regarding the cost, attendance and change in the time the rentals are available.

Ms. Hansen discussed the various items that are on the agenda, she discussed how the meeting with Landmark Design went with staff that day. She stated that there would be two more meetings the following day (7/18/2019). The first to be held at 5:00 pm was to allow businesses to come and voice opinions about the master plan. Finally, at 6:00 pm, a similar meeting for the community would be held. She stated she has received a copy of the draft for the survey.

She discussed NRPA and asked who would be attending, so she could complete the registration and make travel reservation.

Chair Guertler moved to go into closed meeting at 8:21 for the purpose of discussing staff interaction with Board Members. Vice Chair Perry seconded the motion. Motion carried unanimously with Chair Guertler, Vice-Chair Perry and Trustee Stringham voting "Aye."

Chair Guertler moved to come out of closed meeting at 9:11 PM. Vice Chair Perry seconded the motion. Motion carried unanimously with Chair Guertler, Vice-Chair Perry and Trustee Stringham voting "Aye."

NEXT REGULAR BOARD MEETING, AUGUST 21, 2019 @ 7:00 PM

ADJOURN

The Regular Meeting was adjourned at 9:12 p.m.

Date: _____

Becky Guertler – Chair

Date: _____

Jeff Perry – Vice-Chair

Date: _____

Laurie Stringham – Trustee

OQUIRRH RECREATION AND PARKS DISTRICT
MEETING OF THE BOARD OF TRUSTEES
The Element Event Center
5658 S Cougar Ln (4800 W), Kearns, Utah

May 15, 2019

WORKING MEETING

6:15 PM

1. Discussion of Operational Issues
2. Discussion of any Items listed on the Regular Meeting Agenda - No action will be taken during the Working Meeting

REGULAR MEETING

7:00 PM

1. Call to Order
2. Citizen's Comments
3. Presentation of the Draft 2018 Audit – Rob Wood
4. Approval of Minutes
 - April 17, 2019 – Working Board Meeting
 - April 17, 2019 - Regular Board Meeting
5. Payables and Financials
 - Ratify May 1, 2019 Payables
 - Approve May 15, 2019 Payables
 - Approval of April 2019 Income Statement
6. Manager Reports
 - Operations - Accident/Incident Report Summary
 - Facilities
 - Recreation
 - Accounting - Membership Report
 - Aquatics - Attendance Report
 - Marketing
7. Discussion of the Controller/Asst. Director Position
8. Master Plan RFP Status
9. Discussion of Locker Room Renovation – Jeff Perry
10. Discussion and Possible Approval of the Following Policy Changes
 - a. 1.1.3 Mission Statement

- b. 1.1.5 Criminal Conduct
- c. 1.12.2.4 Use of District Owned Property
- d. 1.18.2.9 Cutting Shift Hours

11. Executive Director Report

12. Adjourn

CLOSED MEETING

8:00 PM

Closed meeting to discuss litigation, property acquisition or the character and professional competence or physical or mental health of an individual.

Kearns Oquirrh Park Fitness Center

Vision

Building healthy individuals, families and community.

Mission

Our mission is to enhance healthy lifestyles for the community through quality programs, activities, facilities and education in a safe, fun and friendly environment.

Values

- K** *Keeping in touch with our community*
- O** *Outstanding programs and staff*
- P** *Pride in what we do*
- F** *Fun activities for all*
- C** *Committed to do everything we can to make your visit a positive experience*

Upcoming Activities/Events

May 15	ORPD Board Meeting
May 16-18	5A/6A Varsity State Water Polo Championships
May 18 & 21	Summer Staff meetings
May 21-22	KYAT Long Course Swim Meet
May 25	Outdoor pools open
June 7-8	CCAT Long Course Swim Meet
June 12	ORPD Board Meeting (changed from June 19)
June 21-23	UTES Long Course Swim Meet
June 27-28	SDAT Long Course Swim Meet
July 17	ORPD Board Meeting
July 17-20	Utah Long Course Swim Meet
August 3	URPA Lifeguard Games
August 10	Fire, Water and Ice
August 21	ORPD Board Meeting

If you are planning to attend this meeting and due to disability, need assistance in understanding or participating in the meeting, please notify the District in advance of the meeting (Chris Johnson at 801-966-5555 ext. 140) and we will try to provide the assistance necessary. Oquirrh Recreation and Parks District does not discriminate on the basis of race, color, gender, national origin, religion, age, or disability in the employment or the provision of services. This may be an electronic meeting with one of the Trustees participating via electronic means.

OQUIRRH RECREATION AND PARKS DISTRICT

MEETING OF THE BOARD OF TRUSTEES

The Element Event Center

5658 S Cougar Ln (4800 W), Kearns, Utah

April 17, 2019

WORKING MEETING

6:15 PM

1. Discussion of Operational Issues
2. Discussion of any Items listed on the Regular Meeting Agenda - No action will be taken during the Working Meeting

REGULAR MEETING

7:00 PM

1. Call to Order
2. Citizen's Comments
3. Presentation of the URPA Outstanding Facility Award – LeeAnn Powell
4. Approval of Minutes
 - March 20, 2019 – Working Board Meeting
 - March 20, 2019 - Regular Board Meeting
5. Payables and Financials
 - Ratify April 3, 2019 Payables
 - Approve April 17, 2019 Payables
 - Approval of March 2019 Income Statement
6. Manager Reports
 - Facilities
 - Recreation
 - Accounting - Membership Report
 - Aquatics - Attendance Report
 - Marketing
 - Operations - August Accident/Incident Report Summary
7. Executive Director Report
8. Adjourn

CLOSED MEETING

8:00 PM

Closed meeting to discuss litigation, property acquisition or the character and professional competence or physical or mental health of an individual.

OQUIRRH RECREATION AND PARKS DISTRICT
MEETING OF THE BOARD OF TRUSTEES
The Element Event Center
5658 S Cougar Ln (4800 W), Kearns, Utah

March 20, 2019

WORKING MEETING

6:15 PM

1. Discussion of Operational Issues
2. Discussion of any Items listed on the Regular Meeting Agenda - No action will be taken during the Working Meeting

REGULAR MEETING

7:00 PM

1. Call to Order
2. Citizen's Comments
3. Approval of Minutes
 - February 20, 2019 – Working Board Meeting
 - February 20, 2019 - Regular Board Meeting
4. Payables and Financials
 - Ratify March 6, 2019 Payables
 - Approve March 20, 2019 Payables
 - Approval of February 2019 Income Statement
5. Manager Reports
 - Recreation
 - Accounting - Membership Report
 - Aquatics - Attendance Report
 - Marketing
 - Operations - August Accident/Incident Report Summary
 - Facilities
6. Discussion on Master Plan and Future Needs – Jeff Perry
7. Report on Staff Retreat 2/28/19
8. Executive Director Report
9. Adjourn

CLOSED MEETING

8:00 PM

Closed meeting to discuss litigation, property acquisition or the character and professional competence or physical or mental health of an individual.

OQUIRRH RECREATION AND PARKS DISTRICT

MEETING OF THE BOARD OF TRUSTEES

The Element Event Center

5658 S Cougar Ln (4800 W), Kearns, Utah

February 20, 2019

WORKING MEETING

6:15 PM

1. Discussion of Operational Issues
2. Discussion of any Items listed on the Regular Meeting Agenda - No action will be taken during the Working Meeting

REGULAR MEETING

7:00 PM

1. Call to Order
2. Citizen's Comments
3. Approval of Minutes
 - January 16, 2019 – Working Board Meeting
 - January 16, 2019 - Regular Board Meeting
4. Payables and Financials
 - Ratify February 6, 2019 Payables
 - Approve February 20, 2019 Payables
 - Approval of January 2019 Income Statement
5. Scholarship Request – Kearns Rugby Club, Shawn Quigley, Coach Danny James & Players
6. Manager Reports
 - Accounting - Membership Report
 - Aquatics - Attendance Report
 - Marketing
 - Operations - August Accident/Incident Report Summary
 - Facilities
 - Recreation
7. Discussion and Possible Approval of Board Assignments
8. Discussion and Possible Approval of Fraud Risk Assessment Check List
 - Items #2 & #3.

9. Discussion of Oostman Safety Audit Items
 - a. Swim Test
 - b. Dive Platform
 - c. Railing on Dive Tower – Internal Item, Not on Audit
10. Discussion of Personnel Policy 1.18.2.8.1 – Pay Differential Not Paid
11. Executive Director Report
12. Adjourn

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Proposed Board Assignments

February 2019

- KATEC Construction Oversight Board – Laurie – to be dissolved
- KATEC Facility Oversight Board – Quarterly
- Friends of Oquirrh Recreation and Parks District – Quarterly
- Kearns Metro Township/Kearns Community Council – Monthly
- Master Plan 2019
- Oostman Safety Risk Assessment Report – Ongoing
- Audit Committee – Each spring

OQUIRRH RECREATION AND PARKS DISTRICT

MEETING OF THE BOARD OF TRUSTEES

The Element Event Center

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January 16, 2019

WORKING MEETING

6:15 PM

1. Discussion of Operational Issues
2. Discussion of any Items listed on the Regular Meeting Agenda - No action will be taken during the Working Meeting

REGULAR MEETING

7:00 PM

1. Call to Order
2. Citizen's Comments
3. Approval of Minutes
 - December 5, 2018 – Working Board Meeting
 - December 5, 2018 - 2019 Budget and Fees Public Hearing and Regular Board Meeting
4. Payables and Financials
 - Ratify December 19, 2018 Payables
 - Ratify January 2, 2019 Payables
 - Approve January 16, 2019 Payables
 - Approval of November 2018 Financials
 - Approval of December 2018 Financials
5. Manager Reports
 - Aquatics - Attendance Report
 - Marketing
 - Operations - August Accident/Incident Report Summary
 - Facilities
 - Recreation
 - Accounting - Membership Report
6. Discussion and Possible Approval of Board Assignments
7. Executive Director Report
8. Adjourn

CLOSED MEETING

8:00 PM

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If you are planning to attend this meeting and due to disability, need assistance in understanding or participating in the meeting, please notify the District in advance of the meeting (Chris Johnson at 801-966-5555 ext. 140) and we will try to provide the assistance necessary. Oquirrh Recreation and Parks District does not discriminate on the basis of race, color, gender, national origin, religion, age, or disability in the employment or the provision of services. This may be an electronic meeting with one of the Trustees participating via electronic means.

MINUTES FOR THE WORKING MEETING OF THE BOARD OF TRUSTEES
OF THE OQUIRRH RECREATION AND PARKS DISTRICT
WEDNESDAY, DECEMBER 04, 2019
KEARNS OQUIRRH PARK FITNESS CENTER CONFERENCE ROOM
5624 S COUGAR LANE (4800 WEST),
KEARNS, UTAH

Present:

Becky Guertler, Chair
Jeff Perry, Vice-Chair
Laurie Stringham, Trustee

Staff Present:

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

Others Present:

CALL TO ORDER

Vice-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 thee agenda item for the Board meeting tonight, she let the Board know that UPD (Unified Police Department) would not be in attendance tonight. The Board and Ms. Hansen discussed issue with the Kearns Community Council and Trustee Stringham stated she would like to meet with the Board at their next regular Board Meeting on January 7, 2020. She also asked when a good time would be to set up a meeting for the community and have Landmark Design discuss and review the outcome of the survey concerning the Master plan. They then discussed several dates and decided on having the community meeting on January 15, 2020 prior to the Regular Board Meeting.

Ms. Hansen discussed the 2020 Budget and stated that there was one additional change concerning a punch card that was taken off the list by mistake, and she has added it back on, other than that no other changes were made. Ms. Hansen continued to discuss the Board agenda, and let the Board know that Landmark would be in attendance and would discuss the outcome of the survey, she discussed two new personal policy's, one refers to the Utah Retirement and those who are under Tier 2. Memberships are going strong we are continuing to see an increase in the amount patrons who attend the facility.

Mr. Millar discussed the new software and what the process is to select he company that will best fit the needs of the facility. He discussed the move from Sage to QuickBooks. He reported the steps that have been completed and what we will be looking at in the future.

Chairman Guertler declared the working meeting to be adjourned at 6:47 p.m.

Date: _____

Jeff Perry – Chair

Date: _____

Laurie Stringham – Vice-Chair

Date: _____

Jeff Monson – Trustee