

MINUTES FOR THE PUBLIC HEARING AND REGULAR MEETING  
OF THE BOARD OF TRUSTEES  
OF THE OQUIRRH RECREATION AND PARKS DISTRICT  
WEDNESDAY, DECEMBER 5, 2018  
KEARNS OQUIRRH PARK FITNESS CENTER TENNIS CLUBHOUSE  
5624 S COUGAR LANE (4800 WEST),  
KEARNS, UTAH

Present:

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

Staff Present:

Patti Hansen – Executive Director  
Riley Astill – Controller  
Chris Johnson – Accountant/HR Specialist  
Brad Peercy – Aquatics Manager  
Kurt Warren – Physical Facilities Manager  
Steve Cook – Marketing Manager

Others Present:

Sandy Perry – Community Member

CALL TO ORDER

Chairman Stringham called the Regular Board Meeting to order at 7:01 p.m.

PUBLIC COMMENT

Chairman Stringham welcomed all to the meeting and solicited any public comment. There was no public comment at this time.

Public Hearing on the 2019 Tentative ORPD Budget and Fees

Chairman Stringham moved to open the public hearing at 7:03 PM and turned the time over to Ms. Hansen, who presented and discussed the 2019 budget and 2019 fees. She solicited questions or comments from those present. There was no public present and no comment at this time. Chairman Stringham closed the Public Hearing at 7:05 PM.

Discussion and Possible Approval of 2019 ORPD Budget and Fees – Resolution 2018-5

Chairman Stringham solicited any questions or comments on the 2019 budget and fees. Seeing that there was no further discussion on the 2019 budget and fees she indicated she would entertain a motion. Trustee Perry moved to approve the 2019 budget and fees with Resolution 2018-5 as presented with a net loss of \$1,281,486.00. Trustee Guertler seconded the motion. Motion carried unanimously with Chairman Stringham, Vice-Chair Guertler and Trustee Perry

voting “Aye.”

### Discussion and Possible Approval of 2018 ORPD Budget Opening

Ms. Hansen discussed the reason for opening the 2018 budget, stating we were increasing the expenses budget in the amount \$124,177.00 due to the new equipment for the KATEC building and depreciation of the new building. A discussion followed. After discussion, Vice Chair Guertler moved to open the 2018 budget, Trustee Perry seconded the motion. Motion carried unanimously with Chair Stringham, Vice-Chair Guertler and Trustee Perry voting “Aye.”

Chair Stringham solicited further discussion. After discussion, Trustee Perry moved to approve the amended 2018 budget per Resolution 2018-6 as presented. Trustee Guertler seconded the motion. Motion carried unanimously with Chairman Stringham, Vice-Chair Guertler and Trustee Perry voting “Aye.”

Chairman Stringham then announced that the Board wanted to thank the staff for all their hard work on the construction project with a construction bonus. They indicated they would work with Ms. Hansen to determine the amounts. Trustee Perry moved to approve a construction bonus to the employees. Trustee Guertler seconded the motion. Motion carried unanimously with Chairman Stringham, Vice-Chair Guertler and Trustee Perry voting “Aye.”

Chairman Closed the Budget Discussion at 7:16 pm.

### APPROVAL OF MINUTES

Vice-Chair Guertler moved to approve the minutes for the:

November 12, 2018 – Special Meeting to Authorize Signing of the Oval Long-Term Lease

November 14, 2018 - Working Board Meeting

November 14, 2018 - Regular Board Meeting

Trustee Perry seconded the motion. Motion carried unanimously with Chairman Stringham, Vice-Chair Guertler and Trustee 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 Perry made a motion to Ratify the November 21, 2018 payables in the amount of \$ 460,567.01. Vice-Chair Guertler seconded the motion. Motion carried unanimously with Chairman Stringham, Vice-Chair Guertler and Trustee Perry voting “Aye.”

After review, Trustee Guertler made a motion to approve the December 5, 2018 payables in the

amount of \$ 61,452.15. Trustee Perry seconded the motion. Motion carried unanimously with Chairman Stringham, Vice-Chair Guertler and Trustee Perry voting “Aye.”

## FINANCIAL REPORT

Mr. Astill stated that there was no new financial information to report at this time that had not already been reported at the last meeting. The November information would be reported at our meeting in January.

## MANAGER REPORTS

### FACILITIES

Mr. Warren stated that the new parking lot by the tennis would be open and be plowed this week. He also reported on a small leak in a connection in the new building. He then stated that there would be training on several areas of the new building concerning the partitions, mechanical and other areas.

### AQUATICS

Mr. Peercy discussed the attendance for the month of November and stated that the month is in line with previous years.

### MARKETING

Mr. Cook stated that we have had good response on Facebook for the public open house this Saturday. He stated that several people would be available for a tour and to answer any questions the community will have.

### Discussion of 2019 Board Meeting Schedule

After discussion by the board, Trustee Perry moved to approve the 2019 Board Meeting Schedule with the following dates: January 16<sup>th</sup>, February 20<sup>th</sup>, March 20<sup>th</sup>, April 17<sup>th</sup>, May 15<sup>th</sup>, June 12<sup>th</sup>, July 17<sup>th</sup>, August 21<sup>st</sup>, September 18<sup>th</sup>, October 16<sup>th</sup>, November 13<sup>th</sup>, and December 4<sup>th</sup>. The Working Meetings will begin at 6:15 PM and the Regular Meetings will follow at 7:00 PM. Vice Chair Guertler seconded the motion. Motion carried unanimously with Chairman Stringham, Vice-Chair Guertler and Trustee Perry voting “Aye.”

### Discussion of 2019 Board Positions

After discussion, Chairman Stringham moved that the Board continue to rotate the Board positions as planned, which means Becky Guertler will become Chair, Trustee Jeff Perry will become Vice-Chair and Chairman Stringham will become Trustee. Vice Chair Guertler seconded the motion. Motion carried unanimously with Chairman Stringham, Vice-Chair Guertler and Trustee Perry voting “Aye.”

The Board then discussed responsibilities that each board member would assume. It was

suggested that each Board member take on an area of responsibility in the facility and community take responsibility for that and keep the other board members informed. The Board and Ms. Hansen then discussed the vision of a master plan for the facility.

EXECUTIVE DIRECTOR REPORT

Ms. Hansen began by discussing the open house for the public of the KATEC building being held this Saturday December 8th, 2018. There will also be a ribbon cutting for the Media, and other invited guests on December 10th, 2018. She then discussed the final construction punch list. She then discussed the new concession building that will be built out on the pool deck and completed by May 2019. She then talked about the new EAP (Employee Assistant Program), which will help the employees in various aspects of their life.

The Regular Meeting was closed at 7:50 p.m., The Board then went into closed meeting.

*Consideration of Acquisition of Real Property & Personnel Matters (Possible Closed Meeting)*

Chair Stringham moved for a closed session at 7:50 p.m. to discuss the possible sale or transfer of an interest in real property held by the Oquirrh Recreation and Parks District as allowed by the Utah Code and to discuss the character, competence or physical or mental health of an individual. Vice-Chair Guertler seconded the motion. Motion carried unanimously with Chairperson Stringham, Vice-Chair Guertler and Trustee Perry voting “Aye.”

No motions were made during this closed meeting.

Chair Stringham motioned to come out of closed session at 9:55 p.m. Trustee Perry seconded the motion. Motion carried unanimously with Chairperson Stringham, Vice-Chair Guertler and Trustee Perry voting “Aye.”

The Board came out of closed meeting at 9:55 p.m.

NEXT REGULAR BOARD MEETING, JANUARY 16, 2019 @ 7:00 PM

ADJOURN

The Regular Meeting was adjourned at 9:56 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, DECEMBER 5, 2018  
KEARNS OQUIRRH PARK FITNESS CENTER TENNIS CLUBHOUSE  
5624 S COUGAR LANE (4800 WEST),  
KEARNS, UTAH

Present:

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

Staff Present:

Patti Hansen – Executive Director  
Riley Astill – Controller  
Chris Johnson – Accountant/HR Specialist

Others Present:

CALL TO ORDER

Chairman Stringham called the meeting to order at 6:36 PM. She then turned the time over to Ms. Hansen to go over the agenda for the evening.

Working Meeting Discussion

Ms. Hansen stated that tonight we would hold the public hearing for the 2019 Budget and Fees and asked if there were any questions. She then discussed the amending the 2018 budget to adjust the operating expenses, depreciation and equipment expenditures. She indicated that we she had a resolution to open and amend the 2018 budget.

Ms. Hansen then discussed the items remaining items on the agenda, including the 2019 board meeting schedule and the 2019 board positions. She then reviewed the items from her report, which included the KATEC open house on Saturday December 8th from 10:00 am to 2:00 pm, and the ribbon cutting on Monday December 10th. She gave an update on the KATEC construction and final items being completed. She then discussed the plans for a new concession building out on our pool deck with plans to have it open by summer. She then discussed a new EAP that would be available to all employees, including everyone in their households. We will be using a company called Blomquist that provides counseling on virtually any issue an employee may be dealing with in their life.

Chairman Stringham declared the working meeting to be adjourned at 7:00 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 14, 2018  
KEARNS OQUIRRH PARK FITNESS CENTER TENNIS CLUBHOUSE  
5624 S COUGAR LANE (4800 WEST),  
KEARNS, UTAH

Present:

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

Staff Present:

Patti Hansen – Executive Director  
Riley Astill – Controller  
Christene Johnson - Accountant/HR Specialist

Staff Present:

Patti Hansen – Executive Director  
Riley Astill – Controller  
Chris Johnson – Accountant/HR Specialist  
Brad Peercy – Aquatics Manager  
Kelly Briggs – Physical Facilities Manager  
Steve Cook – Marketing Manager  
Sam Page – Operations Manager  
Jacque Wardle – Recreation Manager

Others Present:

Sandy Perry

CALL TO ORDER

Chairman Stringham called the Regular Board Meeting to order at 7:07p.m.

PUBLIC COMMENT

Chairman Stringham welcomed all to the meeting and solicited any public comment. There was one question will the Board be meeting still be meeting in the tennis center or the new building, the also discussed the new parking and the area which will be changed.

APPROVAL OF MINUTES

Chairman Stringham, after discussion, moved to approve the minutes for:

September 5, 2018 – Special Meeting with the KATEC COB, Building Update  
September 10, 2018 – Emergency Closed Meeting on Park Wood Drive Parcel

September 18, 2018 – Special Meeting on the Zion’s Bank and UOLF Agreement  
October 17, 2018 - Working Board Meeting  
October 17, 2018 - Regular Board Meeting

Trustee Perry seconded the motion. Motion carried unanimously with Chairman Stringham and Trustee 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 Perry moved to ratify the November 7, 2018 payables in the amount of \$167,794.31. Chair Stringham seconded the motion. Motion carried unanimously with Chair Stringham and Trustee Perry voting “Aye.”

#### FINANCIAL REPORT

Mr. Astill then presented the October 2018 financial statements, noting that the District did not meet the October budget, overall, we are operating better than budget YTD. Trustee Perry moved to approve the October 2018 financial statements as presented. Chair, Stringham seconded the motion. Motion carried unanimously with Chair Stringham, Vice-Chair Guertler and Trustee Perry voting “Aye.”

#### MANAGER REPORTS

##### PHYSICAL FACILITIES

Mr. Warren reported on the north parking stated there still are few items that need to be completed he discussed the painting of the regular lot and the new handicap spaces. He discussed the construction of the new building, He then discussed various other items concerning the facilities report including various maintenance projects they are working on stating that things are going well.

##### RECREATION

Ms. Wardle discussed the Recreation report including the pickleball tournament that went very well. She discussed the breakfast with Santa stating the first session was full and stated that Kay Thompson and Amy Romero in charge of the breakfast. She then explained the new changes that would be happening in to childcare space. She then discussed other Recreation programs.

##### ACCOUNTING - MEMBERSHIPS



Mr. Astill presented and discussed the October 2018 ending the month 1.5% over the previous year with a total of 4737 Membership Report. Year to date we are increasing the sales over the next year, explaining the changes in the Silver Sneakers Program. He then discussed the membership and admissions revenue numbers for YTD October.

### AQUATICS

Mr. Peercy reviewed the Aquatics report including the October 2018 attendance report, stating that attendance was pretty good considering the closer of the recreation shut down. He indicated they are doing training for Ms. Bell and Mr. Talbot to g=catch them up to speed with all the changes that happened. He talked about the Holiday open in December and various upcoming activities and events stating that over all things were going well.

### MARKETING

Mr. Cook stated he will be working on the brochure, he discussed several projects concerning the construction he thanked the staff for helping with the Trick or Treat Street program at the Oval. He discussed various items that he was working on in his department, such as the upcoming indoor Tri-Series which will begin in January 2018 and stating they are already at 75% signed up. Mr. Cook stating he is working with Kurt Q from Executech and examining the access and wiring throughout both building and coming up with ideas on how to accommodate the facility for internet service. Mr. Cook discussed Other Projects that marketing is working on.

### OPERATIONS

Ms. Page asked if they had any questions concerning on the accident and incident reports and how quiet the month was. She then discussed the Oostman report and would like to recommend that we raise the age to 6 to having a parent in the water and stated that we raise all age group by one year on what ages that should be supervised and watch at all times for safety for the patrons and public while in the facility. The board agreed and stated that in the current brochure ages would be changed. She also let them know that we would be implementing the Code Adam for lost Children.

### Discussion of and Possible Approval of 2019 Tentative Budget

Ms. Hansen stated that a few changes were made to add the cost for the Oostman Audit and Membership to meet the current fee increase. The Board discussed the 2019 Tentative Budget and stated the changes from the original version that had been presented to the Board.

Chair Stringham discussed the tentative budget and changes made since the original presentation to the board. After discussion, Chair Stringham moved to tentatively approve the Tentative Budget for 2019, with a Net Loss of \$368,815.00. Trustee Perry seconded the motion. Motion carried unanimously with Chair Stringham and Trustee Perry voting "Aye."

Set Public Hearing to Consider 2018 Budget at the December 6, 2017 Board Meeting at 7:00 pm

After discussion, Trustee Perry moved to set the date of December 5, 2018 at 7:00 PM for a public hearing to adopt the 2019 Budget, and directed the District to provide a public notice of the hearing in a timely manner. Chair Stringham seconded the motion. Motion carried unanimously with Chair Stringham and Trustee Perry voting “Aye.”

Discussion of 2018 Board Meeting Schedule

The Board then discussed the proposed 2019 Board meeting schedule, following the same schedule as in previous years. It was decided to consider the schedule and approve it at the next regular Board meeting.

Discussion of 2018 Board Positions

Chair Stringham suggested that the Board continue to rotate the Board positions as planned, which would mean that Ms. Laurie Stringham would become Trustee, Ms. Becky Guertler would become Chair and Jeff Perry would move to Vice-Chair. Mr. Perry stated they would consider and approve at the next Regular Board Meeting.

EXECUTIVE DIRECTOR REPORT

Ms. Hansen then discussed the Board meeting agenda, she discussed various items on the Directors report, she discussed the Oval lease and ground agreement and stated that it had been completed. She stated they had discussed the construction of the KATEC Building and other agenda items the facility is currently working on. Ms. Hansen let the board know the north parking lot is almost complete, they are working on the landscaping and fencing.

She discussed the ribbon cutting for December 10, 2018 and is in the process of collecting a list of community leaders and others that the Board would like to see attend. She discussed the location of future meetings of the Board, whether we would be holding meetings in the new building or continue holding them in the Tennis Center.

NEXT REGULAR BOARD MEETING, DECEMBER 5, 2018 @ 7:00 PM

ADJOURN

Chair Stringham declared The Regular Meeting adjourned at 8:07 p.m.

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

\_\_\_\_\_  
Laurie Stringham – Chair

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

\_\_\_\_\_  
Becky Guertler – Vice-Chair - Excused

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

\_\_\_\_\_  
Jeff Perry – Trustee

MINUTES FOR THE WORKING MEETING OF THE BOARD OF TRUSTEES  
OF THE OQUIRRH RECREATION AND PARKS DISTRICT  
WEDNESDAY, NOVEMBER 14, 2018  
KEARNS OQUIRRH PARK FITNESS CENTER TENNIS CLUBHOUSE  
5624 S COUGAR LANE (4800 WEST),  
KEARNS, UTAH

Present:

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

Staff Present:

Patti Hansen – Executive Director  
Riley Astill – Controller  
Christene Johnson - Accountant/HR Specialist

Others Present:

CALL TO ORDER

Chairman Stringham called the meeting to order at 6:39 PM. He then turned the time over to Ms. Hansen to discuss agenda items and operational issues.

Working Meeting Discussion

Ms. Hansen turned the time over to Mr. Astill discussed the Financial Statements for October, he itemized the capital expenses, he then went thru the operating expenses and revenue, and stated we are over budget on professional services and maintenance repairs for the month and year-to-date we are still in good standing and within budget.

Ms. Hansen discussed and stated that if budget needs to open for expenses it should be completed before the end of year. The Board and those present discussed the options.

Ms. Hansen then discussed the Board meeting agenda, she discussed various items on the Directors report, she discussed the Oval lease and ground agreement and let the Board know it has been completed. She discussed the construction and went thru a punch list and currently working on other items. The North parking lot is completed except for the landscaping and fencing.

She discussed the ribbon cutting for December 10, 2018 and is in the process of collecting a list of community leaders and others that the Board would like to see attend. She discussed the location of future meetings of the Board, whether we would be holding meetings in the new building or continue holding them in the Tennis Center.

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

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

\_\_\_\_\_  
Laurie Stringham – Chair

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

\_\_\_\_\_  
Becky Guertler – Vice-Chair - Excused

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

\_\_\_\_\_  
Jeff Perry – Trustee

MINUTES FOR THE SPECIAL WORKING MEETING  
OF THE BOARD OF TRUSTEES  
OF THE OQUIRRH RECREATION AND PARKS DISTRICT  
MONDAY, NOVEMBER 12, 2018  
KEARNS OQUIRRH PARK FITNESS CENTER FITNESS CENTER  
(5624 WEST 4800 SOUTH), KEARNS, UTAH

Present:

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

Staff Present:

Patti Hansen – Executive Director

CALL TO ORDER

Chair Stringham called the Special Meeting Board Meeting to order at 9:25 a.m.  
There was no public present. Chair Stringham turned the time over to Ms. Hansen who present the agreement documents

Discuss and Possible Approval to Authorize Patti Hansen, Executive Director, to Sign the Olympic Oval Long-Term Agreement on Behalf of the Oquirrh Recreation and Parks District

Ms. Hansen presented long-term lease agreement to all Board members and asked the Board if they had any questions with the document presented and stated that this agreement would finalize the Olympic Oval long-term lease agreement. Ms. Hansen and the Board discussed the agreement line items along with allowing Ms. Hansen to make the necessary changes, Vice-Chair motioned to approve and give Ms. Hansen signing authorizing for the Olympic Oval Long-term lease agreement on behalf of Oquirrh Recreation and Parks District Board of Trustees with the understanding that if there are any changes or if something is not agreed upon Ms. Hansen will contact the Board of Trustees via-phone before any additional changes are made. Trustee Perry seconded the motion. The motion carried unanimously with Chairman Stringham, (Via Phone) Trustee Perry and Vice Chair- Guertler voting “Aye.”

ADJOURN

Chairman Stringham Adjourned the special meeting at 9:42 a.m.

NEXT REGULAR BOARD MEETING, NOVEMBER 14, 2018 @ 7:00 PM

-

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

\_\_\_\_\_  
Laurie Stringham – Chair - Excused

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

\_\_\_\_\_  
Becky Guertler – Vice Chair

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

\_\_\_\_\_  
Jeff Perry – Trustee

MINUTES FOR THE REGULAR MEETING  
OF THE BOARD OF TRUSTEES  
OF THE OQUIRRH RECREATION AND PARKS DISTRICT  
WEDNESDAY, OCTOBER 17, 2018  
KEARNS OQUIRRH PARK FITNESS CENTER TENNIS CLUBHOUSE  
5624 S COUGAR LANE (4800 WEST),  
KEARNS, UTAH

Present:

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

Staff Present:

Patti Hansen – Executive Director  
Riley Astill – Controller  
Chris Johnson – Accountant/HR Specialist  
Brad Peercy – Aquatics Manager  
Kurt Warren – Physical Facilities Manager  
Steve Cook – Marketing Manager  
Sam Page – Operations Manager  
Jacque Wardle – Recreation Manager  
Casem Talbot – Safety Supervisor  
Audrey Bell – Program Supervisor

Others Present: Sandy Perry – Resident  
Brad Perry - Resident

CALL TO ORDER

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

CITIZEN'S COMMENTS

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

APPROVAL OF MINUTES

After discussion and changes, Vice-Chair Guertler moved to approve the:

September 19, 2018 - Working Meeting minutes  
September 19, 2018 - Regular Board Meeting

Trustee Perry seconded the motion. Motion carried unanimously with Chair Stringham, Vice-Chair Guertler and Trustee 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 Perry made a motion to ratify the October 3, 2018 payables in the amount of \$ 217,193.92. Vice-Chair Guertler seconded the motion. Motion carried unanimously with Chair Stringham, Vice-Chair Guertler and Trustee Perry voting “Aye.”

After review, Trustee Perry made a motion to approve the September 19, 2018 payables in the amount of \$ 294,960.69. Vice-Chair Guertler seconded the motion. Motion carried unanimously with Chair Stringham, Vice-Chair Guertler and Trustee Perry voting “Aye.”

### FINANCIAL REPORT – Income Statement

Mr. Astill then presented the September 2018 Financial Statements, in the working meeting. Chair Stringham discussed and highlight that the facility was over budget and over all the facility is doing very well. Trustee Perry moved to approve the September 2018 Financial Statements as presented. Vice-Chair Guertler seconded the motion. Motion carried unanimously with Chair Stringham, Vice-Chair Guertler and Trustee Perry voting “Aye.”

### MANAGER REPORTS

#### RECREATION

Ms. Wardle the Board and Mr. Warren discussed the new equipment for the expansion concerning the building and stated that most of it has been delivered, they are working with several people to make sure all the equipment is in place for the opening. Ms. Wardle then discussed the pickleball tournament and stated that is sold out and is ready for it to begin. Ms. Wardle also discussed various items and events happening in the recreation department.

#### ACCOUNTING – MEMBERSHIPS

Mr. Astill stated that we had discussed the membership report in the working meeting and reiterated that numbers and stated we were up 48 memberships this is one of the highest months in facility history. He stated that were very comparable to past year and we were doing well.

#### AQUATICS

Ms. Hansen introduced the Aquatics Safety Supervisor Casem Talbot, and Ms. Audrey Bell Aquatics Program Supervisor. Ms. Bell, And Mr. Talbot gave a brief history of their experience the Board welcomed them to the facility. Ms. Hansen excused Mr. Percy stating he is out of town and gave a brief report and let the board know that the Water Polo was the highest in Facility History,

Mr. Warren updated the Board on the reopening of the recreation pool.



## MARKETING

Mr. Cook stated that trick or street would be held on October 19<sup>th</sup>. He stated that the tri series is all set and ready to begin, He also discussed various other projects the Marketing department is working on. He discussed the progress of the KATEC AV systems. He discussed the new concessions building and is working with the architect to design the building that best meets the facility's needs. He discussed the December 7, 2018 will be the ribbon cutting ceremony with the dignitaries. There is still discussion and are still undecided on when the open house for the public would be.

## OPERATIONS

Ms. Page stated that it was an extremely quiet month. asked if the Board had any questions on the accident/incident and security reports. Ms. Hansen stated that the facility has kept the comp doors locked until 9:45 am which has helped with previous issues concerning people entering the facility. Ms. Page discussed the Oostman audit and has begin reviewing and working on a schedule to complete some of the recommendations from the audit.

## FACILITIES

Mr. Warren discussed several maintenance repairs within the facility. He discussed the parking lot project. Mr. Warren discussed the closer of the comp pool repairs and let the board know what has been completed, he discussed the slide and stated that the welder had some difficulty due to the corrosion. He discussed the budget process, and various other items throughout the building that is being repair or replaced.

## EXECUTIVE DIRECTOR REPORT

Ms. Hansen discussed the update the update of the ongoing construction of the New Building, she discussed once the new building was opens the remodeling of the existing facilities, Ms. Hansen thanked the whole staff for all the work they are doing in this busy time and is very appreciated, with the work on the new building the budget and various item that have happened over the last few weeks. She then discussed the various other projects that staff is working on, she thanked all of staff for taking care of the facility in her absence. Chair Stringham thanked Ms. Hansen on the ongoing relation with all parties involved in making this project move forward in a positive and productive way.

Chair Stringham adjourned the Regular Board Meeting at 8:05 and will take a brief break and go into the closed meeting.

### *Consideration of Acquisition of Real Property & Personnel Matters (Possible Closed Meeting)*

Chairman Stringham moved for a closed session at 8:15 p.m. to discuss the possible sale or transfer of an interest in real property held by the Oquirrh Recreation and Parks District as allowed by the Utah Code and to discuss the character, competence or physical or mental health of an individual. Vice-Chair Guertler seconded the motion. The motion carried unanimously with Chairman Stringham, Trustee Perry and Trustee Guertler voting "Aye."

No motions were made in the closed meeting

Trustee Perry motioned to come out of closed session at 9:59 p.m. Vice-Chair Guertler seconded the motion the motion carried unanimously with Chairman Stringham, Trustee Perry and Trustee Guertler voting “Aye.”

Trustee motion to go back into open meeting at 9:59 and turned the time over to Ms. Hansen to talk with Mr. Cook about the possibility to talk with political analyst, and Vice-Chair Guertler talk with the You two and will invite media and invite them to come and do a preshow prior to the opening of the KATEC Building. The Board and Ms. Hansen discussed various partnership and several other entities they would also like to invite to the grand opening.

NEXT REGULAR BOARD MEETING, NOVEMBER 14, 2018 @ 7:00 PM

ADJOURN

The Regular Meeting was adjourned at 10:03 p.m.

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

\_\_\_\_\_  
Laurie Stringham – Chair

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

\_\_\_\_\_  
Becky Guertler – Vice Chair

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

\_\_\_\_\_  
Jeff Perry – Trustee

MINUTES FOR THE WORKING MEETING OF THE BOARD OF TRUSTEES  
OF THE OQUIRRH RECREATION AND PARKS DISTRICT  
WEDNESDAY, OCTOBER 17, 2018  
KEARNS OQUIRRH PARK FITNESS CENTER CONFERENCE ROOM  
5624 S COUGAR LANE (4800 WEST),  
KEARNS, UTAH

Present:

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

Staff Present:

Patti Hansen – Executive Director  
Riley Astill – Controller  
Christene Johnson - Accountant/HR Specialist – Not Present

Others Present:

CALL TO ORDER

Chair Stringham called the meeting to order at 5:09 PM. For discuss the 2019 Tentative Budget. She then turned the time over to Ms. Hansen and Mr. Astill to discuss 2019 Tentative Budget.

Discussion of 2019 Tentative Budget

Ms. Hansen stated that she would like to go line to line through the 2019 and discuss the various items and the reason for the increase in membership, and other cost throughout the budgeting process. She stated that an addition line was added to the final and explained how the managers are forecasting the budgeting process and are trying to be more accurate moving forward. Ms. Astill, Ms. Hansen and the Board discussed the actual cost of the Memberships, admissions, silver sneakers, silver and fit by changing the system as to which the budgeting process was completed this year. They discussed the various other changes, additions and increases to the capital, and regular expenses in the budgeting process and the changes that will be happening with the addition and what will happen in the future.

Discussion of Operational Issues / Working Meeting

Ms. Hansen turned the time over to Mr. Astill to review the September Financial report. He began by discussed the capital projects that have increased the expenditures for September and the other revenue and expenses for the month, over all stating that we are operating within budget for the year.

Ms. Hansen discussed the various items related to the agenda items on Regular Meeting agenda. She discussed and reviewed the Directors agenda items, Ms. Hansen discussed the construction

and stated owner and occupancy would be on November 5<sup>th</sup> and today it was discussed that this would not take place until December 7<sup>th</sup> and 8<sup>th</sup>, and also would be the Grand Opening and ribboning cutting. And the facility would do a soft opening and a celebration this would on December 7<sup>th</sup>. She stated that there needs to be a continuous usage so the facility, will close the current fitness room November 10<sup>th</sup>, and open the new Cardio room by the 20<sup>th</sup> of November. Ms. Hansen then stated the tennis parking lot would be completed by the 5<sup>th</sup> of November, Ms. Hansen also stated there Oostman report is being postponed until November. She stated that the UASD Conference would be November 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> at the Ogden Convention Center in Layton.

Chair Stringham declared the working meeting adjourned at 6:50 p.m.

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

\_\_\_\_\_  
Laurie Stringham – Chair

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

\_\_\_\_\_  
Becky Guertler – Vice-Chair

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

\_\_\_\_\_  
Jeff Perry – Trustee

MINUTES FOR THE REGULAR MEETING  
OF THE BOARD OF TRUSTEES  
OF THE OQUIRRH RECREATION AND PARKS DISTRICT  
WEDNESDAY, SEPTEMBER 19, 2018  
KEARNS OQUIRRH PARK FITNESS CENTER TENNIS CLUBHOUSE  
5624 S COUGAR LANE (4800 WEST),  
KEARNS, UTAH

Present:

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

Staff Present:

Patti Hansen – Executive Director  
Riley Astill – Controller  
Chris Johnson – Accountant/HR Specialist - Excused  
Brad Peercy – Aquatics Manager  
Kurt Warren – Physical Facilities Manager  
Steve Cook – Marketing Manager  
Sam Page – Operations Manager  
Jacque Wardle – Recreation Manager

Others Present: Sandy Perry – Resident.

CALL TO ORDER

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

CITIZEN'S COMMENTS

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

APPROVAL OF MINUTES

After discussion and changes, Vice-Chair Guertler moved to approve the:

August 15, 2018 - Working Meeting minutes  
August 15, 2018 - Regular Board Meeting

Trustee Perry seconded the motion. Motion carried unanimously with Chair Stringham, Vice-Chair Guertler and Trustee 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 Perry made a motion to ratify the September 5, 2018 payables in the amount of \$ 96,774.76. Vice-Chair Guertler seconded the motion. Motion carried unanimously with Chair Stringham, Vice-Chair Guertler and Trustee Perry voting “Aye.”

After review, Trustee Perry made a motion to approve the September 19, 2018 payables in the amount of \$ 134,990.83. Vice-Chair Guertler seconded the motion. Motion carried unanimously with Chair Stringham, Vice-Chair Guertler and Trustee Perry voting “Aye.”

#### FINANCIAL REPORT – Income Statement

Mr. Astill then presented the August 2018 Financial Statements, stating that they had been reviewed in the working meeting. There were no additional questions or comments at this time. Trustee Perry moved to approve the August 2018 Financial Statements as presented. Vice-Chair Guertler seconded the motion. Motion carried unanimously with Chair Stringham, Vice-Chair Guertler and Trustee Perry voting “Aye.”

#### MANAGER REPORTS

##### ACCOUNTING – MEMBERSHIPS

Mr. Astill stated that we had discussed the membership report in the working meeting and reiterated that numbers were very comparable to last year and we were doing well. He then stated things were going well in the Admin department.

##### AQUATICS

Mr. Peercy discussed the Attendance Report for August stating that it was very close to what it was last year. He stated that even with no festival, attendance was up and is doing very well compared to the previous year. He then stated that the Doggy Paddle Days went very well. He then stated that Ezra had taken another position and would be leaving on September 21, 2018. He also stated that Heather McElreath had resigned as well due to her family moving to Georgia, but that a final date had not been set, but would be within the next couple of months. He stated that they would be interviewing candidates for both positions. He stated that all was doing well, and he is working on the Budget for 2019.

##### MARKETING

Mr. Cook stated that now that summer was over, they would be working on the new design for a new concessions building. He then discussed other upcoming events and projects in his department.

## OPERATIONS

Ms. Page began by discussing the accident/incident and security reports, stating that there were only two incidents on the security report for the month of August. She stated that she has two new operations supervisors and one new head cashier. She then discussed the Oostman Aquatics Safety audit and the various items that needed to be worked on. Ms. Page then discussed safety for the facility.

## FACILITIES

Mr. Warren discussed several items he was working on, including replacing the HVAC unit for the gym, the closure of the indoor rec pool for repairs, and KATEC construction.

## RECREATION

Ms. Wardle stated that our new nutritionist held her first nutrition meeting and the attendance was more than expected. Ms. Wardle stated she was excited to work with her and increase awareness in the community. She briefly discussed other programs in her department.

## EXECUTIVE DIRECTOR REPORT

Ms. Hansen discussed the director report items on the agenda stating that they were discussed in the working meeting. She discussed working with VCBO to talk about building a new concessions area. Ms. Hansen thanked the whole staff for all the work they are doing at this very busy time.

### *Discussion and Possible Approval of Change of Facility Hours*

Ms. Hansen then proposed a change to the facility hours for the day following Thanksgiving, Christmas and New Years. She proposed we open two hours later after those holidays, and open at 7:00 am, rather than 5:00 am. After discussion, Trustee Perry moved to approve the time change from 5:00 am 7:00 am for the days following Thanksgiving, Christmas and New Years. Vice-Chair Guertler seconded the motion. Motion carried unanimously with Chair Stringham, Vice-Chair Guertler and Trustee Perry voting "Aye."

### *Discussion and Possible Approval of Board Members Responsibilities*

The Board and Ms. Hansen discussed FORP Inc., Oostman Audit, Contracts with the UOLF, Construction of KATEC and the Operations of KATEC. It was decided that specific board members would oversee each of these areas, and would be discussed further, in future board meetings.

### *Discussion and Possible Approval of Cooperative Contracts Policy for ORPD*

Ms. Hansen then presented language amending our current purchasing Authorization Policy to include language regarding cooperative contracts. This would allow the District to utilize contracts in place with other state and county entities through a cooperative arrangement. After further discussion, Vice-Chair Guertler moved to approve language in paragraph 3.18.2.9 of our

current policy as presented, Trustee Perry seconded the motion. Motion carried unanimously with Chair Stringham, Vice-Chair Guertler and Trustee Perry voting “Aye.” With the understanding that they will see the final language with Utah Code sections.

NEXT REGULAR BOARD MEETING, OCTOBER 17, 2018 @ 7:00 PM

ADJOURN

The Regular Meeting was adjourned at 8:13 p.m.

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

\_\_\_\_\_  
Laurie Stringham – Chair

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

\_\_\_\_\_  
Becky Guertler – Vice Chair

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

\_\_\_\_\_  
Jeff Perry – Trustee



MINUTES FOR THE WORKING MEETING OF THE BOARD OF TRUSTEES  
OF THE OQUIRRH RECREATION AND PARKS DISTRICT  
WEDNESDAY, SEPTEMBER 19, 2018  
KEARNS OQUIRRH PARK FITNESS CENTER TENNIS CLUBHOUSE  
5624 S COUGAR LANE (4800 WEST),  
KEARNS, UTAH

Present:

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

Staff Present:

Patti Hansen – Executive Director  
Riley Astill – Controller  
Christene Johnson - Accountant/HR Specialist - Excused

Others Present:

CALL TO ORDER

Chair Stringham called the meeting to order at 6:30 PM. She then turned the time over to Ms. Hansen to discuss agenda items.

Working Meeting Discussion

Ms. Hansen discussed the agenda and began by asking Mr. Astill to review the August Financial report. He presented the income statement, discussing some of the revenue and expenses items, and stated that we operated within budget for the month and YTD we are better than budget. He highlighted membership revenue which was exceeding budget. He then reviewed the cash flow, stating that we are operating better than budget. Mr. Astill then discussed the August Membership report, which showed that we were doing very well on memberships.

Ms. Hansen then discussed the remaining agenda items. She began by discussing changing the facility hours after specific holidays, which included opening two hours later the day after Thanksgiving, Christmas and New Year's. She then discussed delegating board responsibility for certain ongoing areas and projects such as FORP Inc., Oostman Audit, Contracts with UOLF, KATEC construction, and operation of KATEC. There was then a discussion on a possible policy allowing for the use of cooperative contracts. Ms. Hansen stated that we were considering outsourcing for IT services and KID has a favorable contract we could coop.

Ms. Hansen then gave an update on the KATEC construction project. She stated the new fitness equipment would be delivered on October 15, 2018, and the south parking lot phase 1 is almost completed. She then discussed the north parking lot, informing the board that it would be completed by the end of October. She then discussed the Aquatics Safety Report from Oostman,

stating that there are a few areas on which the facility would need to work with Oostman in order to meet their recommendations.

Chair Stringham declared the working meeting adjourned at 7:04 p.m.

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

\_\_\_\_\_  
Laurie Stringham – Chair

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

\_\_\_\_\_  
Becky Guertler – Vice-Chair

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

\_\_\_\_\_  
Jeff Perry – Trustee

MINUTES FOR THE SPECIAL WORKING MEETING  
OF THE BOARD OF TRUSTEES  
OF THE OQUIRRH RECREATION AND PARKS DISTRICT  
MONDAY, SEPTEMBER 18, 2018  
KEARNS OQUIRRH PARK FITNESS CENTER FITNESS CENTER  
(5624 WEST 4800 SOUTH), KEARNS, UTAH

Present:

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

Staff Present:

Patti Hansen – Executive Director  
Riley Astill – Controller

CALL TO ORDER

Vice-Chair Guertler called the Special Meeting Board Meeting to order at 3:37 p.m.  
There was no public present. Ms. Guertler turned the time over to Ms. Hansen to present the agreement documents

Call to Order:

Discussion and Possible Approval of the Subordination, Non-disturbance and Attornment Agreement with Zion's Bank and Utah Olympic Legacy Foundation.

Ms. Hansen stated she had sent the documentation to all Board members and asked the Board if they had any questions with the document presented and stated that the agreement would help with the financing with the construction and stated once Zions was paid back in full the agreement would be dissolved. Trustee Perry motioned to approve the subordination non-disturbance and attornment agreement dated September 18 2018as presented. Becky Guertler seconded the motion. The motion carried unanimously with Trustee Perry and Vice Chair-Guertler voting “Aye.” Chair Stringham was excused.

Ms. Hansen stated that one line needed to be signed and the Documents needed to be Notarize by the District, Mr. Riley Astill was asked to come into and notarize the signing of the agreement. Ms. Hansen stated that this was a better understanding of the agreement between the District and Zions Bank.

NEXT REGULAR BOARD MEETING, SEPTEMBER 19, 2018 @ 7:00 PM

ADJOURN

The Special Meeting was adjourned at 3:45 p.m.

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

\_\_\_\_\_  
Laurie Stringham – Chair - Excused

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

\_\_\_\_\_  
Becky Guertler – Vice Chair

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

\_\_\_\_\_  
Jeff Perry – Trustee

AGENDA FOR THE EMERGENCY CLOSED MEETING OF THE BOARD OF TRUSTEES  
OF THE OQUIRRH RECREATION AND PARKS DISTRICT  
TUESDAY SEPTEMBER 10, 2018  
AT THE KEARNS OQUIRRH PARK FITNESS DIRECTORS OFFICE  
5624 S COUGAR LANE (4800 WEST),  
KEARNS, UTAH 84118

September 10, 2018 @ 8 PM

Present:

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

Present: Patti Hansen

Others Present:

Call to Order:

Chairman Stringham called the special closed meeting to order at 8:12 pm. To discuss the Parkwood Drive Parcels stating that they have received another offer

Public Comment:

There was no public present for the closed meeting.

Discussion of the Park Wood Drive Parcel Offers and Options:

*Consideration of Acquisition of Real Property & Personnel Matters (Possible Closed Meeting)*

Becky Guertler – Vice Chair moved for a closed session at 8:13 p.m. to discuss the possible sale or transfer of an interest in real property held by the Oquirrh Recreation and Parks District as allowed by the Utah Code and to discuss the character, competence or physical or mental health of an individual. Trustee Perry seconded the motion. The motion carried unanimously with Chairman Stringham, Trustee Perry and Trustee Guertler voting “Aye.”

No motions were made in the closed meeting

Chairman Stringham motioned to come out of closed session at 9:03 p.m. Chair Stringham authorize Ms. Patti Hansen to continue to negotiate the sale of the property and move forward.

ADJOURN

The Special Meeting was adjourned at 9:04 p.m.

NEXT REGULAR BOARD MEETING, SEPTEMBER 17, 2018 @ 7:00 PM

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

\_\_\_\_\_  
Laurie Stringham – Chair

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

\_\_\_\_\_  
Becky Guertler – Vice Chair

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

\_\_\_\_\_  
Jeff Perry – Trustee

MINUTES FOR THE SPECIAL WORKING MEETING  
OF THE BOARD OF TRUSTEES  
OF THE OQUIRRH RECREATION AND PARKS DISTRICT  
MONDAY, SEPTEMBER 5, 2018  
KEARNS OQUIRRH PARK FITNESS CENTER KATEC BUILDING  
(5662 WEST 4800 SOUTH), KEARNS, UTAH

Present:

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

Staff Present:

Patti Hansen – Executive Director

September 5, 2018 @ 3:30 pm

This is to inform the Community that The Board of Trustees of the Oquirrh Recreation and Parks District will be attending the Construction Oversight Board meeting on Wednesday, September 5, 2018 at the Olympic Oval. The agenda will be the progress of the construction of the new Kearns Athlete Training and Event Center.

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

\_\_\_\_\_  
Laurie Stringham – Chair

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

\_\_\_\_\_  
Becky Guertler – Vice Chair

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

\_\_\_\_\_  
Jeff Perry – Trustee

MINUTES FOR THE WORKING MEETING OF THE BOARD OF TRUSTEES  
OF THE OQUIRRH RECREATION AND PARKS DISTRICT  
WEDNESDAY, AUGUST 15, 2018  
KEARNS OQUIRRH PARK FITNESS CENTER TENNIS CLUBHOUSE  
5624 S COUGAR LANE (4800 WEST),  
KEARNS, UTAH

Present:

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

Staff Present:

Patti Hansen – Executive Director  
Riley Astill – Controller  
Christene Johnson - Accountant/HR Specialist

Others Present:

CALL TO ORDER

Chair Stringham called the meeting to order at 6:25 PM. She then turned the time over to Ms. Hansen to discuss agenda items and operational issue.

Working Meeting Discussion

Ms. Hansen stated this is the down swing of the summer months; she turned the time over to Mr. Astill to review the July financial report. He discussed the revenue and expenses for the month stating that we are operating a little over budget for the month, overall YTD we are within budget. He then reviewed the cash flow, stating we are operating better than budget. A discussion followed to discuss the schedule for the 2019 budget. Mr. Astill then discussed the July Membership report.

Ms. Hansen discussed the new Kearns Library and let the Board know that construction would begin soon. She gave a brief update on the KATEC construction stating that the building and the fitness room contract concerning the equipment and additional information concerning the new additional.

Ms. Hansen then reviewed the status of the sale of the Park Wood Drive parcel and sated the facility would be receiving a significant amount of money from the sale. She also discussed the Tennis and south parking lot project, delays and is hoping the project will be completed soon. She then discussed the Friends of Oquirrh Recreation and Parks effort to work with the kids who are at the Granite School Summer Lunch Program. Kearns High School will be building their own Tennis Courts over at the School, she then discussed converting the facility tennis courts into pickle ball courts and have tournaments.



She let the Board know that UASD is coming in the fall.

Chair Stringham declared the working meeting adjourned at 7:07 p.m.

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

\_\_\_\_\_  
Laurie Stringham – Chair

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

\_\_\_\_\_  
Becky Guertler – Vice-Chair

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

\_\_\_\_\_  
Jeff Perry – Trustee

MINUTES FOR THE REGULAR MEETING  
OF THE BOARD OF TRUSTEES  
OF THE OQUIRRH RECREATION AND PARKS DISTRICT  
WEDNESDAY, AUGUST 15, 2018  
KEARNS OQUIRRH PARK FITNESS CENTER TENNIS CLUBHOUSE  
5624 S COUGAR LANE (4800 WEST),  
KEARNS, UTAH

Present:

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

Staff Present:

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

Others Present: Sandy Perry – Resident.

CALL TO ORDER

Chair Stringham called the Regular Board Meeting to order at 7:09 p.m.

CITIZEN’S COMMENTS

Chair Stringham welcomed all to the meeting and solicited any public comment. Those present discussed the Kearns Hometown Days Parade.

APPROVAL OF MINUTES

After discussion and changes, Trustee Perry moved to approve the:

July 18, 2018 - Working Meeting minutes  
July 18, 2018 - Regular Board Meeting

Vice-Chair Guertler seconded the motion. Motion carried unanimously with Chair Stringham, Vice-Chair Guertler and Trustee 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 Guertler made a motion to ratify the August 1, 2018 payables in the amount of \$ 68,313.55. Trustee Perry seconded the motion. Motion carried unanimously with Chair Stringham, Vice-Chair Guertler and Trustee Perry voting "Aye."

After review, Vice-Chair Guertler made a motion to approve the July 18, 2018 payables in the amount of \$181,414.37. Trustee Perry seconded the motion. Motion carried unanimously with Chair Stringham, Vice-Chair Guertler and Trustee Perry voting "Aye."

### FINANCIAL REPORT – Income Statement

Mr. Astill then presented the July 2018 Financial Statements, stating that they had been reviewed in the working meeting. There were no additional questions or comments at this time. Chairman Stringham moved to approve the July 2018 Financial Statements as presented. Vice-Chair Guertler seconded the motion. Motion carried unanimously with Chair Stringham, Vice-Chair Guertler and Trustee Perry voting "Aye."

### MANAGER REPORTS

#### AQUATICS

Mr. Percy discussed the Attendance Report for July was up 4% and stated we had a very good month. Mr. Percy discussed the lifeguard games and other events within the Aquatics department. Mr. Percy then discussed the hometown splash; he stated the day was slow even though it was a free swim day. He discussed the closer of the rec pool in the month of September, open plunge for the outdoor pools will be 4:00 PM. Mr. Percy discussed the upcoming Audit this weekend. He then discussed the remaining items on his report stating over all things are going very well. Mr. Percy stated he has stepped down as the Head Coach of the Water Polo and stated that Seth Hughes would be stepping in to fill that position.

#### MARKETING

Mr. Cook stated that he is working on the brochure, discussed attendance of the Friday Night Flicks stating it went really well. He then discussed group sales and concession stating they have been very busy. He then discussed various other projects the Marketing department is working on.

#### OPERATIONS

Ms. Page asked if the Board had any questions on the accident/incident and security reports. She discussed the parakeet which appeared on the pool deck, Animal Control was called and the came and picked up the bird. The Board and Ms. Page discussed the hit and run in the parking lot. She then stated that Oostman would be doing the independent Safety Audit on August 16th

thru the 19th. Ms. Page discussed the front area and the design and flow of the entrance.

FACILITIES

Mr. Warren stated that the Parkwood Drive parcel has been mowed; he discussed several maintenance repairs within the facility. Mr. Warren discussed the bid for the new air conditioning unit for the gym. He discussed the power shut down on August 1, 2018, and other various projects. He discussed the shutdown of the indoor Recreation Pool to have the repairs done on the pool, slides and tile, and do other maintenance projects.

RECREATION

Ms. Wardle explained that she was very busy for the summer with Kids Camp and overall the camp is doing very well. Ms. Wardle stated that she has hired a nutritionist she will start in September. She discussed briefly other programs in her department.

ACCOUNTING – MEMBERSHIPS

Mr. Astill stated that we had discussed the membership report in the working meeting and reiterated that numbers were very comparable to last year and we were doing very well, and things were going well in the Admin department.

EXECUTIVE DIRECTOR REPORT

Ms. Hansen thanked the whole staff for all the work this summer very appreciated and is looking forward to the Audit and the end of summer.

*Safety Audit by Oostman August 16-19*

Ms. Page discussed the schedule for the safety audit and what the goals and needs of the facility. She went through how the process would proceed, she also stated that they would go through the EAP and ERT programs.

NEXT REGULAR BOARD MEETING, AUGUST 15, 2018 @ 7:00 PM

ADJOURN

The Regular Meeting was adjourned at 8:19 p.m.

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

\_\_\_\_\_  
Laurie Stringham – Chair

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

\_\_\_\_\_  
Becky Guertler – Vice Chair

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

\_\_\_\_\_  
Jeff Perry – Trustee

MINUTES FOR THE REGULAR MEETING  
OF THE BOARD OF TRUSTEES  
OF THE OQUIRRH RECREATION AND PARKS DISTRICT  
WEDNESDAY, JULY 18, 2018  
KEARNS OQUIRRH PARK FITNESS CENTER TENNIS CLUBHOUSE  
5624 S COUGAR LANE (4800 WEST),  
KEARNS, UTAH

Present:

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

Staff Present:

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

Others Present: Sandy Perry – Resident.

CALL TO ORDER

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

CITIZEN'S COMMENTS

Chair Stringham welcomed all to the meeting and solicited any public comment. There were no comments at this time.

APPROVAL OF MINUTES

After discussion and changes, Trustee Perry moved to approve the:

June 20, 2018 - Working Meeting minutes  
June 20, 2018 - Regular Board Meeting  
July 2, 2018 – Special Meeting Minutes

Vice-Chair Guertler seconded the motion. Motion carried unanimously with Chair Stringham, Vice-Chair Guertler and Trustee 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 Guertler made a motion to ratify the July 4, 2018 payables in the amount of \$147,975.68. Trustee Perry seconded the motion. Motion carried unanimously with Chair Stringham, Vice-Chair Guertler and Trustee Perry voting “Aye.”

After review, Vice-Chair Guertler made a motion to approve the July 18, 2018 payables in the amount of \$166,900.64. Trustee Perry seconded the motion. Motion carried unanimously with Chair Stringham, Vice-Chair Guertler and Trustee Perry voting “Aye.”

### FINANCIAL REPORT – Income Statement

Mr. Astill then presented the June 2018 Financial Statements, stating that they had been reviewed in the working meeting. There were no additional questions or comments at this time. Trustee Perry moved to approve the June 2018 Financial Statements as presented. Vice-Chair Guertler seconded the motion. Motion carried unanimously with Chair Stringham, Vice-Chair Guertler and Trustee Perry voting “Aye.”

### MANAGER REPORTS

#### MARKETING

Mr. Cook discussed attendance at the Friday Night Flicks which was quite large. He then discussed concessions and group sales. He then discussed the KATEC building and the upcoming free swim day. He concluded by discussing ideas for the brochure.

#### OPERATIONS

Ms. Page asked if the Board had any questions on the accident/incident and security reports. She discussed the break in of a locker and a stolen car. The victim was able to recover their car with OnStar. A brief discussion followed on the report. She then stated that Oostman would be doing the independent Safety Audit on August 16th thru the 19th.

#### FACILITIES

Mr. Warren stated that they had been very busy working on several maintenance issues such as doors, air conditioning units, pools leaking, pool inspections, handrails, drinking fountains and other various projects. He stated that he has been very busy. He concluded that overall things were going well.

## RECREATION

Ms. Wardle explained that she was very busy for the summer with Kids Camp and overall the camp is doing very well. She discussed the basketball camp attendance, and briefly discussed other programs in her department.

## ACCOUNTING - MEMBERSHIPS

Mr. Astill stated that we had discussed the membership report in the working meeting and reiterated that numbers were very comparable to last year and we were doing very well, and things were going well in the Admin department.

## AQUATICS

Mr. Peercy discussed the Attendance Report for June and that we had a very good month, which was up 6% from last yr., YTD is down 1%. Mr. Peercy discussed the use of the pools and thanked the maintenance department for doing a good job. Mr. Peercy then stated that we have over 988 kids in the current group swim lesson set. He then discussed the remaining items on his report stating over all things are going very well.

## EXECUTIVE DIRECTOR REPORT

Ms. Hansen thanked the whole staff for all the work they are doing with the construction, and various other jobs being done. She reviewed all the items discussed in the working meeting, including, KATEC construction, the fitness equipment RFP, site visits for the fitness equipment evaluation, and the long-term lease with the Oval. She then stated that The Friends of Oquirrh Recreation and Parks Inc. would be meeting the 29<sup>th</sup> of July.

### Discussion of the Dispersal of the Parkwood Property

Ms. Hansen stated this was discussed in the working meeting, and she would come back to the board when she gets additional information.

### *Consideration of Acquisition of Real Property & Personnel Matters (Possible Closed Meeting)*

Chairperson Stringham moved for a closed session at 8:09 p.m. to discuss the possible sale or transfer of an interest in real property held by the Oquirrh Recreation and Parks District as allowed by the Utah Code and to discuss the character, competence or physical or mental health of an individual. Vice-Chair Guertler seconded the motion. Motion carried unanimously with Chairperson Stringham, Vice-Chair Guertler and Trustee Perry voting "Aye."

No motions were made during this closed meeting.

Chair Stringham motioned to come out of closed session at 8:45 p.m. Trustee Perry seconded the motion. Motion carried unanimously with Chairperson Stringham, Vice-Chair Guertler and Trustee Perry voting "Aye."

NEXT REGULAR BOARD MEETING, AUGUST 15, 2018 @ 7:00 PM

ADJOURN

The Regular Meeting was adjourned at 8:45 p.m.

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

\_\_\_\_\_  
Laurie Stringham – Chair

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

\_\_\_\_\_  
Becky Guertler – Vice Chair

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

\_\_\_\_\_  
Jeff Perry – Trustee



MINUTES FOR THE WORKING MEETING OF THE BOARD OF TRUSTEES  
OF THE OQUIRRH RECREATION AND PARKS DISTRICT  
WEDNESDAY, JULY 18, 2018  
KEARNS OQUIRRH PARK FITNESS CENTER TENNIS CLUBHOUSE  
5624 S COUGAR LANE (4800 WEST),  
KEARNS, UTAH

Present:

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

Staff Present:

Patti Hansen – Executive Director  
Riley Astill – Controller  
Christene Johnson - Accountant/HR Specialist

Others Present:

CALL TO ORDER

Chair Stringham called the meeting to order at 6:37 PM. She then turned the time over to Ms. Hansen to discuss agenda items and operational issues.

Working Meeting Discussion

Ms. Hansen stated she would turn the time over to Mr. Astill to review the June financial report. He discussed the revenue and expenses for the month stating that we are operating within budget. He then reviewed the cash flow, stating we are operating better than budget. A discussion followed.

Ms. Hansen then gave an update on the KATEC construction stating that the building was being finished on the outside, and work will begin on the inside, including wiring. She then discussed the RFP (Request for Proposal) for the new fitness room equipment. A discussion followed.

Ms. Hansen then reviewed the status of the sale of the Park Wood Drive parcel, the south parking lot project and delays due to a permit needed from the County. She then discussed the Friends of Oquirrh Recreation and Parks effort to work with the kids who are at the Granite School Summer Lunch Program.

Chair Stringham declared the working meeting adjourned at 7:04 p.m.

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

\_\_\_\_\_  
Laurie Stringham – Chair

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

\_\_\_\_\_  
Becky Guertler – Vice-Chair

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

\_\_\_\_\_  
Jeff Perry – Trustee

MINUTES FOR THE SPECIAL WORKING MEETING  
OF THE BOARD OF TRUSTEES  
OF THE OQUIRRH RECREATION AND PARKS DISTRICT  
MONDAY, JULY 2, 2018  
KEARNS OQUIRRH PARK FITNESS CENTER DIRECTOR'S OFFICE  
5624 S COUGAR LANE (4800 WEST),  
KEARNS, UTAH

Present:

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

Staff Present:

Patti Hansen – Executive Director  
Riley Astill – Controller  
Sam Page – Operations Manager

Others Present:

Mark Anderson – District's Attorney

CALL TO ORDER

Chair Stringham called the meeting to order at 3:13 p.m.

CITIZEN'S COMMENTS

Chairperson Stringham welcomed all to the meeting. There was no public present.

DISCUSSION AND POSSIBLE APPROVAL OF THE OLYMPIC OVAL LONG-TERM  
LEASE – MARK ANDERSON

Ms. Hansen began by explaining the desire and need to finalize the lease with the Oval. She then asked Mark Anderson who had reviewed the proposed lease, having compared it to the current Temporary Lease and the MOU, to present his comments and findings. At this point Mr. Anderson went through each of his comments on the agreement to get the Boards opinion and approval on how to proceed with each item. After a lengthy discussion, the Board directed Mr. Anderson to make their desired changes to the proposed lease and work with the Oval to prepare a new draft.

RECESS

The meeting went into recess at 4:41 p.m. Mr. Anderson left the meeting at this time.

The meeting reconvened at 4:46 p.m.

DISCUSSION AND POSSIBLE APPROVAL OF THE DISPERSAL OF THE LODER DRIVE AND VISTA POINT DRIVE STRIP OF LAND

Ms. Hansen explained that the SL County Planning Dept. would like us to hold back the strip of land from the sale to the developer. The developer will get the property appropriately surveyed and put in the required curb and gutter, at which point we can then dispose of the land through a sealed bid.

DISCUSSION AND POSSIBLE APPROVAL OF INDEPENDENT SAFETY REIEW CONTRACTOR (PROFESSIONAL SERVICES)

Ms. Sam Page joined the meeting at this point to discuss the results of her search for a safety consultant. She explained that she had reached out to four different potential consultants, who are the considered the experts in this field. She presented a matrix comparing the different companies and reviewed the pertinent points.

After a lengthy discussion with Ms. Page, Chair Stringham moved to approve retaining Oostman Aquatic Safety Consulting and award the professional consulting services contract to them and authorized Patti Hansen to sign or approve a contract with them. Vice-Chair Guertler seconded the motion. Motion carried unanimously with Chair Stringham, Vice-Chair Guerter, and Trustee Perry voting “Aye”.

ADJOURN

The meeting was adjourned at 5:08 p.m.

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

\_\_\_\_\_  
Laurie Stringham – Chair

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

\_\_\_\_\_  
Becky Guertler – Vice Chair

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

\_\_\_\_\_  
Jeff Perry – Trustee

MINUTES FOR THE REGULAR MEETING  
OF THE BOARD OF TRUSTEES  
OF THE OQUIRRH RECREATION AND PARKS DISTRICT  
WEDNESDAY, JUNE 20, 2018  
KEARNS OQUIRRH PARK FITNESS CENTER TENNIS CLUBHOUSE  
5624 S COUGAR LANE (4800 WEST),  
KEARNS, UTAH

Present:

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

Staff Present:

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

Others Present:

CALL TO ORDER

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

CITIZEN'S COMMENTS

Chair Stringham welcomed all to the meeting and solicited any public comment. There were no comments at this time.

APPROVAL OF MINUTES

After discussion and changes, Trustee Perry moved to approve the:

May 16, 2018 - Working Meeting minutes  
May 16, 2018 - Regular Board Meeting

Vice-Chair Guertler seconded the motion. Motion carried unanimously with Chair Stringham, Vice-Chair Guertler and Trustee 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 Guertler made a motion to ratify the June 6, 2018 payables in the amount of \$113,838.66. Trustee Perry seconded the motion. Motion carried unanimously with Chair Stringham, Vice-Chair Guertler and Trustee Perry voting “Aye.”

After review, Vice-Chair Guertler made a motion to approve the June 20, 2018 payables in the amount of \$122,113.87. Trustee Perry seconded the motion. Motion carried unanimously with Chair Stringham, Vice-Chair Guertler and Trustee Perry voting “Aye.”

### FINANCIAL REPORT – Income Statement

Mr. Astill then presented the May 2018 Financial Statements, stating that they had been reviewed in the working meeting. There were no additional questions or comments at this time. Trustee Perry moved to approve the May 2018 Financial Statements as presented. Vice-Chair Guertler seconded the motion. Motion carried unanimously with Chair Stringham, Vice-Chair Guertler and Trustee Perry voting “Aye.”

### MANAGER REPORTS

#### OPERATIONS

Ms. Page discussed the accident/incident and security reports. She then explained that she was making changes to how patrons enter the facility for better flow. She stated that she hired four new security officers. A brief discussion followed.

#### FACILITIES

Mr. Warren stated that they had been very busy getting the outdoor pools ready for the summer open. He described several maintenance projects his department is working on. Mr. Warren concluded that overall things were going well.

#### ACCOUNTING - MEMBERSHIPS

Mr. Astill discussed the membership report stating that numbers were very comparable to last year and we were doing very well.

#### RECREATION

Ms. Wardle explained that she was very busy for the summer and Kids Camp was doing very well. She explained a recent issue on cleanliness at the park pavilion. She concluded by reviewing other programs in her department.

## AQUATICS

Mr. Peercy discussed the Attendance Report for May and stated that attendance was down 10% compared to May last year, and YTD we were down 4% compared to last year. He discussed various reasons as to why it may be lower, explaining that Memorial Day was a little slower than usual. Mr. Peercy then stated that we have over 900 kids in the current swim lesson set. Mr. Peercy then discussed the remaining items on his report stating over all things are going very well.

## MARKETING

Mr. Cook discussed the changes to the outdoor grass area by the pool, and the recent Friday Night Flix attendance numbers which were quite large. He then discussed how Jenn was working on concessions and group sales. He concluded by discussing ideas and logos for the new building.

## EXECUTIVE DIRECTOR REPORT

Ms. Hansen reviewed all of the items on her report, which had been discussed in the working meeting, including, KATEC construction, the fitness equipment RFP, the long-term lease with the Oval, and the upcoming NRPA conference. She then informed the Board that The Friends of Oquirrh Recreation and Parks Inc. would meet tomorrow night. Ms. Hansen also discussed various other events that will be happening this summer.

### Discussion of the Olympic Oval Long-Term Lease

Ms. Hansen stated that this was discussed and reviewed with the Board in the working meeting and that we will continue to discuss when we meet with Mr. Mark Anderson in a special working meeting.

### Discussion of the Dispersal of the Loder Drive and Vista Point Drive Strip of Land

Ms. Hansen stated this was discussed in the working meeting, and she would come back to the board when she gets additional information.

### Discussion and Possible Approval for Determining and Fixing Property Tax Rate for 2018 - Resolution #2018-3

After discussion, Chair Stringham moved to approve the Property tax rate of 0.000916 as detailed in the Utah State Tax Commission Form PT-800 and Resolution #2018-3. Vice-Chair Guertler seconded the motion. Motion carried unanimously with Chair Stringham, Vice-Chair Guertler and Trustee Perry voting "Aye."

Discussion and Possible Approval of the 2017 Audit – Resolution #2018-04

After discussion, Trustee Perry moved to approve Resolution #2018-4 adopting the 2017 Audit Report as presented. Vice-Chair Guertler seconded the motion. Motion carried unanimously with Chair Stringham, Vice-Chair Guertler and Trustee Perry voting “Aye.”

Discussion and Possible Approval of Independent Safety Review - Ms. Sam Page

Ms. Page presented proposals from three different companies offering to perform a facility wide safety review. Ms. Page stated she had spoken with Oostman, Derosa, and the Red Cross. The intent was to have them review our aquatics safety, the effectiveness of the Emergency Response Team, and the facility Emergency Action Plan. After a lengthy discussion, the board asked Ms. Page to obtain additional information. It was decided to revisit this at a special meeting on June 28th.

The Board then thanked Ms. Hansen and staff for doing a great job on the new values and creating the new vision and mission statements.

*Possible Closed Meeting to Discuss Litigation, property of Acquisition of Real Property & Personnel Matters (Possible Closed Meeting)*

Chair Stringham noted that no closed meeting was needed at this time.

NEXT REGULAR BOARD MEETING, JULY 18, 2018 @ 7:00 PM

ADJOURN

The Regular Meeting was adjourned at 8:29 p.m.

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

\_\_\_\_\_  
Laurie Stringham – Chair

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

\_\_\_\_\_  
Becky Guertler – Vice Chair

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

\_\_\_\_\_  
Jeff Perry – Trustee



MINUTES FOR THE WORKING MEETING OF THE BOARD OF TRUSTEES  
OF THE OQUIRRH RECREATION AND PARKS DISTRICT  
WEDNESDAY, JUNE 20, 2018  
KEARNS OQUIRRH PARK FITNESS CENTER TENNIS CLUBHOUSE  
5624 S COUGAR LANE (4800 WEST),  
KEARNS, UTAH

Present:

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

Staff Present:

Patti Hansen – Executive Director  
Riley Astill – Controller  
Christene Johnson - Accountant/HR Specialist

Others Present:

CALL TO ORDER

Chair Stringham called the meeting to order at 6:17 PM. She then turned the time over to Ms. Hansen to discuss agenda items and operational issues.

Working Meeting Discussion

Ms. Hansen stated she would turn the time over to Mr. Astill to review the May financial, he discussed the revenue and expenses for the month stating that we are operating within budget. He then reviewed the cash flow, stating we are operating better than budget. A discussion followed.

Ms. Hansen then explained that she had asked the managers to keep their reports brief tonight because of the number of items to cover on the agenda.

She then gave an update on the KATEC construction stating that she had learned that the building did not have any audio or visual infrastructure as part of the plan and how we now need to come up with additional funds to pay for that. She then discussed the RFP (Request for Proposal) for the new fitness room equipment.

Ms. Hansen then discussed the Long-Term Lease agreement with the Oval, the sale of the Park Wood Drive parcel, travel accommodations for NRPA, and the summer school lunch program.

Mr. Astill then discussed two resolutions on the agenda. The first was to adopt the Certified Tax Rate for 2018, and the second was to approve the 2017 Annual Audit Report.

Ms. Hansen then explained that Ms. Page would be presenting options for an independent facility wide safety review.

Chair Stringham declared the working meeting adjourned at 6:58 p.m.

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

\_\_\_\_\_  
Laurie Stringham – Chair

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

\_\_\_\_\_  
Becky Guertler – Vice-Chair

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

\_\_\_\_\_  
Jeff Perry – Trustee

MINUTES FOR THE WORKING MEETING OF THE BOARD OF TRUSTEES  
OF THE OQUIRRH RECREATION AND PARKS DISTRICT  
WEDNESDAY, MAY 16, 2018  
KEARNS OQUIRRH PARK FITNESS CENTER TENNIS CLUBHOUSE  
5624 S COUGAR LANE (4800 WEST),  
KEARNS, UTAH

Present:

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

Staff Present:

Patti Hansen – Executive Director  
Riley Astill – Controller  
Christene Johnson - Accountant/HR Specialist

Others Present:

CALL TO ORDER

Chair Stringham called the meeting to order at 6:15 PM. She then turned the time over to Ms. Hansen to discuss agenda items and operational issues.

Working Meeting Discussion

Ms. Hansen and Mr. Astill discussed the 2017 audit. Mr. Astill stated that Mr. Rob Wood would be in tonight to discuss and review the 2017 Audit with the Board. Mr. Astill gave a brief update and review of the audit and highlighted some of the areas he thought Mr. Wood would touch on.

Ms. Hansen stated the Mr. Colin Hilton would be in attendance tonight to discuss the funding from the state, long-term disposition of the Oval and the new building.

Ms. Hansen then updated the Board on the items from the Directors agenda items; she discussed the new signage on the front of the building, the mandatory general staff meeting on Saturday May 19<sup>th</sup> and Tuesday May 22<sup>nd</sup>, and went over the agenda for the staff meeting and what would be reviewed.

She also discussed various other agenda items, such as the entrance to the new facility from the current building, the parking lot project and stated that she would like to keep the south entrance closed until the parking lot is completed, she has booked the hotel for NRPA and is working on the airfare and flight information, along with various other items, the grounds, the pool projects, the entrance to the comp pool and other ongoing projects throughout the facility.

Mr. Astill then discussed April financial report, reviewing the budget and our cash flow forecast for the year, taking into account the numerous construction and property projects that have not yet been completed and stated that the so far, the year is going well. Mr. Astill stated that when they approved the financial, it will include the balance since the audit is complete.

Chairperson Stringham declared the working meeting adjourned at 6:57 p.m.

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

\_\_\_\_\_  
Laurie Stringham – Chair

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

\_\_\_\_\_  
Becky Guertler – Vice-Chair

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

\_\_\_\_\_  
Jeff Perry – Trustee

MINUTES FOR THE REGULAR MEETING  
OF THE BOARD OF TRUSTEES  
OF THE OQUIRRH RECREATION AND PARKS DISTRICT  
WEDNESDAY, MAY 16, 2018  
KEARNS OQUIRRH PARK FITNESS CENTER TENNIS CLUBHOUSE  
5624 S COUGAR LANE (4800 WEST),  
KEARNS, UTAH

Present:

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

Staff Present:

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

Others Present:

Sandy Perry  
Rob Wood - Hansen, Bradshaw, Malmrose & Erickson  
Todd - Utah Athletic Foundation  
Marc Norman – Utah Athletic Foundation  
Colin Hilton – Utah Athletic Foundation  
Eric Hutchings – Representative of the Community

CALL TO ORDER

Chairperson Stringham called the Regular Board Meeting to order at 7:01 p.m.

CITIZEN'S COMMENTS

Chairperson Stringham welcomed all to the meeting and solicited any public comment. There were no comments at this time.

PRESENTATION OF THE 2017 AUDIT

Chairman Perry turned the time over to Mr. Rob Wood, from Hansen, Bradshaw, Malmrose & Erickson to present the 2017 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 staff was very cooperative. Mr. Wood stated that staff had provided all the information he had requested and that the accounting department was functioning very well.

He explained that the audit report was being presented in draft format for review and comment from the Board. He stated that the District was receiving an unmodified opinion, which is the best audit report that an entity can receive. He highlighted some of the financial data including the new GASB 68 reporting requirements and answered questions. Mr. Wood discussed the MDA section of the report and went through the overall audit with the Board and those present. Mr. Astill and Ms. Hansen had discussed and highlighted several items in the working meeting Mr. Wood discussed the new addition with the connection of the Utah Olympic Oval and stated that the District passed with flying colors with no findings. He then stated that the audit, once finalized will be filed with the state and be available to the public on the Utah State Auditors website. Chairperson Stringham stated that she would like to thank all involved staff and the auditor for a job well done.

#### Presentation of Current Olympic Oval Status and Future Olympics – Colin Hilton

Mr. Hilton discussed the current status of the Utah Olympic Oval and the overall financial situation of the venues that the legacy fund is currently 17 million in operation costs. Mr. Hilton discussed the cost of operation of all the facilities and the downfalls of the cost to operate. He discussed various ways as to increase and raise funds to help the organization stay current and in compliance with an audit. He discussed the legislated audit to help with the capital upkeep of all the facilities. Mr. Hilton then turned the time over to Senator Eric Hutchings who then discussed the partnership with the District, he stated that there is a need for a contract for the partnership to be completed. He discussed financial state funding from the state they will receive 9 million this year and an additional 3 million per year to keep the facilities running with no time limit as to how many years the funding will continue. It is backed by the state legislation, and the partnership, who run how to programs, nonprofit organizations. Mr. Hilton discussed the long-term capital cost replacement plan for the Oval. Mr. Hilton discussed the option of exploring the idea to bid for 2026 or the following in 2030 for Salt Lake City, Utah to host the US Olympics.

#### APPROVAL OF MINUTES

After discussion and changes, Chairperson Stringham moved to approve the:

April 18, 2018 - Working Meeting minutes

April 18, 2018 - Regular Board Meeting

Trustee Perry seconded the motion. Motion carried unanimously with Chairperson Stringham, Vice-Chair Guertler and Trustee 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 Perry made a motion to ratify the May 2, 2018 payables in the amount of \$88,077.41. Vice-Chair Guertler seconded the motion. Motion carried unanimously with Chairperson Stringham, Vice-Chair Guertler and Trustee Perry voting “Aye.”

After review, Vice-Chair Guertler made a motion to approve the May 16, 2018 payables in the amount of \$148,416.05. Trustee Perry seconded the motion. Motion carried unanimously with Chairperson Stringham, Vice-Chair Guertler and Trustee Perry voting “Aye.”

### FINANCIAL REPORT – Income Statement

Mr. Astill presented and discussed the April 2018 financial statements and reviewed and highlighted several line items. There were no additional questions at this time. Vice-Chair Guertler moved to approve the April 2018 as presented. Trustee Perry seconded the motion. Motion carried unanimously with Chairperson Stringham, Vice-Chair Guertler and Trustee Perry voting “Aye.”

### MANAGER REPORTS

#### FACILITIES

Mr. Warren stated that they are working on several projects, to see what is needed and what will be accounted for. He informed the Board on the several projects his department is working on. He then discussed the play features and stated they are just refinishing both the indoor and outdoor structures and the shade structures. He discussed hiring for his departments and various other projects his department is working on, he concluded by stating that overall things were going well.

#### RECREATION

Ms. Wardle ask if the Board had any questions on her report. She discussed the new Pickle Ball tournament that went very well. She discussed the kid’s camp program and stated they are full for the summer.

#### ACCOUNTING - MEMBERSHIPS

Mr. Astill discussed the memberships and stated numbers were steady.

#### AQUATICS

Mr. Percy discussed the Attendance Report for April and stated that attendance was up from last year. They discussed various reasons as to why it was up and stated we are up year to date. He

stated that they have finished all the hiring for aquatics we have 140 Lifeguards and over 100 Swim Instructors. Mr. Peercy discussed the comp pool lobby and stated they have not had any issues. Mr. Peercy then discussed other aquatic events over the next few weeks.

## MARKETING

Mr. Cook discussed the change on the front of the Building. He stated that he was working on various summer events. The Movie nights are all set; and stated they would be held up in the park. He stated Jenn was working on concessions and getting set for the summer. Mr. Cook also discussed other upcoming events throughout the summer and upcoming months.

## OPERATIONS

Ms. Page asked if the Board had any questions and stated we are on the last days for the countdown until the outdoor pools open.

## EXECUTIVE DIRECTOR REPORT

Ms. Hansen stated that the Executive Director reports were discussed in the working meeting.

### Public Entity Resolution for Public Treasures' Investment Fund Designees – Resolution #2018-2

Mr. Astill present Resolution #2018-2 to the Board, the Board reviewed, Trustee Perry moved to approve the Resolution #2018-2 Public Entity Resolution and Authorize Chair Stringham to sign the resolution and allow Patti Hansen and Riley Astill to be the new contacts and make the necessary changes to the accounts. Vice-Chair Guertler seconded the motion. Motion carried unanimously with Chairperson Stringham, Vice-Chair Guertler and Trustee Perry voting “Aye.”

### *Consideration of Acquisition of Real Property & Personnel Matters (Possible Closed Meeting)*

Chairperson Stringham moved for a closed session at 8:49 p.m. to discuss the possible sale or transfer of an interest in real property held by the Oquirrh Recreation and Parks District as allowed by the Utah Code and to discuss the character, competence or physical or mental health of an individual. Vice-Chair Guertler seconded the motion. Motion carried unanimously with Chairperson Stringham, Vice-Chair Guertler and Trustee Perry voting “Aye.”

No motions were made during this closed meeting.

Chair Stringham motioned to come out of closed session at 9:03 p.m. Trustee Perry seconded the motion. Motion carried unanimously with Chairperson Stringham, Vice-Chair Guertler and Trustee Perry voting “Aye.”

The Board came out of closed meeting at 9:03 p.m. Chair Stringham stated that the facility would be hosting the Warpa Meeting in November and would like the facility to provide lunch.



NEXT REGULAR BOARD MEETING, June 20, 2018 @ 7:00 PM

ADJOURN

The Regular Meeting was adjourned at 9:03 p.m.

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

\_\_\_\_\_  
Laurie Stringham – Chair

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

\_\_\_\_\_  
Becky Guertler – Vice Chair

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

\_\_\_\_\_  
Jeff Perry – Trustee

MINUTES FOR THE WORKING MEETING OF THE BOARD OF TRUSTEES  
OF THE OQUIRRH RECREATION AND PARKS DISTRICT  
WEDNESDAY, APRIL 18, 2018  
KEARNS OQUIRRH PARK FITNESS CENTER TENNIS CLUBHOUSE  
5624 S COUGAR LANE (4800 WEST),  
KEARNS, UTAH

Present:

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

Staff Present:

Patti Hansen – Executive Director  
Riley Astill – Controller - Excused  
Christene Johnson - Accountant/HR Specialist

Others Present:

CALL TO ORDER

Trustee Perry called the meeting to order at 6:34 PM. He then turned the time over to Ms. Hansen to discuss agenda items and operational issues.

Working Meeting Discussion

Ms. Hansen began by updating the Board on the incident that happened on the 24<sup>th</sup> of March. Ms. Hansen let the Board know that Ms. LeeAnn Powell from URPA would be stopping by to present a plaque to the Emergency Response Team.

Ms. Hansen stated that Mr. Astill would not be present tonight, Ms. Hansen gave a brief update the March financial report, reviewing performance to budget and our cash flow forecast for the year, taking into account the numerous significant construction and property updates planned for the year.

Ms. Hansen then discussed the March Membership Report. A discussion followed on the current structure and numbers of each type of membership.

Ms. Hansen stated that that she has given a task to the aquatics department to monitor the ins and outs of the comp pool lobby that is currently unattended. They discussed various ways to monitor the lobby.

She then gave an update the Board on the various Directors agenda items. Ms. Hansen and Chairman Stringham will continue working out a long-term lease between the UOLF and the

District for use of the Oval and the KATEC property. She talked about the sale of the Park Wood Drive property, stating that we are under contract for the purchase the land. The buyer has asked for a different configuration on the land. Ms. Hansen stated that she met with Eric Hutchins and discussed the sale and configuration of the Parkwood property; she stated that she was having issues with the county and stated she would continue to work with them and also would keep Mr. Hutching's informed on the negotiation on the property. She updated the board on her progress to pave the south parking lot and a portion of the tennis courts. She noted that she is struggling with the County was requiring a formal plan with required landscaping to be submitted.

Ms. Hansen discussed NRPA and stated that the conference is schedule for the end of September and asked which of the Board members who would be attending. The board stated that at this time all of them would be going to the conference.

Chairperson Stringham declared the working meeting adjourned at 6:57 p.m.

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

\_\_\_\_\_  
Laurie Stringham – Chair

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

\_\_\_\_\_  
Becky Guertler – Vice-Chair

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

\_\_\_\_\_  
Jeff Perry – Trustee

MINUTES FOR THE REGULAR MEETING  
OF THE BOARD OF TRUSTEES  
OF THE OQUIRRH RECREATION AND PARKS DISTRICT  
WEDNESDAY, APRIL 18, 2018  
KEARNS OQUIRRH PARK FITNESS CENTER TENNIS CLUBHOUSE  
5624 S COUGAR LANE (4800 WEST),  
KEARNS, UTAH

Present:

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

Staff Present:

Patti Hansen – Executive Director  
Riley Astill – Controller - Excused  
Chris Johnson – Accountant/HR Specialist  
Brad Percy – Aquatics Manager  
Kurt Warren – Physical Facilities Manager  
Steve Cook – Marketing Manager  
Sam Page – Operations Manager  
Jacque Wardle – Recreation Manager

Others Present:

Sandy Perry

CALL TO ORDER

Chairperson Stringham called the Regular Board Meeting to order at 7:01 p.m.

CITIZEN'S COMMENTS

Chairperson Stringham welcomed all to the meeting and solicited any public comment. There were no comments at this time.

Presentation of the 2018 URPA Innovation Program Award for the Emergency Response Team

Ms. Powell discuss and explained URPA and the Innovation Program, she then turned the time over Tyler Wilkins who is the current URPA President. Ms. Powell and Mr. Wilkins Present the District with the Innovation program award and thanked all of the ERT team.

APPROVAL OF MINUTES

After discussion and changes, Trustee Perry moved to approve the

March 21, 2018 Working Meeting minutes

March 21, 2018 - Regular Board Meeting

Vice-Chair Guertler seconded the motion. Motion carried unanimously with Chairperson Stringham, Vice-Chair Guertler and Trustee 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 Guertler made a motion to ratify the April 4, 2018 payables in the amount of \$2,252,602.09. Trustee Perry seconded the motion. Motion carried unanimously with Chairperson Stringham, Vice-Chair Guertler and Trustee Perry voting "Aye."

After review, Vice-Chair Guertler made a motion to approve the April 18, 2018 payables in the amount of \$135,129.36. Trustee Perry seconded the motion. Motion carried unanimously with Chairperson Stringham, Vice-Chair Guertler and Trustee Perry voting "Aye."

#### FINANCIAL REPORT – Income Statement

Ms. Hansen then stated that She had presented and discussed the March 2018 financial statements and reviewed and highlighted several line items. There were no additional questions at this time. Trustee Perry move to aprove the March 2018 Income statements as presented with the exception of the balance sheet that will be approved once the 2017 audit is complete. Vice-Chair Guertler seconded the motion. Motion carried unanimously with Chairperson Stringham, Vice-Chair Guertler and Trustee Perry voting "Aye."

#### MANAGER REPORTS

##### OPERATIONS

Ms. Page discussed various items concerning her Board report and discussed the installation of the new cameras with upgrades and moving some of the cameras to cover arears that problem areas. She stated she was done with her hiring.

##### ACCOUNTING - MEMBERSHIPS

Ms. Hansen discussed in the memberships and stated numbers were down, she believes once the summer begins the memberships will increase.

##### AQUATICS

Mr. Percy discussed the Attendance Report for March and stated that attendance was down about 5% year to date. They discussed various reasons as to why it was low. He discussed the

spring break and the various days that each district week off stating that this did have an impact on attendance. He talked about the upcoming hiring for the summer for swim instructors, head lifeguards and lifeguards. Mr. Percy then discussed the comp pool entrance and the things they are doing, would like to do and what changes could be made to improve to alleviate the loitering in the lobby, Mr. Percy and the Board discussed the safety of the comp pool, Vice-Chair stated she would like to see an immediate change and make a difference for the concerned parents, public and others trying to enforce the safety for the community. Mr. Percy then discussed other aquatic events over the next few weeks.

## MARKETING

Mr. Cook thanked the Board for allowing him to attend the conference in Las Vegas on the new technology they presented he discussed what was coming into the industry and how advertising was evolving within the future. He discussed the changes currently being done at the front entrance to limit the activity happening throughout the facility. He stated that he was working on the brochure for the summer and trying to decide to go electronic as opposed to mailing the brochure. He stated that he was working on new signage and branding to make the facility stand out to the community. He stated he would be attending another social media event, and other upcoming events throughout the summer and upcoming months.

## RECREATION

Ms. Wardle stated that we have hit a high on the attendance for silver sneakers with a count of 1103 in attendance. She discussed the new Pickle Ball tournament that she is implementing, She also discussed other programs that she will be schedule in the gym, to get more individuals involved in activities for the use of the gym besides basketball.

## FACILITIES

Mr. Warren stated that they are working on the assets for the new and old building, to see what is needed and what will be accounted for. He informed the Board on the several projects his department is working on. He then discussed the play features and stated they would be working on refinishing both the indoor and outdoor structures. He discussed hiring for his departments and various other projects his department is working on, he concluded by stating that overall things were going well.

## Public Comment – Out-of-Order

Mr. Giovanni is working on his Eagle Project and would like to put a book box at the facility, He is asking the Board for permission. He discussed the project and the Board approved for him to move forward with his Eagle project and work with Ms. Hansen to complete and install the project on the facility property.

## EXECUTIVE DIRECTOR REPORT

Ms. Hansen reported on the construction project, she also discussed that several projects that she

is currently working on. She stated that she and Ms. Stringham would be meeting with Colin from the Park. Ms. Hansen let the Board know that she sat down and spoke with Mr. Eric Hutchings on the Parkwood project and asked that Ms. Hansen keep him updated and are hoping to close on the sale by August 1, 2018. The Board and Ms. Hansen stated the master plan was on track.

Ms. Hansen stated that she is still waiting for approval from the county for the go ahead on the south parking lot and should know about that soon. Ms. Then asked the Board who would be attending NRPA this year, all three Board Members stated they would be attending,

For the benefit of those not at the Working Meeting, she briefly reviewed each item, including a construction update, paving the parking lots, and FORP Inc. working with the free lunch program. She concluded by stating that she would be working with the County to correct what she believed was an incorrect change to our District boundaries.

Discussion and Possible Approval of General Facility Rules and Regulations Policy No. 4.1.1.

Ms. Hansen stated that this information had been discussed in the Working Meeting, stating that this would be presented in the regular meeting for possible approval. Chairman Stringham moved to approved as presented. Vice-Chair Guertler seconded the motion. Motion carried unanimously with Chairperson Stringham, Vice-Chair Guertler and Trustee Perry voting “Aye.”

Consideration of Acquisition of Real Property & Personnel Matters (Possible Closed Meeting)

Chairperson Stringham noted that no closed meeting was needed at this time.

NEXT REGULAR BOARD MEETING, May 16, 2018 @ 7:00 PM

ADJOURN

The Regular Meeting was adjourned at 8:34 p.m.

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

\_\_\_\_\_  
Laurie Stringham – Chair

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

\_\_\_\_\_  
Becky Guertler – Vice Chair

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

\_\_\_\_\_  
Jeff Perry – Trustee

MINUTES FOR THE WORKING MEETING OF THE BOARD OF TRUSTEES  
OF THE OQUIRRH RECREATION AND PARKS DISTRICT  
WEDNESDAY, MARCH 21, 2018  
KEARNS OQUIRRH PARK FITNESS CENTER TENNIS CLUBHOUSE  
5624 S COUGAR LANE (4800 WEST),  
KEARNS, UTAH

Present:

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

Staff Present:

Patti Hansen – Executive Director  
Riley Astill – Controller  
Christene Johnson - Accountant/HR Specialist

Others Present:

CALL TO ORDER

Chairperson Stringham called the meeting to order at 6:16 PM. She then turned the time over to Ms. Hansen to discuss agenda items and operational issues.

Working Meeting Discussion

Ms. Hansen began by reviewing items on her Director's Report. She gave an update on the KATEC construction including several change orders, totaling \$144,000.00. She stated that we will be using the money from Zion's loan to cover these costs.

She then gave an update on working out a long term lease between the UOLF and the District for use of the Oval and the KATEC property. She talked about the sale of the Park Wood Drive property, stating that we had received an offer to purchase the land. The buyer has asked for a different configuration on the land. She then updated the board on her progress to pave the south parking lot and a portion of the tennis courts. She noted that the County was requiring a formal plan with required landscaping to be submitted. She mentioned that both projects are likely going to be more expensive than originally planned.

Ms. Hansen then updated the board on the FORP 501(c)(3) progress, and their work to select a goal for the organization. She then discussed meetings of the Kearns Community Council and the County Metro Township Council, in which she informed them that there would be no Fire Water and Ice Festival this year due to the construction, but we would be hosting a free swim day on August 11, 2018.



She discussed our Personnel Policy 2.2.2.5 and expressed her desire to change the language to allow an exempt as well as the non-exempt employees who work on a holiday, to select an alternative day off.

Ms. Hansen turned the time over Mr. Astill to review the financial report. Mr. Astill gave a brief update on the annual audit and overall 2017 results. A discussion followed. Mr. Astill then presented the February financial report, reviewing performance to budget and our cash flow forecast for the year, taking into account the numerous significant construction and property updates planned for the year.

Mr. Astill then presented the February Membership Report. A discussion followed on the current structure and numbers of each type of membership.

Ms. Hansen then discussed our point of sale software, noting that we were evaluating the Sportsman system, with the intent to switch over in the fall if everything seemed acceptable.

Chairperson Stringham declared the working meeting adjourned at 7:03 p.m.

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

\_\_\_\_\_  
Laurie Stringham – Chair

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

\_\_\_\_\_  
Becky Guertler – Vice-Chair

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

\_\_\_\_\_  
Jeff Perry – Trustee

MINUTES FOR THE REGULAR MEETING  
OF THE BOARD OF TRUSTEES  
OF THE OQUIRRH RECREATION AND PARKS DISTRICT  
WEDNESDAY, MARCH 21, 2018  
KEARNS OQUIRRH PARK FITNESS CENTER TENNIS CLUBHOUSE  
5624 S COUGAR LANE (4800 WEST),  
KEARNS, UTAH

Present:

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

Staff Present:

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

Others Present:

Sandy Perry

CALL TO ORDER

Chairperson Stringham called the Regular Board Meeting to order at 7:02 p.m.

CITIZEN'S COMMENTS

Chairperson Stringham welcomed all to the meeting and solicited any public comment. There were no comments at this time.

APPROVAL OF MINUTES

After discussion and changes, Trustee Perry moved to approve the

February 21, 2018 Working Meeting minutes  
February 21, 2018 - Regular Board Meeting  
February 27, 2018 Special Board Meeting

Vice-Chair Guertler seconded the motion. Motion carried unanimously with Chairperson Stringham, Vice-Chair Guertler and Trustee 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 Guertler made a motion to ratify the March 7, 2018 payables in the amount of \$36,164.03. Trustee Perry seconded the motion. Motion carried unanimously with Chairperson Stringham, Vice-Chair Guertler and Trustee Perry voting “Aye.”

After review, Vice-Chair Guertler made a motion to approve the March 21, 2018 payables in the amount of \$108,517.34. Trustee Perry seconded the motion. Motion carried unanimously with Chairperson Stringham, Vice-Chair Guertler and Trustee Perry voting “Aye.”

### FINANCIAL REPORT

Mr. Astill then stated that he had presented and discussed the February 2017 financial statements in the working meeting. There were no additional questions at this time. Trustee Perry move to approve the February 2018 financial statements as presented with the exception of the balance sheet that will be approved once the 2017 audit is complete. Vice-Chair Guertler seconded the motion. Motion carried unanimously with Chairperson Stringham, Vice-Chair Guertler and Trustee Perry voting “Aye.”

### ACCOUNTING - MEMBERSHIPS

Chairperson Stringham stated this was discussed in the working meeting and solicited any questions or comments.

### MANAGER REPORTS

#### AQUATICS

Mr. Percy discussed the Attendance Report for February and stated that this was one of the lowest we have had in recent history, and discussed various reasons as to why it was low. He then discussed the recent URPA conference he and many of his staff had attended. He talked about several upcoming aquatic events over the next few months. He discussed the lifeguard staffing and preparations for summer.

#### MARKETING

Mr. Cook discussed his work with the Oval on setting rates for KATEC rentals. He discussed upcoming events and programs. He stated that he was working on new signage and branding to make the facility stand out to the community. He stated that the last triathlon of the Tri-series was this weekend.

## OPERATIONS

Ms. Page began by discussing the recent URPA conference. She stated that we have 66 days until the summer season begins. She gave an update on her work with Neil on a new camera security system. She discussed recent changes at the front counter, including TV monitors with information regarding memberships and other programs. The Board asked about the loitering issue mentioned on her Security Report. Ms. Hansen stated that she had asked Brad and his staff to propose a solution to this problem.

## PHYSICAL FACILITIES

Mr. Warren thanked the Board for allowing him to attend URPA conference. He reported on his departments preparations for opening for the summer season. He stated he was looking at different custodial supplies for the facility. He discussed LED lighting and maintenance and safety issues related to working with LED systems. He gave an update on the hot tub in the hallway which is now up and running. He talked about adding more safety equipment for his staff while handling chemicals. He concluded by stating that overall things were going well.

## RECREATION

Ms. Wardle thanked the board for allowing her to attend the URPA conference. She discussed several of the contacts and networking she accomplished at the conference. She then reviewed items on her monthly report, including aerobics, tennis and pickleball.

## EXECUTIVE DIRECTOR REPORT

Ms. Hansen stated that she had reviewed her report in the Working Meeting. For the benefit of those not at the Working Meeting, she briefly reviewed each item, including a construction update, paving the parking lots, and FORP Inc. working with the free lunch program. She concluded by stating that she would be working with the County to correct what she believed was an incorrect change to our District boundaries.

### Discussion and Possible Approval of General Facility Rules and Regulations Policy No. 4.1.1.

Ms. Hansen stated that this information had been discussed in the Working Meeting, stating that this would be presented again for possible approval at a later date.

### Discussion of Head Injury Policy No. 4.2.4.

Ms. Hansen stated this was discussed in the working meeting and had been approved by the Board at a previous meeting.

Discussion and Possible Approval of Holiday Policy – Substitute Holiday for Another Day Policy No. 2.2.2.5.

Ms. Hansen stated that this had been presented and discussed in the Working Meeting. After discussion Chairperson Stringham moved to approve the policy. No. 2.2.2.5. Trustee Perry seconded the motion. Motion carried unanimously with Chairperson Stringham, Vice-Chair Guertler and Trustee Perry voting “Aye.”

Consideration of Acquisition of Real Property & Personnel Matters (Possible Closed Meeting)

Chairperson Stringham noted that no closed meeting was needed at this time.

NEXT REGULAR BOARD MEETING, APRIL 18, 2018 @ 7:00 PM

ADJOURN

The Regular Meeting was adjourned at 7:52 p.m.

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

\_\_\_\_\_  
Laurie Stringham – Chair

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

\_\_\_\_\_  
Becky Guertler – Vice Chair

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

\_\_\_\_\_  
Jeff Perry – Trustee

MINUTES FOR THE SPECIAL MEETING OF THE BOARD OF TRUSTEES  
OF THE OQUIRRH RECREATION AND PARKS DISTRICT  
THURSDAY FEBRUARY 27, 2018  
KEARNS OQUIRRH PARK FITNESS DIRECTORS OFFICE  
5624 S COUGAR LANE (4800 WEST),  
KEARNS, UTAH 84118

Present:

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

Present: Patti Hansen

Others Present:

Call to Order:

Chairman Stringham called the special working meeting to order at 5:12 pm.

Public Comment:

There was no public present for the closed meeting.

Discussion of the Park Wood Drive Parcel Offers and Options:

*Consideration of Acquisition of Real Property & Personnel Matters (Possible Closed Meeting)*

Chairman Stringham moved for a closed session at 5:13 p.m. to discuss the possible sale or transfer of an interest in real property held by the Oquirrh Recreation and Parks District as allowed by the Utah Code and to discuss the character, competence or physical or mental health of an individual. Trustee Perry seconded the motion. The motion carried unanimously with Chairman Stringham, Trustee Perry and Trustee Guertler voting "Aye."

No motions were made in the closed meeting

Chairman Stringham motioned to come out of closed session at 5:24 p.m. Trustee Guertler made a motion to authorize Ms. Patti Hansen to counter offer and accept offers of \$155,000.00 per acre or more on the Park Wood property and to give her authority to negotiate the sale. Trustee Perry seconded the motion the motion carried unanimously with Chairman Stringham, Trustee Perry and Trustee Guertler voting "Aye."

ADJOURN

The Special Meeting was adjourned at 5:26 p.m.

NEXT REGULAR BOARD MEETING, FEBRUARY 21, 2018 @ 7:00 PM

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

\_\_\_\_\_  
Laurie Stringham – Chair

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

\_\_\_\_\_  
Becky Guertler – Vice Chair

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

\_\_\_\_\_  
Jeff Perry – Trustee

MINUTES FOR THE WORKING MEETING OF THE BOARD OF TRUSTEES  
OF THE OQUIRRH RECREATION AND PARKS DISTRICT  
WEDNESDAY, FEBRUARY 21, 2018  
KEARNS OQUIRRH PARK FITNESS CENTER TENNIS CLUBHOUSE  
5624 S COUGAR LANE (4800 WEST),  
KEARNS, UTAH

Present:

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

Staff Present:

Patti Hansen – Executive Director  
Riley Astill – Controller

Others Present:

CALL TO ORDER

Chairperson Stringham called the meeting to order at 6:16 PM. She then turned the time over to Ms. Hansen to discuss agenda items and operational issues.

Working Meeting Discussion

Ms. Hansen stated that she would like to wait until Mr. Astill was present to discuss the Financial Statements. Ms. Hansen then discussed the Director's report, including the construction project, informing the board of the current progress. In the latest COB meeting it was noted that there are several change orders, totaling \$144,000.00. She stated that we will be using the money from the loan at Zion's to cover these costs.

She then gave an update on working out a long term lease between the UOLF and the District for use of the Oval and the KATEC property. She talked about the sale of the Park Wood Drive property, stating that we had received an offer to purchase the land. The buyer has asked for a different configuration on the land. She then updated the board on her progress to pave the south parking lot and a portion of the tennis courts. She noted that the County was requiring a formal plan with required landscaping to be submitted. She mentioned that both projects are likely going to be more expensive than originally planned.

Ms. Hansen then updated the board on the FORP 501(c)(3) progress, and their work to select a goal for the organization. She then discussed meetings of the Kearns Community Council and the County Metro Township, in which she informed them that there would be no Fire Water and Ice Festival this year due to the construction, but we would be hosting a free swim day on August 11, 2018.



She discussed our Personnel Policy 2.2.2.5 and expressed her desire to change the language to allow an exempt as well as the non-exempt employees who work on a holiday, to select an alternative day off.

Ms. Hansen turned the time over Mr. Astill to review the financial report. Mr. Astill discussed the December income statement and balance sheet, comparing them to budget. He then gave an update on the annual audit. He stated that over all December was a good month, and YTD we had performed better than budget. A discussion followed. Mr. Astill then presented the January financial report, reviewing performance to budget and our cash flow forecast for the year, given the many significant construction and property updates planned for the year.

Mr. Astill then presented the January Membership Report, noting that we were at our highest January to date. A discussion followed on the current structure and numbers of each type of membership.

Ms. Hansen then discussed our point of sale software, noting that we were evaluating the Sportman system, with the intent to switch over in the fall if everything seemed acceptable.

Chairperson Stringham declared the working meeting adjourned at 7:03 p.m.

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

\_\_\_\_\_  
Laurie Stringham – Chair

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

\_\_\_\_\_  
Becky Guertler – Vice-Chair

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

\_\_\_\_\_  
Jeff Perry – Trustee

MINUTES FOR THE REGULAR MEETING  
OF THE BOARD OF TRUSTEES  
OF THE OQUIRRH RECREATION AND PARKS DISTRICT  
WEDNESDAY, FEBRUARY 21, 2018  
KEARNS OQUIRRH PARK FITNESS CENTER TENNIS CLUBHOUSE  
5624 S COUGAR LANE (4800 WEST),  
KEARNS, UTAH

Present:

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

Staff Present:

Patti Hansen – Executive Director  
Riley Astill – Controller  
Chris Johnson – Accountant/HR Specialist - Excused  
Brad Peercy – Aquatics Manager  
Kurt Warren – Physical Facilities Manager  
Steve Cook – Marketing Manager  
Sam Page – Operations Manager - Excused  
Jacque Wardle – Recreation Manager

Others Present:

Sandy Perry

CALL TO ORDER

Chairperson Stringham called the Regular Board Meeting to order at 7:04 p.m.

CITIZEN'S COMMENTS

Chairperson Stringham welcomed all to the meeting and solicited any public comment. There were no comments at this time.

APPROVAL OF MINUTES

After discussion and changes, Vice-Chair Guertler moved to approve the January 10, 2018 Working Meeting minutes. Trustee Perry seconded the motion. Motion carried unanimously with Chairperson Stringham, Vice-Chair Guertler and Trustee Perry voting “Aye.”

After discussion and changes, Trustee Perry moved to approve the January 10, 2018 - Regular Board Meeting minutes. Vice-Chair Guertler seconded the motion. Motion carried unanimously with Chairperson Stringham, Vice-Chair Guertler and Trustee Perry voting “Aye.”

After discussion and changes, Vice-Chair Guertler moved to approve the January 25, 2018 Special Board Meeting minutes as corrected. Trustee Perry seconded the motion. Motion carried unanimously with Chairperson Stringham, Vice-Chair Guertler and Trustee Perry voting “Aye.”

After discussion and changes, Trustee Perry moved to approve the January 25, 2018 Special Board Meeting minutes regarding the Park Wood Dr. Property as corrected. Vice-Chair Guertler seconded the motion. Motion carried unanimously with Chairperson Stringham, Vice-Chair Guertler and Trustee 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 Guertler made a motion to ratify the January 23, 2018 payables in the amount of \$108,845.29. Trustee Perry seconded the motion. Motion carried unanimously with Chairperson Stringham, Vice-Chair Guertler and Trustee Perry voting “Aye.”

After review, Trustee Perry made a motion to approve the February 6, 2018 payables in the amount of \$48,588.48. Vice-Chair Guertler seconded the motion. Motion carried unanimously with Chairperson Stringham, Vice-Chair Guertler and Trustee Perry voting “Aye.”

After review, Trustee Perry made a motion to approve the February 21, 2018 payables in the amount of \$86,675.34. Vice-Chair Guertler seconded the motion. Motion carried unanimously with Chairperson Stringham, Vice-Chair Guertler and Trustee Perry voting “Aye.”

#### FINANCIAL REPORT

Mr. Astill stated that he had presented and discussed the December 31, 2017 preliminary financial statements in the working meeting and that the final statements were pending the completion of our annual audit and final tax reconciliation from Salt Lake County. Mr. Astill then stated that he had also presented and discussed the January 2017 financial statements in the working meeting. There were no additional questions at this time. Vice-Chair Guertler moved to approve the January 2018 financial statements as presented with the exception of the balance sheet that will be approved once the 2017 audit is complete. Trustee Perry seconded the motion. Motion carried unanimously with Chairperson Stringham, Vice-Chair Guertler and Trustee Perry voting “Aye.”

## MANAGER REPORTS

### AQUATICS

Mr. Peercy began by asking if there were any questions from his report. He then mentioned that Pastor Rob would be attending a conference in Florida to present at the National Drowning Alliance Conference to discuss his efforts. Mr. Peercy then discussed an incentive program in the aquatics department, which involved being able to earn points toward prizes. He talked about some swimmers from the area and their success in competitions.

### MARKETING

Mr. Cook began by stating that he had been working with the Oval on setting rates and working together on various ideas. He stated that the Health Fair would be on March 7<sup>th</sup> & 8<sup>th</sup> in the lobby. Ms. Hansen noted some of the community partners and businesses that would be participating. Mr. Cook noted the mermaid party package that he was now making available. He invited all to attend the Employee Social on March 17, 2018 at the planetarium downtown. All other things were going well with his department.

### OPERATIONS

Ms. Page began by asking the board if they had any questions on her report. Trustee Perry asked about the loitering in the comp pool lobby and what decisions could be made to improve the security of the area. Ms. Page then discussed efforts to meet with Unified Police to review safety in our facility. Ms. Page stated she would follow up with them. Ms. Hansen informed the board of recent changes at the front counter, including tv monitors that include information regarding memberships and other programs.

### PHYSICAL FACILITIES

Mr. Warren reported on several maintenance issues he was working on, stating that they were busy with projects such as boiler repairs, ice machine in concessions, and UV lamps in the indoor rec pool. He talked about selecting an exterminator for the facility. He concluded by stating that things are going well.

### ACCOUNTING - MEMBERSHIPS

Chairperson Stringham stated this was discussed in the working meeting.

### RECREATION

Ms. Wardle discussed items from her Recreation Report including the Aerobics dept. contest which has been quite challenging and very fun. She talked about Kurt putting up the tennis court nets to get ready for the High School.

EXECUTIVE DIRECTOR REPORT

Ms. Hansen stated that she had reviewed her report in the working meeting. She mentioned that she hoped to get our parking lot paving projects out for bid soon. She then mentioned that the Friends of Oquirrh Recreation would be meeting next week.

Discussion and Possible Approval of Holiday Policy – Substitute Holiday for Day Policy No. 2.2.2.5

Ms. Hansen discussed this in the working meeting and asked for the Board to review for possible approval at the next meeting. This change was to allow non-exempt and exempt employees to substitute another day off in the event they were required to work on a Holiday.

Consideration of Acquisition of Real Property & Personnel Matters (Possible Closed Meeting)

Chairperson Stringham moved for a closed session at 7:43 p.m. to discuss the possible sale or transfer of an interest in real property held by the Oquirrh Recreation and Parks District as allowed by the Utah Code and to discuss the character, competence or physical or mental health of an individual. Vice- Chair Guertler seconded the motion. The motion carried unanimously with Chairperson Stringham, Trustee Perry and Trustee Guertler voting “Aye.”

No motions were made in the closed meeting

Chairperson Stringham motioned to come out of closed session at 8:02 p.m.

NEXT REGULAR BOARD MEETING, MARCH 21, 2018 @ 7:00 PM

ADJOURN

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

Date: \_\_\_\_\_  
Laurie Stringham – Chair

Date: \_\_\_\_\_  
Becky Guertler – Vice Chair

Date: \_\_\_\_\_  
Jeff Perry – Trustee

MINUTES FOR THE SPECIAL MEETING OF THE BOARD OF TRUSTEES  
OF THE OQUIRRH RECREATION AND PARKS DISTRICT  
MONDAY FEBRUARY 12, 2018  
KEARNS OQUIRRH PARK FITNESS CONFERENCE ROOM  
5624 S COUGAR LANE (4800 WEST),  
KEARNS, UTAH 84118

Present:

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

Others Present:

Call to Order:

Chairman Stringham called the special working meeting to order at 4:34 pm.

Public Comment:

There was no public present for comment.

Discussion of Park Wood Drive Parcel Offers and Options (Possible Closed Meeting)

Laurie Stringham moved to go into a closed meeting to discuss the purchase, exchange, or lease of real property, at 4:35 p.m. Jeff Perry seconded the motion. Motion carried unanimously with Chairman Stringham, Vice-Chair Guertler, and Trustee Perry voting "Aye".

No action was taken during the meeting.

The Board came out of closed meeting at 5:40 p.m.

ADJOURN

The Special Meeting was adjourned at 5:41 p.m.

NEXT REGULAR BOARD MEETING, FEBRUARY 21, 2018 @ 7:00 PM

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

\_\_\_\_\_  
Laurie Stringham – Chair

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

\_\_\_\_\_  
Becky Guertler – Vice Chair

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

\_\_\_\_\_  
Jeff Perry – Trustee

MINUTES FOR THE SPECIAL MEETING OF THE BOARD OF TRUSTEES  
OF THE OQUIRRH RECREATION AND PARKS DISTRICT  
THURSDAY JANUARY 25, 2018  
KEARNS OQUIRRH PARK FITNESS CONFERENCE ROOM  
5624 S COUGAR LANE (4800 WEST),  
KEARNS, UTAH 84118

Present:

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

Present Via Phone: Todd Draper – Salt Lake County Planning and Zoning

Others Present: Patrick Juhlin, – CBRE, Realtor for the District

Call to Order:

Chairman Stringham called the special working meeting to order at 4:50 pm.

Public Comment:

There was no public present for comment.

Discussion and Possible Approval of Board Vacancy (Possible Closed):

Chairman Stringham turned the time over to Ms. Patti Hansen to explain the purpose of the meeting. Ms. Hansen explained that there is an offer to purchase the Park Wood property but a sale could not be completed because the County would not approve the current plan for development of the parcel. She then asked Laurie to explain some of the political and community support for our development plan. Laurie stated that the current design is in accordance with the desires several stake holders in the community, including the County Mayor's office, citizens, Kearns Metro Township Council, some individuals from the County Planning and Zoning Dept., and the County Parks and Recreation Dept. Todd Draper of the Planning and Zoning Dept. explained that regardless of promises made, that based on the current design and current County subdivision ordinances, a road would need to connect all the way through to Park Wood.

Ms. Stringham asked if there was an exemption to this ordinance and the process to go through. Mr. Draper stated that the Metro Township would likely have to approve the exemption in a public meeting, but also stated that we would have to submit a development application to start the process. He then stated that it may be possible to get an exception to the ordinance without going to the Township. The discussion continued on possible other options like an emergency gate and topography issues that would allow exceptions to current ordinances. There was also further discussion on the surrounding properties and plan for development in the area, the cul-de-sac and citizen expectations, etc. Todd Draper suggested that we get the design for the subdivision into them as soon as possible so it can be reviewed by all agencies who need to approve it, such as water, storm water, and fire agencies. Todd agreed to notify Walt Gilmore at



the Parks Dept. that there was a problem with the current parcel design so they could be aware that the planned transfer of a portion of the land to them is held up by these issues. He indicated that the parcel has been recognized as two separate lots for tax ownership purposes, but neither half can get building permits or be developed without getting it approved first.

At this point Todd Draper left the meeting and the discussion continued on the property. The Board expressed a desire to try to fulfill the wishes of the community and not simply ignore them to get this sale to go through. Mr. Juhlin informed the board that a double sided road could increase the value to be received by the District through the sale of the land by as much as 50%. He stated that the District is bearing the entire cost to have a single sided road where houses faced the park, because the value received in the sale is so much less. He then offered other options to help increase the value to be received by the District. No decisions were made at this time.

ADJOURN

The Special Meeting was adjourned at 5:51p.m.

NEXT REGULAR BOARD MEETING, FEBRUARY 21, 2018 @ 7:00 PM

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

\_\_\_\_\_  
Laurie Stringham – Chair

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

\_\_\_\_\_  
Becky Guertler – Vice Chair

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

\_\_\_\_\_  
Jeff Perry – Trustee

MINUTES FOR THE WORKING MEETING OF THE BOARD OF TRUSTEES  
OF THE OQUIRRH RECREATION AND PARKS DISTRICT  
WEDNESDAY, JANUARY 10, 2018  
KEARNS OQUIRRH PARK FITNESS CENTER TENNIS CLUBHOUSE  
5624 S COUGAR LANE (4800 WEST),  
KEARNS, UTAH

Present:

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

Staff Present:

Patti Hansen – Executive Director  
Riley Astill – Controller  
Chris Johnson – Accountant/HR Specialist

Others Present:

CALL TO ORDER

Chairman Stringham called the meeting to order at 6:22 PM. She then turned the time over to Ms. Hansen to discuss agenda items and operational issues.

Working Meeting Discussion

Ms. Hansen stated that she would like to discuss the November and December Financial information and turned the time over Mr. Astill. Mr. Astill went through the November income and expenses and compared them to the budgeted amounts. November did not meet budget because property tax revenue was not received until December, rather than November. Overall November was still a good month. Mr. Astill then discussed the December YTD financials and highlighted some of the income and expense items. He stated that over all December was a good month, and YTD we had performed better than budget.

Ms. Hansen then discussed the remaining agenda items, starting with exempt vs. non-exempt status for certain employees. She discussed the District organization chart and expressed a desire to have all managers at the same range and on the same level. She wanted them equal with benefits and compensation, including exempt status. She explained that she had two managers who she thought should be exempt, rather than non-exempt status, since all the other managers were exempt status. She also explained that several job duties and changes have been made and all managers were performing similar responsibilities. She then discussed the 2018 Fire Water and Ice Festival and how due to construction, we would not have the grass or parking space to hold an effective festival. The next topic was the long term lease between the UOLF and the District for use of the Oval and the KATEC property. Ms. Hansen then discussed the progress on

the sale of the Park Wood Drive property, stating that there had been an offer to purchase the land. The buyer had asked for a different configuration on the land. She then talked about paving the South Lot and part of the Tennis courts to provide the needed parking.

After discussion Chairman Stringham declared the working meeting to be adjourned at 7:06 p.m.

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

\_\_\_\_\_  
Laurie Stringham – Chair

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

\_\_\_\_\_  
Becky Guertler – Vice-Chair

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

\_\_\_\_\_  
Jeff Perry – Trustee

MINUTES FOR THE PUBLIC HEARING AND REGULAR MEETING  
OF THE BOARD OF TRUSTEES  
OF THE OQUIRRH RECREATION AND PARKS DISTRICT  
WEDNESDAY, JANUARY 10, 2018  
KEARNS OQUIRRH PARK FITNESS CENTER TENNIS CLUBHOUSE  
5624 S COUGAR LANE (4800 WEST),  
KEARNS, UTAH

Present:

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

Staff Present:

Patti Hansen – Executive Director  
Riley Astill – Controller  
Chris Johnson – Accountant/HR Specialist  
Brad Percy – Aquatics Manager  
Kurt Warren – Physical Facilities Manager  
Steve Cook – Marketing Manager  
Sam Page – Operations Manager - Excused  
Jacque Wardle – Recreation Manager

Others Present:

Sandy Perry

CALL TO ORDER

Chairman Stringham called the Regular Board Meeting to order at 7:07 p.m.

CITIZEN'S COMMENTS

Chairman Stringham welcomed all to the meeting and solicited any public comment. There was no public comment at this time.

BOARD MEMBERS TO TAKE OATH OF OFFICE

The Board turned the time over to Mr. Astill to swear in the recently elected Board Members. Jeff Perry and Laurie Stringham then recited the Oath of Office and were sworn in.

## APPROVAL OF MINUTES

After a brief discussion Trustee Perry moved to approve the following minutes:

December 06, 2017 - Working Board Meeting

December 06, 2017 – 2018 Budget & Fees Public Hearing & Regular Board Meeting

December 19, 2017 – Special Board Meeting – Zion’s Lease

Vice-Chair Guertler seconded the motion. Motion carried unanimously with Chairman Stringham, Vice-Chair Guertler and Trustee 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 Guertler made a motion to ratify the December 20, 2017 payables in the amount of \$137,252.26. Trustee Perry seconded the motion. Motion carried unanimously with Chair Stringham, Vice-Chair Guertler and Trustee Perry voting “Aye.”

After review, Vice-Chair Guertler made a motion to approve the January 10, 2018 payables in the amount of \$125,694.68. Trustee Perry seconded the motion. Motion carried unanimously with Chair Perry, Vice-Chair Guertler and Trustee Perry voting “Aye.”

## FINANCIAL REPORT

Mr. Astill presented and discussed the November 2017 financial statements, highlighting several of the expense and revenue items for the month of November in the working meeting. Mr. Astill stated that the District was doing well year-to-date and there were no issues. After a discussion and questions, Vice-Chair Guertler moved to approve the November 2017 financial statements as presented, Trustee Perry seconded the motion. Motion carried unanimously with Chairman Stringham, Vice-Chair Guertler and Trustee Perry voting “Aye.”

Mr. Astill then discussed the December 31, 2017 preliminary financial statements, stating that the final statements were pending the completion of our annual audit and final tax reconciliation from Salt Lake County. Mr. Astill stated that he had discussed in greater detail the revenue and expense items for December and year-to-date in the working meeting, and would not repeat all of that here. 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.

He then reported that all things were going well with the Finance Dept. and they were busy preparing for the audit and setting up all our files for a new year.

## MANAGER REPORTS

### MARKETING

Mr. Cook began by stating that he had been working on the new brochure that is delivered around the first of the year. He stated that the Tri-series is almost full for 2018. He noted that marketing will be operating the concessions this year and that they were preparing for that. All other things were going well with his department.

### OPERATIONS

Ms. Hansen stated that Ms. Page was excused from tonight's meeting. She then asked if the Board had any questions on the monthly security incident report they were provided. She then stated that Ms. Page would be attending workers compensation training on slips, trips and falls, and on Incident Investigations. She then discussed Ms. Page's efforts to meet with UPD to schedule training with our staff to handle active incidents. She then discussed Ms. Page's work and changes at the front counter, including lighting, signage and policies and procedures.

### PHYSICAL FACILITIES

Mr. Warren reported on several maintenance issues his dept. was working on including boiler repairs, alarm systems, doorways, heat exchangers, adding some LED lighting, organizing safety equipment and selecting an exterminator. He stated things were going well.

### RECREATION

Ms. Wardle discussed items from her Recreation Report including the Jr. Jazz Fun Shot, the success of the Angel Tree, new aerobics classes, and stated all was going well. She reported that aerobics attendance is up.

### ACCOUNTING - MEMBERSHIPS

Mr. Astill discussed the year-end process for the department, stating that the auditors will be coming. He explained other items they were doing to prepare for the new year including the wage adjustments for the part time employees. Ms. Hansen then thanked the Board for the wage increase for the part time employees. Mr. Astill presented and discussed the December 2017 Membership Report noting that membership numbers were slightly down from last year. He then discussed the membership revenue numbers compared to prior years and that we were doing well in memberships.

## AQUATICS

Mr. Peercy reviewed the Aquatics report including the December 2017 attendance report, stating attendance was down slightly from last year, with 19,279 in attendance for the month of December. He then reviewed the remaining attendance numbers. He reported on various activities and upcoming aquatic events stating that things were going well. Swimming Lesson, group lessons, water polo and various other programs have been exceeding their expectations. He stated that the 52<sup>nd</sup> Annual Holiday Open Swim Meet in December went very well with a total of 700 swimmers.

### Discussion and Possible Approval of Moving Recreation Manager and Operations Manager from Non-Exempt to Exempt Status

Ms. Hansen discussed this in the working meeting and asked for the Board to approve the change, Chair Stringham moved to amend and re-approve to reclassifying the Recreation Manager and Operations Manager from Non-Exempt to Exempt Status with changes to their job description and will go into effect on Monday January 15, 2018. Vice Chair Guertler seconded the motion. Motion carried unanimously with Chairman Stringham, Vice-Chair Guertler and Trustee Perry voting "Aye."

### Discussion and Possible Approval of Postponing the 2018 Fire, Water and Ice Festival

Ms. Hansen discussed this in the working meeting concerning the problems with holding a festival and asked for the Board their approval to postpone the 2018 Fire Water and Ice Festival due to construction and not having the space for a large group. The Board and staff discussed the various issuing and challenges concerning holding or postponing the event. No action was taken at this time.

## EXECUTIVE DIRECTOR REPORT

Ms. Hansen began by discussing various issues concerning the Facility. She updated the Board on the negotiations with the Oval. She updated the Board on the sale of the Parkwood Drive property and stated that all was going well. She then discussed the diagrams on the tennis parking lot project and stated that they hope to begin working on this in the springtime.

### NEXT REGULAR BOARD MEETING, FEBRUARY 21, 2018 @ 7:00 PM

ADJOURN

The Regular Meeting was adjourned at 8:31p.m.

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

\_\_\_\_\_  
Laurie Stringham – Chair

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

\_\_\_\_\_  
Becky Guertler – Vice Chair

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

\_\_\_\_\_  
Jeff Perry – Trustee