

**Minutes for the
General Board Meeting for the
Cottonwood Heights Parks and Recreation Service Area
Held at 7500 South 2700 East, Salt Lake City, Utah
On the 19th day of February, 2019
Pursuant to Notice**

Board of Trustees Present:

Debbie Tyler
Carl Evans
Bart Hopkin

Others Present:

Ben Hill
Warren Hallmark
Ryan Gardner
Marcie Burrill
Lyse' Durrant
Robbie McFarland
Ashley Spence

Bid Opening

A Bid Opening for the Outdoor Pool Changing Room Remodel construction was attended by the Cottonwood Heights Parks and Recreation Service Area Board of Trustees on February 5, 2019

Special Business Meeting for the Cottonwood Heights Parks and Recreation Service Area Board of Trustees

A Special Business Meeting was held on February 7, 2019

Ms. Tyler called the meeting to order at 8:15 a.m.

Mr. Carl Evans was excused from the meeting.

Verification of Compliance with the Open Meeting Law

Documentation was presented that the meeting was in compliance as presented with the Utah Open Meeting Law.

General Business

Mr. Ben Hill presented a discussion about construction bids that were opened in a public meeting on February 5, 2019.

Ms. Tyler moved into Special Business.

Special Business

Resolution No. 2019-3

A RESOLUTION OF THE COTTONWOOD HEIGHTS PARKS AND RECREATION SERVICE AREA BOARD OF TRUSTEES TO ACCEPT THE LOWEST BASE BID AND THEIR ALTERNATE FOR THE OUTDOOR POOL CHANGING ROOMS CONSTRUCTION PROJECT.

Upon a motion by Mr. Hopkin, seconded by Ms. Tyler and passed unanimously it was,

RESOLVED, to accept Resolution No. 2019-3.

Chairwoman Tyler adjourned the meeting.

Work Session

A work session of the Cottonwood Heights Parks and Recreation Service Area Board of Trustees was held on February 19, 2019 at 3:30 p.m.

1. A discussion of any item listed on the Agenda
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General Board Meeting

The Board Meeting was called to order by Ms. Tyler at 4:00 p.m.

Pledge of Allegiance

Ms. Robbie McFarland led the Pledge of Allegiance.

Verification of Compliance with the Open Meeting Law

Documentation was presented that the meeting was in compliance as presented with the Utah Open Meeting Law.

General Business

Review and Approval of Minutes

After a discussion of the minutes presented, upon a motion by Mr. Hopkin, seconded by Mr. Evans and passed unanimously it was,

RESOLVED, to approve the January 15, 2019 minutes with a change under Recreation and Fitness Report from "Biggest Loser will begin on Friday, February 22" to "Biggest Loser will begin on Wednesday, February 6."

Financial Statement

The Board reviewed the Financial Statement for January, 2019 which was presented by Mr. Ben Hill.

Upon a motion by Mr. Evans, seconded by Mr. Hopkin and passed unanimously, it was

RESOLVED, to approve the Financial Statement for January, 2019.

Accounts Payable Ledger of Selected Entries

The Board reviewed the Accounts Payable Ledger of selected entries for January, 2019 which was presented by Ms. Lyse' Durrant.

Upon a motion by Mr. Hopkin, seconded by Mr. Evans and passed unanimously, it was

RESOLVED, to approve the Accounts Payable Selected Entries as written in the bill pay register.

Information/Discussion

Citizen/Customer Comments

There were no Citizen/Customer Comments.

Board District Representation Reports

Mr. Evans: Has a conflict with the Board Meeting on April 16th. The meeting will be moved to April 23.

Mr. Hopkin: Nothing to Report.

Ms. Tyler: Nothing to Report.

Aquatics Report

Ms. Marcie Burrill presented the Aquatics Report:

- Ashley Spence has been hired as the Aquatics Program Coordinator.
- Brighton High School Boys and Girls took 1st place in their region swim meets. Brighton High Boys went on to take 1st place at State and the Girls took 7th place at State.
- CHAT is participating in the senior swim in St. George during the week of February 18th. Eight swimmers will be attending Far Westerns in March.
- Water polo begins February 19. Oranges will be delivered in March. We are offering High School teams, a Jr. High team and a splash ball team.
- American Red Cross aquatic examiner came for their final visit as per agreement on February 1.
- Currently getting estimates for the outdoor pool slide.

Recreation and Fitness Report

Mr. Warren Hallmark presented the Recreation and Fitness Report:

- Biggest loser began on Wednesday, February 6th with 38 participants.
- Learn to Skate Winter #2 kicks off the week of February 18th.
- Learn to Play #2 wraps up the week of February 18th with 17 participants.
- Learn to Play #3 begins on March 9.
- Field Rentals:
There is a potential field closure at Butler Park.
Mountview East is blocked off for the season.
Regular Renters are back and requesting more space.
Brighton Baseball will be at Bywater Park.
Brighton Softball will be at Antzac Park.
- Flag Football Coaches meeting will be March 23 with games beginning on April 13. The games will be held at Mill Hollow park.

Parks and Facility Maintenance Report

- Visual Maintenance: In addition to their daily maintenance, they are focusing on goals made during the Staff Retreat in January. Specific goals include better time management with part time staff and getting all closets OSHA compliant. During the winter months the department continues to assist Parks in their winter to-do list by deep cleaning the areas Parks has scheduled for painting.
- Operations: Operations projects include exchanging all eligible lighting in the building from incandescent to LED. Currently they have been working on all the lights in the main lobby. Other projects completed include replacing two boiler

- condensation pumps and replacing a diaphragm in the sand filter 3-way valve and the sand filter bleed off tube. The department will be gathering bids for their capital items and preparing to open the outdoor diving tank on March 1st.
- Parks: The Parks Department has been busy with snow removal. They have been creative and work closely as a team to fulfill snow removal expectations at the Recreation Center and Cottonwood Heights City. They have also been able to patch and paint the nursery and Ice Party room as well as painting the Ice Arena hallway. Next will be the men's and women's skate restrooms and all locker rooms and locker room doors.

Directors Report

January Personnel Actions are attached to the February Directors Report.

Mr. Ben Hill presented the Directors Report:

- Gym Roof , Specialty Pool Roof and Splash Zone Roof Damage
 - Continues to move forward.
- Outdoor ADA/Family Change Rooms-Outdoor Locker Room Roof, etc.
 - KDK Construction won the bid. Will meet on February 20 at 3:00 p.m. for a construction meeting.
- Butler Park Pickleball Courts is back on Budget and could possibly include a drinking fountain.
- Antczak Park-Rocky Mountain Easement
 - The Rocky Mountain Power Easement was put on hold by Verizon Wireless. They will come back to the Service Area when/if the easement is needed.
- Antczak Park-Tennis Master Plan
 - EPG (Environmental Planning Group, LLC) with Scott Peters (Principal/Senior Landscape Architect) is collecting data for the Master Plan. They will present two versions of the Master Plan which will be presented for feedback. The two plans will then be merged with the best ideas from each.
 - The Tennis Courts Capital Project and USTA Grant Application will be put on hold until after the Master Plan is completed.
- CH2
 - Report on Tuesday, February 12 meeting:
 - Ben was asked to attend the February 19th work session to discuss the fees and rental guidelines for the pavilion at Mountview Park.
- 2019 Fee Schedule
 - A work session on March 19 at 2:45 will be held to discuss the current Fee Schedule.

- 2019 CHPRSA Employee Planning Retreat
 - Was held on January 23rd from 10-2 p.m. at City Hall. The retreat was very successful with each department making goals for the year. Managers also requested an updated Performance Evaluation Form.

- URPA Award Nominations
 - Outstanding Facility-High Adventure Pool
 - Outstanding Program-CHAT

- URPA 2019 Annual Conference
 - Will be held in St. George, UT on March 11-13.

Discussion and Information of Personnel Policy XI-Performance Evaluations

Personnel Policy XI-Performance Evaluations was presented to the Board. It will be brought back in March as Special Business.

Discussion and Information of Engagement Letter from SQUIRE for the 2018 Audit

The Engagement Letter from SQUIRE for the 2018 Audit was presented to the Board.

Chairwoman Debbie Tyler moved into Special Business

Special Business

Engagement Letter from SQUIRE for the 20189 Audit-Resolution 2019-4

A RESOLUTION OF THE COTTONWOOD HEIGHTS PARKS AND RECREATION SERVICE AREA BOARD OF TRUSTEES TO APPROVE AN ENGAGEMENT LETTER FROM SQUIRE FOR IT'S 2018 AUDIT SERVICES.

Upon a motion by Mr. Evans, seconded by Mr. Hopkin and passed unanimously it was

RESOLVED, to accept Resolution No. 2019-4.

Chairwoman Debbie Tyler adjourned the meeting. The next meeting of the Board will be March, 19 at 4:00 p.m.

Cottonwood Heights Parks and Recreation Service Area Foundation Meeting Minutes

January 15, 2019

Ms. Tyler called the meeting to order.

Minutes

Upon a motion by Mr. Hopkin seconded by Mr. Evans and passed unanimously it was

RESOLVED, to approve the October 15, 2018 Foundation minutes.

Financials

Mr. Ben Hill and Ms. Lyse' Durrant reviewed the Fourth Quarter Profit and Loss Summary.

Upon a motion by Mr. Hopkin, seconded by Mr. Evans and passed unanimously it was

RESOLVED, to accept the Fourth Quarter Financial Profit and Loss Summary.

Foundation Request

There were no Foundation requests.

Ms. Tyler adjourned the Foundation Meeting.