

**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 23rd day of June 2021
Pursuant of Notice**

all minutes pending until approved at the following Board Meeting

Board of Trustees Present:

Bart Hopkin
Dan Morzelewski
Carl Evans

Others Present:

Ben Hill Lyse' Durrant
Melissa Ruff Marcie Burrill
Ryan Gardner Kevin Suchey
Warren Hallmark Josh Pitt
Laura Green Allie Brown
Jason Wheeler Sheila Sawka
Marc Call

A Work Session was held on June 23rd @3:00 pm where there was a discussion regarding updates concerning Capital Projects and Butlerville days, as well as information on The Smart Approach to Cost Recovery in Public Parks & Recreation – Virtual Cohort, a Compensation Study with Employers Council Update and any items listed on the General Board Meeting Agenda.

General Board Meeting

4:00pm

General Business

A. Verification of Compliance – Open Meeting Law – Bart Hopkin

- It was verified that we are in compliance with notifications of a Public Meeting.

B. Review and Approval of May 19, 2021 Board Minutes – Bart Hopkin

- After a discussion of the minutes, upon a motion by Mr. Evans, a second by Mr. Morzelewski it was, RESOLVED, to approve the May 19, 2021 minutes.

C. Approval of the Financial Statement-May 2021 – Ben Hill

- The Board Reviewed the Financial Statement for May, 2021 which was presented by Mr. Hill.
- Upon a motion by Mr. Morzelewski, a second by Mr. Evans and passed unanimously it was, RESOLVED, to approve the Financial Statement for May 2021.

D. Approval of Accounts Payable Selected Entries – Lyse' Durrant

- The Board Reviewed the Accounts Payable Selected Entries for May, 2021 which was presented by Ms. Durrant.
- Upon a motion by Mr. Evans, a second by Mr. Morzelewski and passed unanimously it was, RESOLVED, to approve the Accounts Payable.

INFORMATION/DISCUSSION ITEMS

A. Citizen/Customer Comments

- Mr. Hill had received an email from a citizen inquiring about when renovations for Antczak Park will begin.

B. Board District Reports

- Mr. Evans with the help of the Customer Service Manager got a patron set up for Renew Active.

C. Presentation of the 2020 Annual Audit – SQUIRE

- Mr. Jason Wheeler and Ms. Sheila Sawke presented the 2020 Annual Audit to the Board.

**Moved to Special Business

Special Business

A. Consideration and Recommendation to Adopt the 2020 Audit Report – Resolution 2021-7-Ben Hill

- Upon a motion by Mr. Evans and a second by Mr. Morzelewski and passed unanimously it was, RESOLVED, to adopt Resolution 2021-7.

B. Consideration and Recommendation to Establish and Adopt Pending Tax Rates for the Cottonwood Heights parks and Recreation Service Area 2021 – Resolution 2021-8-Ben Hill

- Upon a motion by Mr. Morzelewski and a second by Mr. Evans and passed unanimously it was, RESLOVED, to adopt Resolution 2021-8.

**Moved back to INFORMATION/DISCUSSION ITEMS

D. Aquatics Report – Marcie Burrill

- We are currently staffed with 115 lifeguards, and 53 instructors. Good numbers to run all of our programming and open plunges. Tyler and Ashley are running a bead program rewarding the lifeguards that go above and beyond.
- Swim lessons and Pre-comp started on June 7th, they are doing well. The first session ended this last week, another one started Monday June 21st. Our first swimming session had 349 swimmers, pre comp had 84 swimmers.
- Summer water polo started on Monday June 21st. We will run this as skills and clinics with some scrimmages against other teams in the valley. This programs runs until August 6th, and then fall will start.
- 45th Annual CHAT Invitational happened last week. We had a great turn out! We had 16 teams attend our meet. It ran very smoothly again; we have such a great team to help. The parents, volunteers and Coaching staff put in a lot of hard work, effort, and time. In the last 3 weeks we have had 835 swimmers in the meets.
- We had our visit with the Utah local government trust. We went through aquatic areas, paper work, and skills; passing with 96%. Operations joined us for the pump room, chlorine tanks, and their Aquatic areas (Thank you Kevin). This is the program Red Cross ran for the trust us for a few years, now the Trust is doing it on their own. I had a follow up meeting with Mike Stagg from the Trust, he said our facility is top notch. I believe this new program will be very helpful for our facility, and staff to stay on top.

- The Aquatics team is working with the Utah Drowning coalition. It is sponsored by URPA. It is a great program they are starting here in Utah.
- Other Business

E. Recreation and Fitness Report – Warren Hallmark

INFORMATION & UPDATES:

- Parks & Rec Kids Camp
 - Camp is maxed out every day, every week.
- Tennis & Pickleball
 - 268 total participants for tennis lessons.
 - Pickleball lessons (M/T evenings) have been very popular, each of those being maxed out.
- Skyhawks/SuperTots
 - Skyhawks runs a daily sports camp M-F, kiddos 6-12.
 - SuperTots/MiniHawks is on Saturday's through the summer.
- Major's Cup Pickleball Tournament
 - Starting July 14, running through July 24.
 - Intermediate levels of play completely full.
- Group Fitness Classes
 - Outdoor Summer Series on Friday nights
- Golf Tournament
 - August 24 at Mountain Dell Golf Course.
 - Updates from committee meeting on June 15.
 - Next meeting on June 29 and we'll meet every two weeks until the tournament.
- Other business

F. Parks Report – Ryan Gardner

- Splash Pad
 - Opening Mon., June 28 – will operate on Mon, Tues., Thurs. and Sat.
- Meeting with SLC Water Conservation Manager
 - Discussed switching from standard to AMI (Advanced Metering Infrastructure) meters in parks that provide more frequent monitoring and eligibility for switching our parks' billing status to "irrigation" rather than "culinary" reducing our overall cost to irrigate the parks
 - Different drought response stages and their corresponding actions
 - Institutional recommendations and mandates if the drought continues
- Working with USU on scheduling water-checks (audits) of all parks-overall condition of each system, water distribution, precipitation rates, water pressure proper head placement, nozzle selection etc.
- Estimate to fill in holes, crack seal, re-stripe and seal coat E. parking lot to add to list of Mid-Year Capital Meeting
- No increase in staff since last report – 600 man hrs./wk. to efficiently operate Parks Dept., currently staffed at 350 hrs./wk.

G. Facility Maintenance Report – Kevin Suchey

1. We've hired three new people
 1. Josh – a full time person
 2. Hunter – an operations/VM hybrid
 3. Ethan – another hybrid to work v/m and operations

2. Starting to order the supplies to the ice resurfacing because of lead times
3. Capital item – Indoor pool Chiller unit almost finished
4. Normal upkeep and repair throughout the facility

H. Executive Director's Report – Ben Hill

- Outdoor Pool Incident on Friday, June 4th and Saturday, June 5th
 - Rules regarding Skate Boards, Scooters, and Bicycles in the Facility
- Parks Water Conservation Plan - Salt Lake Public Utilities
 - USU Water Checks
- Michael J. Peterson Pickleball Courts – Signage
 - Unveiling / Ribbon Cutting Event: Scheduled for Monday, July 19th at 5PM
- Proposed Fall Hours (Labor Day to Memorial Day):
 - Monday-Friday: 5AM to 9PM
 - Saturday: 6AM to 9PM
 - Sunday: 11AM to 4PM
- CH2
 - Report on Tuesday, June 8th Meeting:
 - Splash Pad will open at a reduced scheduled on Monday, June 28th
 - Mon: 5-8pm, Tues/Thurs: 1-6pm, and Sat: 11am-6pm
 - Danny Martinez has been promoted to Deputy Director of Public Works
 - Next CH2 Meeting is Tuesday, July 13th at 10AM (Bart)

- CH Parks, Trails and Open Space Committee:
 - Report on Wednesday, May 18th / Wednesday, June 16th Meeting:
 - Ferguson Canyon Park – Design Review
 - Off Lease Dog Area
 - Next Meeting is Wednesday, July 21st (6-8PM)
- Other

I. Discussion and Information regarding Policy Section XXV – Use of Office Equipment, Computers and Computer Systems – Melissa Ruff

- Ms. Ruff presented information regarding Policy Section XXV – Use of Office Equipment, Computers and Computer Systems, to be brought back in Special Business during the July 21, 2021 Board Meeting for possible approval.

Meeting Adjourned

The next Meeting of the Board will be July, 21 2021 @ 4:00PM