

**Minutes for the  
Cottonwood Heights Parks and Recreation Service Area  
General Board Meeting  
Held at 7500 South 2700 East, CWH, UT  
On the 20th day of May 2026  
Pursuant of Notice**

\*\*all minutes pending until approval at the next Board Meeting\*\*

**Board of Trustees Present**

Patti Hansen  
Jen Cottam  
Dennis Magaro

**Staff Present**

Lyse' Durrant    Audrey Durfee  
Allie Brown     Melissa Ruff  
Andrew Davis    Jenny Soifua  
Bonnie Lee

A work session was held on May 20, 2026, at 3:15 p.m. During the session, Board members provided District Representation reports. Audrey Durfee presented the Safety Meeting Minutes, and department heads provided updates on their departments. The Board also discussed items listed on the general board meeting agenda.

**General Board Meeting – 4pm**

**A. Welcome – Patti Hansen**

**B. Pledge of Allegiance – Bonnie Lee**

**C. Review and Approval of the April 22, 2026, Minutes – Patti Hansen**

- After review, Mr. Magaro made a motion to approve April 22, 2026, minutes. Ms. Cottam seconded the motion. The motion carried unanimously, with Ms. Hansen, Ms. Cottam, and Mr. Magaro voting “Yes.”

**D. Review and Approval of the Financial Statement for April 2026 – Lyse' Durrant**

- After review, Ms. Cottam made a motion to approve the Financial Statement for April 2026. Mr. Magaro seconded the motion. The motion was carried unanimously with Ms. Hansen, Ms. Cottam, Mr. Magaro voting “Yes.”

**E. Review and Approval of the Accounts Payable Selected Entries for April 2026 – Audrey Durfee**

- After review, Ms. Cottam made a motion to approve the Accounts Payable Selected Entries for April 2026. Mr. Magaro seconded the motion. Motion carried unanimously with Ms. Hansen, Ms. Cottam, and Mr. Magaro voting “Yes.”

**Information/Discussion Items**

**A. Citizen/Customer Comments**

- None

**B. Executive Directors Report – Lyse’ Durrant**

- ZAP Applications close Friday, May 22.
- Golf Tournament Meeting was held on April 28. Next meeting will be held on May 26
- Attended the Health in the Heights Coalition Key Stake Holder Meeting
- Board Budget Work Session regarding possible TNT. Would like to hold another workshop in late June or early July
- Splash Pad update at Mountview Park
- Ribbon Cutting for Summerhill Park on May 26 @ noon
- Outdoor pool Opening -Saturday, May 23
- Sun and Fun Days here May 20, 21, 22, 26 and 27
- Fox 13 news from the parks and from the pool
- ULGT Annual meeting @ the TRUST on May 21
- Auditors will present at the June Board meeting
- Other

**C. Information and Discussion regarding ZAP Application – Lyse’ Durrant**

- Ms. Durrant gave an update regarding the ZAP Application.

**D. Information and Discussion regarding the 2025 Audit – Lyse’ Durrant**

- Ms. Durrant gave information regarding the 2025 Audit.
- To be brought back in Special Business during the June 2026 meeting.

**E. Information and Discussion regarding the Certified Tax Rate – Lyse’ Durrant**

- Ms. Durrant presented information regarding the Certified Tax Rate.
- To be brought back in Special Business during the June 2026 meeting.

**F. Information and Discussion regarding the Fraud Risk Assessment – Lyse’ Durrant**

- Ms. Durrant presented information regarding the Fraud Risk Assessment.
- To be brought back in Special Business during the June 2026 meeting.

**Special Business**

**A. Consideration and Recommendation to approve Policy VI-Employee Code of Conduct – Resolution 2026 – 6.**

- After review, Mr. Magaro motion to approve Policy VI-Employee Code of Conduct – Resolution 2026-6. Ms. Cottam seconded the motion. Motion carried unanimously with Ms. Hansen, Ms. Cottam, and Mr. Magaro voting “Yes.”

**Adjourned at 4:32pm**

**The next meeting of the Board will be held on June 17, 2026 @ 4pm**