

**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 18th day of August 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
Warren Hallmark
Marcie Burrill
Ryan Gardner
Allie Brown
Marc Call

A Work Session was held on August 10th where a presentation was giving by the Employers Council.

All members of the Board voted and decided unanimously to go into a closed meeting, where there was a discussion about the character, competence or health of an individual.

A Work Session was held on August 18th @ 3:30 pm where there was a discussion of 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 notification of a public meeting.

B. Pledge of Allegiance

- Mr. Hill led the Pledge of Allegiance.

C. Review and Approval of July 2021 Board Minutes – Bart Hopkin

- After a discussion of the minutes, upon a motion by Mr. Evans, a second by Mr. Morzelewski and passed unanimously it was, RESOLVED, to approve the Financial Statement for July 2021.

D. Approval of the Financial Statement – July 2021 – Ben Hill

- The Board Reviewed the Financial Statement for July, 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 July 2021.

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

- The Board Reviewed the Accounts Payable Selected Entries 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

- No Comment.

B. Board District Representation Reports

- Mr. Morzelewski had a comment concerning our Ice schedule.

C. Aquatics Report – Marcie Burrill

- Just 2 weeks to Labor Day. We have switched to a modified schedule when school started on August 16th through Labor day. We will have another schedule for September that will continue through the Winter.

- Swimming lessons, Splash ball, and Pre comp will start again September 7th for our Fall/Winter season.
- CHAT held an end of season party on August 5th. They enjoyed some free time on the slides and boards, and of course a lot of food that their parents helped to bring. They are on break until August 23rd.
- Water polo season is beginning this week. We will hold practices Monday – Friday from 4pm-8pm in the outdoor diving tank. They will play games mostly at Kearns Oquirrh Park Fitness Center. The season will end on October 30th.
- The indoor pools closed Saturday August 14th at Noon. Operations drained and is doing maintenance on the racing and diving pools. Visual maintenance will be working on various projects this week also. We will have a modified schedule opening outside during the mornings, and open plunge in the evenings rotating between the indoor and outdoor pools
- We have lost a majority of our lifeguards that have gone back to school. Due to losing so many lifeguards early, because school started earlier this year. We will have a different schedule this year. We will continue to have outdoor open plunge Saturday, Sunday and Monday; the rest of the week we will have open plunge inside. We have modified the schedule also by being open either outside or inside, we are not able to do both at the same time. We have put into place some ways to keep the lifeguards and fill shifts more easily. I worked with Ben and Melissa to implement a raise for those that are willing to stay on and not just be seasonal staff, and a Sunday bump for those that don't want to work on Sundays.
- August 14th we participated in Lifeguard games. I will let you know how we did when I report Wednesday.
- Other business.

D. Recreation and Fitness Report – Warren Hallmark

INFORMATION & UPDATES:

- Summer Programs
 - Tennis lessons and Kids Camp have wrapped up.
 - Successful summer for both programs, Bonnie and Adam did a great job in their respective responsibilities.

- CHPRF Golf Tournament
 - August 24 @ Mountain Dell Golf Course
 - 132 potential golfers
- Oktoberfest
 - Scheduled for September 9-12.
 - Public ice skating through the weekend has been canceled.
- After School Program
 - A smaller version of our popular Parks & Rec Kids Camp, running on school days according to the Canyons School District schedule.
- Youth Flag Football
 - Registration is closed, games will begin the week of Labor Day.
 - 272 total participants.
 - Last fall there were 188, spring season had 297.
- AYSO
 - Registration is ongoing, to date there are 489 registrations.
 - Last season there were 398.
- Other Business
 - n/a

E. Parks Report – Ryan Gardner

- All interior and exterior lights replaced with LED's at both Bywater Park snack shacks - lights donated by Commercial Lighting
- Part time Labor
 - down 5 - two part-timers during the week, 2 part-timers on weekends. Advertising Groundkeeper position - 3 at 30hrs/wk., 2 parks assigned to each with various responsibilities
- Waterchecks
 - the audit was centered around distribution uniformity. A score of 100% represents perfect water distribution uniformity, however, it's important to note that a perfect score is unrealistic and unachievable. The USU Conservation Program identifies a score

between 70%-80% “achievable” and “excellent”. A score below 50% indicates inefficiencies and adjustments should be made.

- Both Bywater and Antczak scored a 60%. Items attributing to our score were noted as: interrupted spray pattern from trees, signs etc., overspray of heads intended for turf/landscape, but extending into field dirt, sidewalks etc. (design/layout issues) and sunken, tilted or mismatched heads and nozzles
- Push towards 70% through weekly monitoring, correct installation, correctly matching heads/nozzles when replacing and keeping trees pruned to avoid obstruction.
-

F. Facility Maintenance Report – Kevin Suchey

- Ice Sheet was removed and replaced with new paint and lines and will open August 24. Everyone in both departments have really put in extra effort to make this project go smooth. We even had a few Skate Guards lead a hand.
- The compressors were rebuilt: including piston bearings for the first time since installation.
- Visual Maintenance has been scrubbing the dasher boards and cleaning the glass to remove the puck marks from inside the rink
- We are starting to replace the track lights to LED, which required some new safety equipment for the scaffolding (leveling kit and safety rails).
- I am going through Operations and Visual Maintenance safety equipment and updating it.
- Operations and Visual Maintenance are starting their yearly pool maintenance program. Pipe repairs, scrubbing of the deck, painting the shower ceilings, shower repairs, etc.

G. Executive Directors Report – Ben Hill

INFORMATION & UPDATES:

- Smart Approach to Cost Recovery (110% / SmartRec)

- Staff Kick Off Meeting is on Thursday, August 19th
- Project Team, Service Category Development Team, and a Data Gathering Team
- Utah Cohorts:
 - CHPRSA, Oquirrh Recreation & Parks District, and South Davis Recreation District
- American Rescue Plan Act (ARPA)
 - Request with the City – Reduction in Revenue due to the COVID-19 Pandemic
 - CHPRSA 2020 Revenue Reduction: \$398,257 (GFOA Calculation)
 - Infrastructure: Antczak Park Master Plan
 - City Council Meeting on Tuesday, August 17th
- CH2:
 - August Meeting was Canceled
 - Next CH2 Meeting is Tuesday, September 14th at 10AM (Bart)
- CH Parks, Trails and Open Space Committee
 - July Meeting was Canceled due to Butlerville Days
 - Next Meeting is Wednesday, August 18th (6 - 8 PM)
- CH Parks & Recreation Foundation Charity Golf Tournament
 - Tuesday, August 24th – 8AM Shotgun Start at Mountain Dell Golf Course
- URPA Conference:
 - Monday, August 30th – Wednesday, September 1st
 - Utah Valley Convention Center – Provo
 - Nominated Awards includes:
 - Outstanding Department - Class II (CHPRSA)
 - Outstanding Professional - Custodial (Roz Dalebout)
 - Mike Peterson “Learn & Lead” Scholarship (Kevin Suchey / Warren Hallmark)
- Big Cottonwood Canyon Marathon:
 - Saturday, September 11th – Volunteer Water Station
 - City Council Meeting: Wrap-up and Check Presentation (10-19-21)
- Worldwide Day of Service:
 - Saturday, September 11th – Park Clean-up

- UASD Annual Conference
 - Wednesday, November 3rd – Friday, November 5th
 - Utah Valley Convention Center – Provo
 - Early Bird Registration by September 10th
 - Annual Board Training?
- Other

H. Discussion and Information regarding moving the September 15th Board Meeting from 4PM to 10AM

- There was a discussion regarding moving the September 15th Board Meeting from 4PM to 10AM.

I. Discussion and Information regarding terminating Policy #460-Children of an employee while at work – Ben Hill

- There was a discussion regarding termination Policy #460-Children of an employee while at work, to be brought back in Special Business.

SPECIAL BUSINESS

A. Consideration and Recommendation to Approve Section VI-Code of Conduct – Resolution 2021-11

- Upon a motion by Mr. Morzelewski a second by Mr. Evans and passed unanimously it was, RESOLVED, to adopt Resolution 2021-11.

B. Consideration and Recommendation to Terminate Policy #460-Children of an employee while at work- Resolution 2021-12

- Upon a motion by Mr. Evans a second by Mr. Morzelewski and passed unanimously it was, RESOLVED, to adopt Resolution 2021-12.

Meeting Adjourned @ 5:02pm

The next Meeting of the Board will be September 15th @ 10AM