

MINUTES FOR THE REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE OQUIRRH RECREATION AND PARKS DISTRICT  
WEDNESDAY JANUARY 17, 2024  
ELEMENT EVENT CENTER – 1<sup>st</sup> FLOOR  
5658 S COUGAR LANE (4800 WEST),  
KEARNS, UTAH 84118

Present:

Wade Wright, Chair  
Jeff Monson, Vice Chair  
David Howick, Trustee

Staff Present:

Kevin Schmidt, Executive Director  
Danielle Norman, Controller  
Chris Johnson, Accountant/HR Specialist  
Josh Lawrence, HR Manager

Others Present:

CALL TO ORDER

Chair Wright called the Regular Board Meeting to order at 7:00 p.m.

Citizens Comment

There was no public comment.

Oath of Office – Jeff Monson

Ms. Johnson swore in Mr. Jeff Monson as the Trustee for the Oquirrh Recreation and Parks. Those present congratulated Mr. Monson as Vice-Chair.

MANAGER REPORTS & EXECUTIVE DIRECTOR REPORT

Chair Wright reported, the Managers reports were discussed in the Working Meeting.

EXECUTIVE DIRECTOR REPORT

Mr. Schmidt discussed several items in the Directors report, the outdoor pool replaster, the tile at the front counter remodel, and the Directors retreat that was hosted by facility.

Consideration and Recommendation to Approve Expenditures over \$60,000

Chair Wright discussed the Olympus Insurance Company invoice; The Board reviewed the amount, Trustee Howick moved to approve the Olympus Insurance invoice in the amount of \$ 147,804.00 as presented. Vice-Chair Monson seconded the motion. Motion carried unanimously:

Chair Wright, Aye  
Vice-Chair Monson, Aye  
Trustee Howick, Aye

Chair Wright presented the Zion's Bank invoice. Trustee Howick moved to approve the Zion's Bank Invoice previously approved by the Executive Director and Chair Wright in the amount of \$ 262,829.45 as presented. Vice-Chair Monson seconded the motion. Motion carried unanimously:

Chair Wright, Aye  
Vice-Chair Monson, Aye  
Trustee Howick, Aye

#### Discussion and Approval of Resolution 2024-01 Oquirrh Recreation & Parks District Appointed Positions

Chair Wright discussed the appointed position Vice-Chair Monson moved to approve Resolution 2024-01 with the updated dates. Trustee Howick seconded the motion. Motion carried unanimously:

Chair Wright, Aye  
Vice-Chair Monson, Aye  
Trustee Howick, Aye

#### APPROVAL OF MINUTES

After a brief discussion, Vice-Chair Monson moved to approve the minutes for the previously held meeting:

December 6, 2023 – Regular Board Meeting

Trustee Howick seconded the motion. Motion carried unanimously:

Chair Wright, Aye  
Vice-Chair Monson, Aye  
Trustee Howick, Aye

#### APPROVAL OF PAYABLES & FINANCIALS

After review, Trustee Howick made a motion to ratify the January 3, 2024, payable in the amount of \$ 193,029.63. Vice-Chair Montion seconded the motion. Motion carried unanimously:

Chair Wright, Aye  
Vice-Chair Monson, Aye  
Trustee Howick, Aye

After review, Vice-Chair Monson made a motion to ratify the December 20, 2023, payable in the amount of \$ 153,067.12. Trustee Howick seconded the motion. Motion carried unanimously:

Chair Wright, Aye  
Vice-Chair Monson, Aye  
Trustee Howick, Aye

After review, Trustee Howick made a motion to approve January 17, 2024, payable in the amount of \$ 536,905.41. Vice-Chair Wright seconded the motion. Motion carried unanimously:

Chair Wright, Aye  
Vice-Chair Monson, Aye  
Trustee Howick, Aye

The November financials were not present in the January Board Packet. The Board stated they would approve them at the next Regular Board Meeting in February.

Next Regular Board Meeting Scheduled for February 21, 2024, at 7:00 PM

ADJOURN

The Regular Meeting was adjourned at 7:27 PM.

Date: \_\_\_\_\_  
Wade Wright – Chair

Date: \_\_\_\_\_  
Jeff Monson – Vice Chair

Date: \_\_\_\_\_  
David Howick – Trustee

MINUTES FOR THE WORKING MEETING OF THE BOARD OF TRUSTEES  
OF THE OQUIRRH RECREATION AND PARKS DISTRICT  
WEDNESDAY, FEBRUARY 15, 2023  
ELEMENT EVENT CENTER 1<sup>ST</sup> FLOOR  
5658 S COUGAR LANE (4800 WEST),  
KEARNS, UTAH

Present:

Wade Wright, Chair  
Jeff Monson, Vice-Chair  
David Howick, Trustee

Staff Present:

Kevin Schmidt, Executive Director  
Danielle Norman, Controller  
Chris Johnson, Accountant/HR Specialist  
Brad Peercy, Aquatics Manager  
Jacque Wardle, Recreation Manager  
Sam Page, Operations Manager  
Steve Cook, Marketing Manager  
Josh Lawrence, HR Manager  
Kurt Warren, Facilities

Others Present:

CALL TO ORDER

Chair Wright called the meeting to order at 6:06 p.m. Chair Wright turned the time over to Mr. Schmidt for general discussions.

General Discussion

Discussion of Agenda Items

Chair Wright turned the time over to Trustee Howick to discuss a few items he would like to see on future agendas. Trustee Howick continued to talk about several items he would like to see, such as the committees and the external and independent audit. He would also like to know what Mr. Schmidt's vision is for the future of the District. Policy and Budget reserve, Chair let Trustee Howick know that he has been working with Ms. Norman and Mr. Schmidt on Policy 3.1 concerning the cash and investments. Chair Wright also noted that they wanted to discuss the vision for marketing.

Mr. Schmidt discussed the new software and the changes that are coming, Mr. Schmidt let the Board know that they would be moving from Perfectmind to Smart Rec within the month. Trustee Howick then asked several questions concerning the Bank statements, deposits

concerning the merchant transaction and amount that are being deposited. Ms. Norman explained the process and how those deposits are accounted for.

Ms. Norman discussed the November Financials and stated she would have them at the next Board meeting. Ms. Norman said the draft for December Financial look good and have not been finalized.

Chair Wright, moved to discuss the managers reports,

### OPERATIONS

Ms. Page asked if anyone had any questions on the security report. December was a very quiet month, with only a few incidents/accidents. She discussed several of the incidents that happened in the last month. There were no additional questions for Ms. Page.

### HUMAN RESOURCES

Mr. Lawrence discussed the HR report, there were no additional questions.

### MARKETING

Mr. Cook discussed the membership special; when someone buys a new membership, they receive two extra months at no additional cost, this is only for annual memberships and is not offered to those on the draft. Mr. Cook discussed the marketing department.

### FACILITIES

Mr. Warren asked the Board if they had any questions. He gave an overview of maintenance items and discussed the new party room, located in the spa hallway. He discussed the Klor-King that was installed in the basement of the rec pool. Mr. Warren discussed the system and let the board know his department would be receiving training to manage the new system.

### RECREATION

Ms. Wardle discussed the Angel Tree, the tree for was donations for the food pantry at the High School. She discussed varies items and programs in the Recreation Department and asked if they had any additional questions.

### AQUATICS

Mr. Percy discussed the General attendance for year ending 2023, He discussed the past year attendance going back to 2010, the group lessons, and other items in the aquatics report. Discussion on the Tr-Series, and the new process that was implemented by Ms. Wardle. Mr. Percy discussed the Holiday Open and let the Board know, attendance was up, and the meet ran very well.

ADJOURN

The Working Meeting was adjourned at 6:55 PM.

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

\_\_\_\_\_  
Wade Wright – Chair

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

\_\_\_\_\_  
Jeff Monson – Vice Chair

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

\_\_\_\_\_  
David Howick – Trustee